

# CONCORDIA UNIVERSITY ANN ARBOR 2009–2010 ACADEMIC CATALOG



## EDUCATE YOUR AMBITION

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### CONCORDIA UNIVERSITY

Ann Arbor, Michigan

Office of Admission  
4090 Geddes Road • Ann Arbor, MI 48105  
Toll Free: 1-888-282-2338 • 734-995-7322  
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4090 Geddes Road  
Ann Arbor, MI 48105  
1-888-282-2338  
[www.cuaa.edu](http://www.cuaa.edu)



## 2009-2010 Academic Catalog

The academic catalog contains the most accurate information available for the fall of 2009. Statements contained herein are not contractual obligations. Verbal or other representations that are inconsistent with or not contained within the catalogs offerings or policies are not binding. Concordia University reserves the right to change, without specific notice, offerings, policies, procedures, qualifications, fees, and other conditions.

### **Concordia University Ann Arbor**

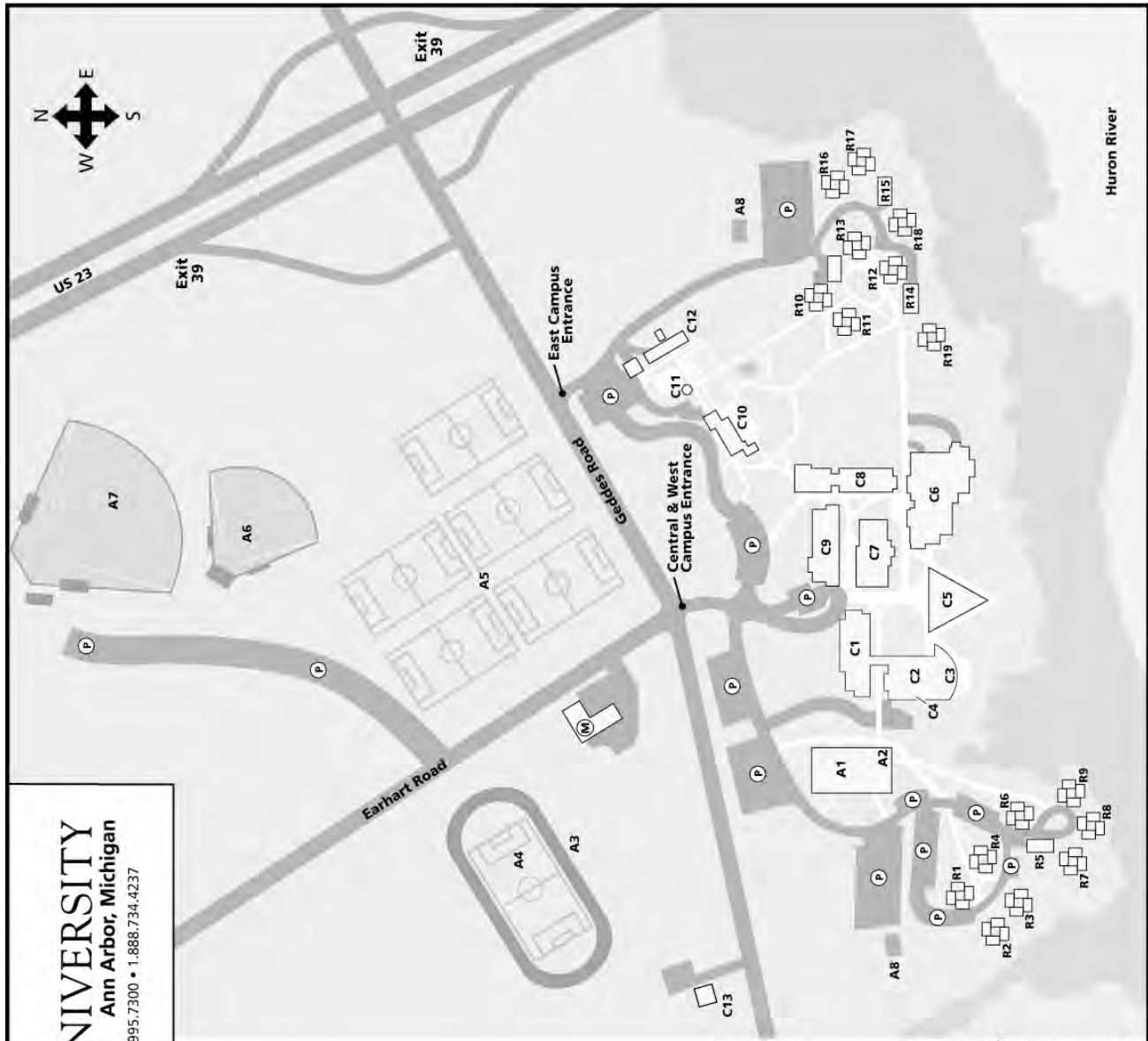
Concordia University is a member of the national Concordia University System of ten universities and colleges of the Lutheran Church-Missouri Synod and is accredited by the North Central Association of Colleges and Schools. Concordia University admits qualified students without regard to age, race, color, national or ethnic origin, gender or disability to all the rights, privileges, programs and activities made available to students. Concordia University does not discriminate contrary to law on the basis of age, race, color, national or ethnic origin, gender or disability in the administration of its educational or admission policies, scholarship and loan programs, athletic and other university-administered programs. Concordia University's Disability and Title IX Coordinator is the Director of Student Services, who may be contacted at 4090 Geddes Road, Ann Arbor, MI 48105 or 734-995-7472.



# CONCORDIA UNIVERSITY

Ann Arbor, Michigan

4090 Geddes Road • Ann Arbor, MI 48105 • 734.995.7300 • 1.888.734.4237  
 Located just west of US Hwy 23 at Exit 39



### Campus Key

#### Athletic Facilities:

- A1—Gymnasium
- A2—Weight Room
- A3—Track
- A4—Soccer Field
- A5—Practice Soccer Fields
- A6—Softball Field
- A7—Baseball Field
- A8—Outdoor Volleyball Court

#### Central Campus:

- C1—Student Services Building
- C2—Cafeteria / Student Union
- C3—Riverside Rooms
- C4—Bookstore
- C5—Chapel of the Holy Trinity
- C6—Kreft Center for the Arts
- C7—Zimmerman Library
- C8—Krieger Hall
- C9—Science Building
- C10—Earhart Manor
- C11—Gazebo
- C12—Greenhouse
- C13—The Haab House

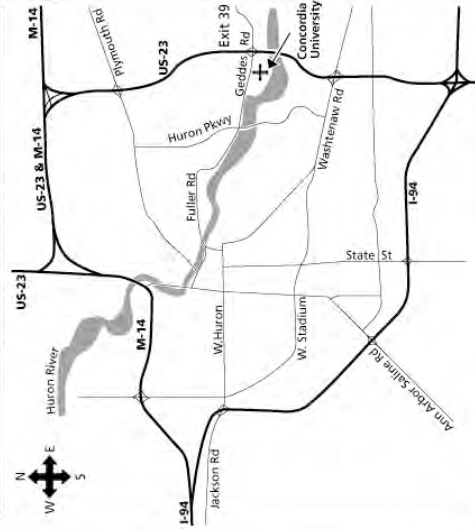
#### Residence Halls:

- R1—Ruth
- R2—Jonathan
- R3—David
- R4—Rebekah
- R5—Resident Director
- R6—Miriam
- R7—Hannah
- R8—Sarah
- R9—Esther
- R10—Stephen
- R11—Paul
- R12—Luke
- R13—Timothy
- R14—Resident Director
- R15—Guest House
- R16—Silas
- R17—Barnabas
- R18—Titus
- R19—John Mark

#### Maintenance—(M)

#### Parking—(P)

### Ann Arbor Area



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## Academic Calendar, 2009–2010

### Fall Semester: 2009

August 19-21, 2009	Wed.-Fri.	Faculty Seminar
August 29, 2009	Sat.	Orientation
August 31, 2009	Mon. 8:00 am	Classes Begin; Opening Service 10:45am
September 7, 2009	Mon.	Labor Day - No Classes
October 22-23, 2009	Thurs. and Fri.	Midterm Break
November 24, 2009	Tues. 10:00 pm	Thanksgiving Recess Begins
November 30, 2009	Mon. 8:00 am	Classes Resume
December 11, 2009	Fri.	Last Day of Classes
December 14, 2009	Mon.	Final Exams Begin
December 16, 2009	Wed.	Study Day
December 18, 2009	Fri.	Finals End; Last Day of Semester

### Spring Semester: 2010

January 11, 2010	Mon. 8:00 am	Classes Begin
January 18, 2010	Mon.	MLK Day - No Classes
February 26, 2010	Fri. 8:00 pm	Spring Break
March 8, 2010	Mon. 8:00 am	Classes Resume
March 31, 2010	Wed. 10:00 pm	Easter Break
April 4, 2010	Sun.	Easter
April 5, 2010	Mon. 6:00 pm	Evening Classes Resume
April 6, 2010	Tues. 8:00 am	All Classes Resume
April 30, 2010	Fri.	Last Day of Classes
May 3, 2010	Mon.	Final Exams Begin
May 5, 2010	Wed.	Study Day
May 7, 2010	Fri.	Finals End; Last Day of Semester Baccalaureate
May 8, 2010	Sat.	Commencement

### May Term: 2010

Monday, May 10 - Friday, May 28

### June Term: 2010

Tuesday, June 1 – Friday, June 18

## Academic Calendar 2010–2011

### Fall Semester: 2010

August 17-19	Tues. – Thur.	Faculty Seminar
August 28	Sat.	Orientation
August 30	Mon. 8:00 am	Classes Begin; Opening Service 10:45 am
October 21-22	Thurs. – Fri	Midterm Break
November 23	Tue. 10:00 pm	Thanksgiving Recess Begins
November 29	Mon. 8:00 am	Classes Resume
December 10	Fri. 4:30 pm	Last Day of Classes
December 13	Mon.	Final Exams Begin
December 15	Wed.	Study Day
December 17	Fri.	Final Exams End; Last Day of Semester

### Spring Semester: 2011

January 10	Mon.	Classes Begin
January 17	Mon.	M. L. King, Jr. Day; Community Service Activities; No Day Classes/Night Classes Meet
February 25	Fri. 8:00 pm	Spring Break Begins
March 7	Mon. 8:00 am	Classes Resume
April 20	Wed. 10:00 pm	Easter Break Begins
April 25	Mon. 6:00 pm	Evening Classes Resume (Only)
April 26	Tue. 8:00 am	All Classes Resume
April 29	Fri.	Last Day of Classes
May 2	Mon.	Final Exams Begin
May 4	Wed.	Study Day; Evening Final Exams
May 6	Fri.	Final Exams End; Baccalaureate
May 7	Sat.	Spring Commencement

### May Term: 2011

Monday, May 9 – Friday, May 27

### June Term: 2011

Tuesday, May 31 – Friday, June 17

# CONCORDIA UNIVERSITY ANN ARBOR

Concordia University is a Christian educational institution where the Lutheran understanding of Scripture and the Good News of Jesus Christ permeates the culture and is shared with everyone. Our primary enterprises are learning, teaching, and scholarship grounded in faith. We are a community that expresses concern and care for every individual.

Located in the heart of Southeast Michigan, Concordia University offers an intimate, stimulating campus environment in the midst of a cosmopolitan university community with an international flair. Concordia students enjoy a challenging academic environment dedicated to the intellectual, social, and spiritual growth of each individual in a supportive Christian community.

## Our History

Concordia University stands on 187 acres overlooking the Huron River. Once a home to peoples of the Chippewa, Ottawa, Potawatomi, Huron and Miami nations, the campus is bisected by Geddes Road, formerly the Potawatomi Trail, an old Indian highway. In the spring of 1680, the French explorer LaSalle became the first European to view the campus site. The earliest settler of the land was Elnathan Botsford, one of the first residents of Ann Arbor, who arrived in 1825. In 1917, Harry Boyd Earhart purchased the property. A philanthropist, Mr. Earhart's interests focused on education, religion and charity. In the late 1950s, the Lutheran Church-Missouri Synod began a search for a site to build a college. The Earhart estate was purchased in the early 1960s and construction commenced. Concordia College, Ann Arbor was dedicated in 1963 as a junior college. That year, Concordia was granted the right to award the Associate of Arts degree by the State of Michigan. The expansion of the college to a four-year institution with the right to award the Bachelor of Arts degree was approved by the State in 1976. In 2000, the State approved the graduate program and awarding a Master of Science degree. In July 2001 the name was officially changed to Concordia University.

The University offers a variety of pre-professional programs, in addition to degree programs. These programs prepare students to enter professional schools or are for those who desire a two year course of study.

## Our Mission and Vision

### Mission

Within its distinctly Christian environment and its academic community dedicated to excellence, Concordia University serves as a liberal arts University of The Lutheran Church-Missouri Synod, preparing men and women for a life of service in the church and in the world.

### Vision

Concordia University will enable learners to succeed in a rapidly changing world. Concordia will be:

- committed to faith and values formation
- focused on learner-centered achievement
- populated with diverse scholars
- engaged locally and globally

## Accreditations and Affiliations

Concordia University is a member of The North Central Association of Colleges and Schools. North Central granted initial accreditation of Concordia's program in 1968. The North Central Association most recently reviewed the expanded academic program in 2001. Accreditation of the four-year program has been in effect since July 1976 and the graduate program since 1999. In addition, Concordia University is accredited by the National Council for the Accreditation of Teacher Education (NCATE). Documents are on file in the Office of the Vice President, Academics and may be reviewed by appointment.

Concordia holds membership in: the Lutheran Educational Conference of North America; the Association of Independent Colleges and Universities of Michigan; the National Association of Independent Colleges and Universities; the American Council on Education; the American Association of Collegiate Registrars and Admissions Officers; the Michigan Association of Collegiate Registrars and Admissions Officers; the American Association of Higher Education; the Michigan Association for Colleges of Teacher Education; the National Research Center for College and University Admissions; the National Association of Christian College Admissions Personnel; the Lutheran Admission Counselors of the Missouri Synod; the Association of Lutheran College Faculties; the National Christian College Athletic Association; and the National Association of Intercollegiate Athletics.

Concordia University is a member of the Concordia University System - a consortium of the ten colleges and universities nationwide of the Lutheran Church-Missouri Synod. When students enroll at one Concordia campus, are also enrolled in the Concordia University System through a process called simultaneous enrollment. This provides qualified students with the opportunity to participate in the visiting student program, which allows up to two semesters of study on another Concordia campus. In addition, students in the Concordia University System may use all of the computer, communication, and video technologies which allow students on one campus to participate in selected courses on other Concordia campuses.

## TRADITIONAL UNDERGRADUATE INFORMATION

### **ADMISSION**

Admission to Concordia University is based upon a wide range of criteria designed to identify a student body with integrity, high academic standards and serious educational and personal goals. True to the University's commitment to individualized education, each application receives a confidential and in-depth review.

#### **Campus Tour and Visit**

Prospective students and their families are invited to visit the campus. To find out more information on scheduled visit days or to make an appointments contact the Office of Admission at (800) CUAA-EDU; visit our web site at [www.cuaa.edu](http://www.cuaa.edu); or send an e-mail, including your full name, address, and telephone number, to [admission@cuaa.edu](mailto:admission@cuaa.edu).

#### **Admission Criteria**

Many factors are considered in determining admission. These may include: the difficulty of the student's overall curriculum; performance in the curriculum; rank in class; recommendations; test scores; personal statement and/or interview; work experience; and special abilities not reflected in the student's secondary education experience. In addition, recent grade trends and general contributions to the school, community and church may be considered.

The University requires that applicants possess a high school diploma (or GED diploma) and recommends that they have successfully completed a college preparatory curriculum that includes: four credits of English; three credits of mathematics, including two credits of algebra and one of geometry; two credits of social studies; two credits of laboratory sciences; two credits of a foreign language. (If a student has not successfully completed all of these courses, the student's application may be referred to the Admissions Council for further review. This action may result in admission with a credit load restriction.)

All forms should be submitted to the Office of Admission. The paper admission application must be accompanied by a non-refundable application fee, which does not apply toward tuition. The online application is free. The admission forms and transcripts reflecting prior credit become property of Concordia University and will not be returned or forwarded.

#### **First-Year Student**

Applications for admission are considered on a rolling basis with a completed application and an official high school transcript (sent directly from the institution to Concordia), official certification of high school equivalency, or GED diploma (General Education Development). Students must also submit test scores from either the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT). The ACT is preferred. The nonrefundable application fee should accompany a submitted paper application for admission. Applying online ([www.cuaa.edu](http://www.cuaa.edu)) is free. A personal statement of 300-500 words or more is optional and may address the student's goals, achievements, strengths, and weaknesses and reasons why a student is considering Concordia University.

#### **GED Diploma Student**

Persons who have not graduated from high school and desire admission are advised to complete graduation requirements through equivalency examination or other means in the district of their residence. The High School Equivalency Certificate, also known as the General Education Development diploma (GED), will be accepted in lieu of a high school diploma. To be considered for admission, the student must submit an official copy of the GED scores sent directly from the testing center to the Office of Admission at Concordia. The nonrefundable application fee should accompany a submitted paper application for admission. Applying online ([www.cuaa.edu](http://www.cuaa.edu)) is free. A personal statement of 300-500 words or more is optional and may address the



student's goals, achievements, strengths, and weaknesses, and reasons why a student is considering Concordia University.

### Home-Schooled Student

The Office of Admission requires that home-schooled students submit a transcript of their academic work and/or official documentation from a home-based educational organization. Students must also submit test scores from either the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT). The ACT is preferred. Two letters of recommendation are required. The nonrefundable application fee should accompany a submitted paper application for admission. Applying online ([www.cuaa.edu](http://www.cuaa.edu)) is free. A personal statement of 300-500 words or more is required which addresses the student's goals, achievements, strengths, weaknesses, and reasons why the student is considering Concordia University. A resume or extracurricular activities sheet is also required. A personal interview may be requested.

### Transfer Student

Transfer students are advised to submit an online application ([www.cuaa.edu](http://www.cuaa.edu)). Applying online is free. Paper applications require a non-refundable application fee. Students should also request that official academic transcripts from each institution attended be sent directly from the previous institution to Concordia University. Transcripts issued to the student are not official and cannot be used to evaluate official transfer of credit.

Transferring students with fewer than 30 transferable credit hours must submit official high school transcripts sent directly from the school to Concordia. Transfer students with fewer than 12 credit hours must also submit test scores from either the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT). The ACT is preferred. After admission is determined, the Registrar will evaluate the student's college transcripts. Credit is awarded in general education proficiencies (writing, oral communication, mathematics, and information technology) and general studies program requirements (social science, natural science, religion, humanities, and language). Elective credits are a third alternative. Following the evaluation, an admission counselor will contact the student with the results.

### International Student

International students must be competent in the use of the English language; therefore, college-level reading, speaking, and writing of the English language are necessary. Admission requirements include the following: completed admission application, non-refundable application fee, documentation of TOEFL (Test of English as a Foreign Language) or the Michigan Test of Language Competency, academic record with official evaluation of foreign education credentials, completed Certificate of Financial Responsibility, and documentation of available funds.

### Guest Student

Guest students are qualified high school students, high school graduates, or students enrolled in a degree program at another institution who take courses without being accepted by Concordia's Office of Admission. Registration is completed through the Registrar's Office. Student fulfillment of course prerequisites is required, if the student is taking course(s) for credit. A transcript is required to show evidence of meeting the prerequisite(s).

A high school student may attend Concordia (as a guest) if he/she provides a high school transcript indicating a cumulative grade point average of at least 3.00 and written approval from an advisor/official from his/her high school.

If the guest student is a high school graduate, high school and/or college transcripts are not required. A student who is enrolled in a degree program at another college or university may take any class authorized in writing (by that institution) if space is available. If the student is taking course(s) for credit they must satisfy necessary prerequisite(s). A transcript is required to show evidence of meeting the prerequisite(s).

Guest students are limited to eighteen total credits. Since guest students are not enrolled in a degree program at Concordia University, financial aid is not available.

Individuals not seeking college credit may audit courses if space is available. Audited courses are posted on an official university transcript, but no credit is generated, and the course cannot be used toward degree completion. The required forms are available in the Registrar's Office.

# ADDITIONAL CREDITS AND OPTIONS

## Advanced Placement

College credit may be granted for Advanced Placement courses taken in high school. Students who achieve a selection score of three or higher on the Advanced Placement Exam may be granted credit in comparable courses applicable to their college program. An official score report, sent directly from the testing company to Concordia, is required. On this basis, students may be exempt from a course otherwise required and may be admitted to the next course offered in that field. Contact your high school counselor for more information about enrolling in Advanced Placement courses.

The Registrar maintains a list of the specific Advanced Placement Exams that are acceptable from these testing programs. The list includes test names, passing scores, the number of credits awarded if the test is passed, and equivalent Concordia courses if such exist. Partial credit for scores below the designated passing score will not be granted. Please contact the Registrar's Office or [www.cuaa.edu](http://www.cuaa.edu) for further information.

### 2009-2010 Advanced Placement Test Transfer Information

AP Test Name	Score Required	Credit Awarded	Course Equivalent
Art Studio—Drawing	3, 4, 5	3	ATS281
Art Studio—2D Design	3, 4, 5	3	ATS281
Art Studio—3D Design	3, 4, 5	3	ATS281
Biology	3, 4, 5	4	BIO201 or NAT282
Calculus AB	3, 4, 5	4	MAT221
Calculus BC	3, 4, 5	8	MAT221 & MAT222
Chemistry	3, 4 5	4 8	CHE211 or NAT281B CHE211 & CHE212
Computer Science A	3, 4, 5	3	CSC351
Computer Science AB	3, 4, 5	3	CSC351
English Language & Composition	3, 4, 5	3	ENG101
English Literature & Composition	3, 4, 5	3	ENG101
English Language & Composition & English Literature & Composition (Both exams taken)	3, 4, 5	6	ENG101 & ENG202
Environmental Science	3, 4, 5	3	BIO342
French Language	3, 4, 5	6	FRE101 & FRE102
French Literature	3, 4, 5	6	FRE101 & FRE102
German Language	3, 4, 5	6	GER101 & GER102
Government & Politics—U.S.	3, 4, 5	3	POS101
History of Art	3, 4, 5	3	ATS281
History—European	3, 4, 5	6	HIS101 & HIS102
History—U.S.	3, 4, 5	6	HIS111 & HIS112
History—World	3, 4, 5	6	HIS101 & HIS102
Human Geography	3, 4, 5	3	GEO200
Latin Literature	3, 4, 5	6	LAT101 & LAT102
Latin—Vergil	3, 4, 5	6	LAT101 & LAT102
Macroeconomics	3, 4, 5	3	ECO200-Only if both tests are taken & both scores are 3 or higher.
Microeconomics	3, 4, 5	3	ECO200-Only if both tests are taken & both scores are 3 or higher.
Music Theory	3, 4, 5	3	MUS201

Physics B	3, 4 5	4 8	PHY211 or NAT281A PHY211 & PHY212
Physics C—Mechanics	3, 4, 5	5	PHY223
Physics C—Electricity & Magnetism	3, 4, 5	5	PHY224
Psychology	3, 4, 5	3	PSY101
Spanish Language	3, 4, 5	6	SPA101 & SPA102
Spanish Literature	3, 4, 5	6	SPA101 & SPA102
Statistics	3, 4, 5	3	MAT261

Additional Policies: Some AP credits will fulfill requirements for both general studies and appropriate majors/minors.

## Standardized Tests

Credits may also be earned through the following standardized testing programs:

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

An official score report, sent directly from the testing company to Concordia, is required. The Registrar maintains a list of the specific tests that are acceptable from these testing programs. For CLEP, the list includes test names, passing scores, the number of credits awarded if the test is passed, and equivalent Concordia courses if such exist. Partial credit for scores below the designated passing score will not be granted. Please contact the Registrar’s Office for further information.

## TUITION & FEES

As a private, not-for-profit educational institution sponsored by the Lutheran Church-Missouri Synod, Concordia University strives to provide the highest quality educational experience for its students at the lowest cost possible to insure the delivery of excellent educational services. The University provides and coordinates financial assistance to help students defray the costs of their educational endeavors. For more information on Financial Aid, see that portion of this catalog (page 12).

Tuition is the amount charged for a given class or set of classes, whether at a flat rate or per credit-hour cost. Fees include any various one-time and recurring fees charged to a student account. Examples of these additional fees include but are not limited to, fieldtrips, science and music labs. The Student Accounts Office may publish supplemental information detailing specific charges for tuition, fees, and other special fees or finance charges of the University. Fees and costs are subject to change without notice.

### Tuition & Fees Per Credit / Per Semester

Undergraduate Tuition .....	\$10,195.00 per semester
Undergraduate Tuition (Part-time/Overload).....	\$673.00 per credit
Shared Room .....	\$2,432.00 per semester
Private Room .....	\$4,342.00 per semester
Meal Plans .....	\$1,371.00 per semester
Student Teacher Meal Plan.....	\$270.00 per semester
Student Teacher Shared Room .....	\$480.00 per semester
Student Teacher Private Room.....	\$858.00 per semester
Course Fees/Private Lessons .....	<i>varies</i>

### Special Fees

Vehicle Permit .....	\$50.00 per semester
Matriculation Fee.....	\$100.00 - <i>First Year, First Semester Only</i>
Payment Plan.....	\$100.00 per semester
Late Fee .....	\$25.00

### Deposits

The tuition deposit fee of \$125 for a student in the traditional program is due once the student has been admitted and has decided to attend Concordia University. Additionally, all students wishing to live on-campus must make a \$100 deposit for room and board. These deposits apply toward education costs for the first

academic year and are not refundable after May 1 unless the offer of admission is withdrawn at the initiative of the University.

### Room and Board

The amounts paid for room and board provide a shared room and a meal plan. Single occupancy rooms may be available from time to time at an additional cost. All students living in campus housing must participate in the food service program of the University. Meal service is not available during the Thanksgiving, Christmas, Spring break, and Easter recesses. Students living off campus may purchase individual meals through the food service program.

Students with documented medical dietary needs may obtain a “Request for Special Diet” form from the Director of Dining Services. The Director of Dining Services will have the option to accommodate a student’s medical dietary needs. In the event that the Director of Dining Services cannot accommodate a student’s medical dietary needs then that student may be exempted from mandatory participation in the food service program.

### Personal Expenses

In calculating costs for the year, the student should include personal items such as laundry and dry-cleaning, clothing, books, school supplies, membership dues in organizations, contributions to church and charity, recreation, travel, special health needs and a small reserve for miscellaneous items. For cost of attendance purposes (in addition to tuition, fees, room and board) Concordia University assumes \$1,000 for books, \$1,000 for travel, and \$1,175 for miscellaneous personal expense for the year.

### Payment of Tuition and Fees

The full payment of tuition and fees is required before the start of a given semester. Prior to each semester, Concordia University will mail a statement of the student’s account including tuition and fees. If the student is receiving financial aid, the anticipated amount is subtracted from the “payment due” on the account statement to arrive at the revised balance due. This **revised balance is due before the start of the semester**. Students will be dropped from classes, if payment is not made or a payment plan is not arranged by the first day of class.

The University will offer deferred payment options in which a student may request to make a partial payment at the time of registration and subsequent payments for the remainder of the semester. This request must be made to the Accounting Office and approved by the Director of Accounting prior to the start of the semester. Where approval is granted, a service fee of \$100 per **semester** will be assessed as well as a finance charge of \$25 per month on the outstanding balance. Under a deferred payment option, full payment of all charges must be made by the end of each semester. A student with an outstanding balance at the end of a semester will not be authorized to register for a subsequent semester until the account obligation is satisfied or after special payment arrangements have been completed.

Statements are printed on approximately the 1st of each month (processing date), and mailed to the student’s address of record. If a statement is not received within a few days of the “processing date” the student should contact the Business Office 734.995.7332 or email studentaccounts@cuaa.edu. A duplicate statement will be mailed to the student’s address of record and if requested a copy sent to the student’s Concordia email account. Additional statements may be requested via phone or e-mail at any time. Concordia University accepts payments by cash, check, or credit card (Visa, MasterCard, and American Express).

If a student obligation remains unsatisfied for 90 days, the university may assign the outstanding balance to an outside collection company. If the university assigns the past due debt to a collection agency, the debt collection amount will be increased to include reasonable collection costs authorized by law such as the collection agency’s fee, interest, and attorney fees.

### Refunds

Students enrolled in the traditional program who completely withdraw from Concordia University and did not receive federal Title IV aid will receive a prorated refund of tuition and fees according to the following schedule. Special fees are non-refundable. Any refund due to a student for withdrawal from individual classes will be prorated in accordance with the following schedule.

First Week	90%	Fifth Week	50%
Second Week	80%	Sixth Week	40%
Third Week	70%	After sixth week	None
Fourth Week	60%		

Upon complete withdrawal from the University, refunds of room and board will be calculated at an estimated weekly charge based on a 15-week semester dormitory stay. Refunds are only available once the room key is returned to the housing office. Under no circumstances may an unregistered student maintain occupancy in campus housing. Students are expected to vacate campus housing and return their key no later than one week following complete withdrawal from the University.

Refunds of federal aid for students who received Title IV aid will be made according to the federally-mandated refund policy through 60% of the semester in the following order: 1) Unsubsidized Stafford Loan, 2) Subsidized Stafford Loan, 3) Perkins Loan, 4) PLUS Loan, 5) Federal Pell Grant, 6) Federal SEOG. Charges will be reduced and institutional and outside aid will be refunded through the sixth week according to the above schedule. Further information is available from the Office of Financial Aid.

## FINANCIAL ASSISTANCE

Concordia University attempts to make it possible for all who have the capacity and the desire for a Christian Liberal Arts education to obtain it, regardless of their financial resources. Returning students must apply before May 1st, the Priority Financial Aid Deadline. New students should have their FAFSA (Free Application for Federal Student Aid) and the Concordia Application for Financial Assistance in by March 1st. Returning students need only submit the FAFSA, unless instructed otherwise by the Financial Aid Office. Students in the Accelerated Degree Programs should refer to page 86.

The amount of financial aid awarded is based mainly on the applicant's financial need. As a general rule, the primary financial responsibility lies with the student and his or her parents. On the basis of this financial information, the University is able to determine the difference between educational costs and the amount a student and his or her parents can reasonably be expected to provide. This difference is defined as need.

### How to Apply for Aid

New students must complete Concordia's Application for Financial Assistance (available for download from the Concordia Financial Aid website at [www.cuaa.edu](http://www.cuaa.edu)) and the Free Application for Federal Student Aid (FAFSA), also available on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for scholarships, grants, loans or work study at Concordia. For renewal of aid, the FAFSA must be completed each year as soon as possible, after January 1st. After the above information has been received at Concordia, students will be advised of the financial assistance for which they are eligible. This includes employment, loans, grants and scholarships administered by Concordia. Applications received by May 1st will receive full consideration for all assistance, but applicants are encouraged to apply before this date, as some types of federal aid are limited and are awarded on a first-come, first-awarded basis. Applications received after May 1st will be subject to the limitations of available institutional resources. As a general rule, one half of the grants, scholarships, and loans are applied toward each semester's charges. Eligible males of at least 18 years of age must be registered with selective service to receive Federal funds.

If you have any questions or need any forms, contact the Office of Financial Aid, Concordia University, 4090 Geddes Road, Ann Arbor, MI 48105 — Ph. (734) 995-7408.

### Types of Aid

Concordia University strives to offer sufficient financial aid resources to assist students in reaching their educational goals. The sources available are as follows:

#### Scholarships

Some of the scholarship money the University administers is assigned to students of outstanding academic achievement, as well as those displaying special music, dramatic, artistic or athletic abilities. Students must be enrolled full-time to receive Concordia scholarships.

Many local congregations, organizations and individuals offer some financial assistance to students. These students should also apply to their synodical districts.

All students are encouraged to apply for additional outside scholarships. Many such scholarships are listed on the internet at [www.finaid.org](http://www.finaid.org).

#### Grants

By filing the FAFSA, student may receive consideration for federal and state need-based grants. The federal grants available to eligible student include the Pell Grant, the Academic Competitiveness Grant (ACG), the Smart Grant, the Supplemental Education Opportunity Grant (SEOG) and the College Work-Study Grant.

## Michigan Competitive Scholarship/Tuition Grant Program

The Michigan Higher Education Assistance Authority provides scholarships and grants to eligible students who are Michigan residents attending a college or university in Michigan.

The Michigan Tuition Grant Program provides grants to eligible students at private colleges. No qualifying test is necessary. Tuition grants are awarded to students who are able to demonstrate financial need and are attending or planning to attend Concordia.

Michigan Competitive Scholarship awards are made on the basis of demonstrated need and the ACT score. High school seniors must take the ACT on or before the October test date at any ACT testing center and have their score reported to the Michigan Scholarship Program.

This program is subject to yearly renewal by the state, based on the annual budget and approval by the legislature.

Students who meet the eligibility requirements for the Michigan Merit/MI Promise Scholarship (appropriate Michigan Educational Assessment Program [MEAP] scores, ACT/SAT scores, and enrollment in a degree or certificate post-secondary institution in Michigan) may receive an award with the amount to be determined by the State of Michigan.

All Michigan students attending Concordia need to complete the Free Application for Federal Student Aid (FAFSA) to apply for these Michigan programs. Entering freshmen should apply before March 1.

## Loans

It may be necessary for students to borrow to finance their education. Students should use caution in borrowing and generally should not rely primarily on loans.

There are two types of Federal Stafford loans, subsidized and unsubsidized. Subsidized loans are need-based, interest free, and payment free while the student remains in school at least half time. Unsubsidized loans can be used to replace family contribution but interest begins accruing immediately. The interest can either be paid while the student is in college, or capitalized. Students can obtain application information from Concordia's Office of Financial Aid.

Federal Parent Loans for Undergraduate Students (PLUS) may be requested by the dependent students' parents. A PLUS loan is limited to the total cost of education minus any other aid. Repayment of the PLUS loan begins while the student is still in school. Alternative loans are also available.

Concordia also participates in the Federal Perkins Loan Program. Students who show a high need are eligible for this low interest loan. These loans are scheduled for repayment after the student graduates or discontinues his education. Paperwork for the Perkins loan is completed through the Office of Financial Aid.

## Student Employment

Students who find it necessary to work to help pay for their expenses have opportunities to do so, both on the Concordia campus and in Ann Arbor places of business.

To avoid an adverse effect on grades, it is suggested a student not exceed 15 hours of work per week.

Interested students should check the employment page of Concordia's web site, and apply to the appropriate department. Concordia participates in the Federal Work Study Program and the Michigan Work Study Program.

## Renewal of Financial Aid

Concordia makes every effort to continue assistance to a student through his years of college. Renewal is based upon the following stipulations and principles:

1. A Free Application for Federal Student Aid (FAFSA) should be filed between January 1 and April 15 in order to assure a timely application. Late applications will be accepted and processed as funds become available.
2. If requested, a signed copy of the parents' (if dependent) and the student's federal income tax form (1040, 1040A, or 1040E-Z and W-2s) must be submitted to the Office of Financial Aid by May 1.
3. Renewal of scholarships, grants, campus employment, and loans depends upon financial need as determined by the needs analysis form (FAFSA), the availability of funds, and meeting GPA, cumulative credits, and deadline requirements.
4. Any award or any portion thereof may be either declined by a student or revoked by Concordia if such assistance is not to the advantage of the student and the University.

5. Concordia will do everything possible to maintain the student's level of aid if the student's need has not changed significantly and/or poor academic performance has not caused a loss of scholarship eligibility.
6. Students must be in conformity with the financial aid satisfactory academic progress (SAP) policy.

## Academic Progress

Satisfactory Academic Progress (SAP) will be monitored after fall and spring semesters. For financial aid purposes, students are considered maintaining Satisfactory Academic Progress toward a degree if they meet the following requirements:

Terms at College	Credits Needed to Remain Eligible for Financial Aid	Cumulative GPA
1	8	1.5
2	16	1.5
3	25	1.7
4	34	2.0
5	44	2.0
6	54	2.0
7	65	2.0
8	76	2.0
9	88	2.0
10	100	2.0
11	113	2.0
12	128	2.0

Transfer students attending Concordia for the first time will enter Concordia meeting the Satisfactory Academic Progress requirement (SAP). If a student is half-time, six to eleven hours, one-half of the above increment will be applied. A student who is less than half-time will not have to meet the above standard. Courses retaken are counted toward SAP only if the student did not previously receive credit for that course. SAP for students with incompletes will be reevaluated once the "I" becomes a letter grade. Students may receive aid for two terms while on probation. After the 1st semester of probation, students who were previously placed on financial aid probation will again be evaluated. If they are still not meeting the SAP requirements, they will be placed on financial aid academic probation for a second semester. Students will receive written notification of their status. Failure to meet the SAP requirements at the end of the academic year will result in termination of eligibility for financial aid for the following year.

Students may appeal their loss of eligibility for aid by submitting to the Office of Financial Aid a written explanation of any extenuating circumstances, such as personal illness or injury, or a major illness or death in one's family. A Financial Aid Committee will evaluate appeals on a case-by-case basis and a timely decision will be made in writing to the student.

Veterans and others receiving U.S. Department of Veterans Affairs benefits must also meet the above stated standards. After a probationary period, the U.S. Department of Veterans Affairs will be notified and VA benefits will be terminated. Reinstatement of aid may occur when standards of progress and GPA requirements are once again met.

## CAMPUS SERVICES

### Academic support

#### Library

Zimmerman Library offers academic resources to support the academic work of our students and faculty. Integral to locating and accessing these resources are the library's web pages. The web page allows access to the online catalog and numerous journal database subscriptions may be searched to retrieve needed resources.

The library also offers interlibrary loan service to obtain books and articles not available at our library. Computer workstations, wireless access and copy machines are available for student use in the building.

### Academic Resource Center

The Academic Resource Center (ARC) seeks to help Concordia students have a successful academic experience by providing peer tutoring.

Academic support is offered in the following areas:

**Tutoring:** Tutors work with both individuals and groups. The goal of tutoring is to help students be successful learners by mastering content and developing study strategies.

**Writing:** Writing consultants help students with papers from start to finish, including generating ideas, researching, organizing, and editing. The aim of writing consultants is to help students grow as writers.

**Academic Success Skills:** The ARC provides assistance with developing skills such as time management, annotating text books, note taking, test taking and reading strategies.

ARC services are provided at no cost to Concordia students.

Students seeking academic assistance should stop by the ARC, located in the library or call 734-995-7470.

### The Counseling Center

The Counseling Center is a resource to students in personal and professional counseling and development. Career counseling and assistance in the job search process are also available as well as confidential personal counseling. The Counseling Center is located in the Student Services Building.

## Activities and Organizations

### Campus Life and Leadership

Concordia offers activities for students to broaden their social and cultural experience on campus. These activities serve to develop leadership in addition to enhancing student life. Opportunities include: theater, music, intramural sports, exhibits, and athletics. Leadership opportunities include: Spiritual Life Representative, Resident Assistant, and Senator.

### Campus Activities

Concordia offers a variety of activities for students to broaden their social and cultural experience on campus. These activities serve to develop leadership in addition to enhancing student life.

#### Theatre

Concordia University's theatre program offers major productions each year in the fully equipped Kreft Center Black Box Theatre. Additional opportunities exist for students to direct and/or design their own productions. Auditions are open to any student in good academic standing.

#### Music

Concordia Choir, Concordia Chorale, Concordia Wind Ensemble, Brass Ensemble, and Jazz Ensemble are open to students and may be taken for credit or audit. Numerous opportunities also exist to provide music for chapel services including singing, playing wind instruments, organ, and participating in a praise band.

#### Intramural Sports

Both men and women students are encouraged to participate regardless of ability levels. Opportunities exist for non-competitive involvement.

#### The Kreft Arts Program: Concerts, Speakers, Exhibits

A calendar of special events is scheduled annually through the Kreft Arts Program and the Student Services Office. Events include art exhibitions, touring performance groups, recitals and guest lectures. Concordia hosts visiting artists annually and brings to campus nationally and internationally prominent artists, musicians, and writers, who perform, conduct workshops, and interact with students in classes.

#### Athletics

The intercollegiate athletic program at Concordia includes soccer, track, cross country, basketball, golf and baseball for men and volleyball, soccer, track, cross country, basketball, golf and softball for women. All sports are governed by the National Association for Intercollegiate Athletics (NAIA).

#### The Cardinal's Nest

This facility located in the Student Union is the evening and late-night snack bar of the campus. Regularly scheduled formal and informal events include dances and coffee house nights.



### Student Organizations

The primary vehicle for student involvement on campus is the *Student Association*. The goals of the Association are to promote individual growth in Christian character, to facilitate interaction and involvement by students with others in the campus community, and to provide opportunities for growth in leadership and service in the church and the world.

The activities of the *Student Association* are directed by the elected leadership in the *Student Senate*. Leadership and participation are facilitated through the various committees and councils of the Senate. In addition, the Senate coordinates and allocates the funding for other groups and organizations in response to requests, subject to availability of student funds.

The *Student Activities Council* (SAC) is responsible for the overall development of a varied co-curricular campus program. To this end, SAC plans, implements, and evaluates campus events.

The primary elected and appointed residential life leadership groups are the Student Senate, the *Resident Assistants* (RAs), and the *Spiritual Life Representatives* (SLRs).

There are many other positions available through which students may develop leadership skills and experience. Other organizations include special interest clubs and off-campus ministries.

## Residential Living

### Residence Halls & Food Service

All full-time traditional students are required to live in campus residence halls. Only continuing education students, married students, students who are 21 years and older or of junior class standing, or students who live with members of their immediate family are permitted to live off campus. Limited private rooms and married student housing is available by contacting the student services office. The Executive Director of Student Services may grant exceptions to this policy.

Rooms in the residence halls accommodate two students. Each student is furnished a bed, mattress, desk, desk chair, dresser, and a wardrobe. Students are expected to furnish their own blankets, sheets, towels, and personal articles.

All students living in campus housing must participate in the food service program of the university. Students with special dietary needs are requested to submit written statements from a medical doctor indicating their needs. In rare instances that the food service cannot meet those needs, the student may be exempted from the food service program upon approval of the Director of the Food Service and the Executive Director of Student Services.

Concordia is a substance free environment and policies of alcohol and other drug usage on campus are distributed to every student.

### Spiritual Life

The Christian frame of reference within which the campus community functions is evident in many ways: Bible study with friends, student-led retreats, and daily chapel services.

As members of the Body of Christ, all serve and are served, all teach and all learn. All recognize that the freedom of the Christian life lies within the bounds set forth in Holy Scripture. In order that the spiritual community may be built up, Faculty and Staff commit to lifting high the cross of Jesus in all relationships. Faculty-Student, Staff-Student, and Student-Student interactions are generally carried on within an atmosphere of Christian love and mutual concern.

True to the Lutheran heritage, Concordia is a place where faith defines the community. We believe that God has given us certain gifts in order to provide a community experience that's biblically based, Christ-centered, and Spirit led.

## Academic Opportunities

### Study Abroad Programs

Concordia University encourages students to enrich their education through quality international study programs, thereby adding a rich intercultural component to the traditional undergraduate curriculum. Concordia students can step out of the classroom and immerse themselves in the music of Mozart, the artistic heritage of Florence, or the grandeur and vitality of London, while earning academic credit from Concordia.

Concordia University has partnered with AHA International to offer students amazing and affordable study abroad opportunities throughout the world, including programs in Athens, Vienna, Macerata,

Ghana, and London. Concordia University as well as other members of MCSA, the Midwest Consortium for Study Abroad, offers students the opportunity to study at these sites during the fall and spring semesters or in the summer in Berlin and Dublin.

Students receive academic credit for all courses taken overseas (12-16 credit hours per semester). With careful planning, students can study abroad without delaying their graduation. The international study experience often takes place during the junior or senior year, but undergraduates are encouraged to begin planning for study abroad while they are freshmen or sophomores. Financial aid can be applied to these programs.

#### **Semester in London**

A dynamic, cosmopolitan world capital, London offers incomparable access to museums, galleries, West End theatres, architectural jewels, and historic landmarks. Concordia undergraduates can delve into this rich cultural heritage during either the fall or spring semester.

Most courses at the AHA London Centre, located within walking distance of numerous museums and galleries, are taught by British faculty who are practitioners as well as teachers in the disciplines of literature, theatre, history, art, and political science. The program at the London Centre includes an extraordinary itinerary of excursions and theatrical performances designed to enhance the in-class experience. Included in this experiential program are guided excursions to major sites of British culture and history such as Stonehenge, Oxford, Canterbury, Stratford-on-Avon, and Scotland or Wales.

#### **Semester in Vienna, Austria**

Located at the crossroads of Europe, Vienna has always attracted artistic genius in music, art, architecture, literature, and philosophy. With its majestic ambience and artistic heritage, Vienna allows students to step outside their textbooks and explore the array of cultural, musical and academic resources of this capital. Tailored to the Americans and taught in English, courses are designed by both American and local university faculty to take advantage of the Viennese setting.

Music majors may arrange private lessons in advance with local musicians at an additional cost. History or political science majors can visit the UN and various local offices of international institutions significant to the European Union.

Vienna program participants live in the homes of host families while classes are taught close to the city center with easy access by bus and subway. All student participants take four semester hours of German language instruction at their appropriate level, including beginning German. Students make course-related field trips to sites in and around Vienna along with a weekend excursion to Prague.

#### **Semester in Macerata, Italy**

In Macerata, a university town nestled in the hills of the Marches region a short distance from the Adriatic Sea, students can experience both modern Italian culture and Romanesque, Renaissance and Baroque architecture. The AHA program offers courses in Italian/European culture, studio art, Italian cinema, and modern history along with a required course in Italian language. Students gain better access to Italian culture through practical language and conversation skill development.

Students have the option of living in an apartment with other students or, on a limited basis, with an Italian family or in university housing. With Italy as their classroom, students take day-long field trips in and around Macerata and three-day excursions to both Florence and Rome. All field trips are planned and coordinated by the resident site director, a native of the Marches region and a professor of art history.

#### **Summer Term in Dublin**

Students can experience Gaelic history and culture while living with a host family in Dublin. During this five-week midsummer MCSA program, students can gain an understanding of Irish history, literature, media, and theatre. Students can explore the lush, green rolling hills of this Emerald Isle or stroll the cobblestone streets of historic Dublin.

For more detailed information about these programs, contact the Overseas Study Coordinator or go to [www.cuaa.edu/studyabroad](http://www.cuaa.edu/studyabroad) or [www.ahastudyabroad.org](http://www.ahastudyabroad.org)

#### **London May Term**

Concordia also offers a three-week, intensive course in London, running concurrent with May Term courses offered on campus. Students are housed in furnished apartments in south London, and the courses are taught by Concordia faculty. For more detailed information about the May 2010 term, contact the program director.

## Concordia University System Visiting Student Program

This program allows and facilitates any student in good standing at one Concordia campus to attend another Concordia campus for one semester or a full school year. During that time, the student is still formally enrolled at Concordia University, Ann Arbor. All credits and grades earned on the other campus are counted as if they were earned at Ann Arbor. Tuition is determined by and paid to Concordia University, Ann Arbor and financial aid is still arranged through this campus.

Room and board, if needed, are paid to the university being visited at the rates established by that “host” campus. Special fees may also need to be paid to the “host” university. Transportation is the responsibility of the student.

Information about this program and about the other Concordias is available from the Office of the Registrar. Viewbooks, catalogs, course schedules, student handbooks, and other materials are available to examine.

## ACADEMIC REGULATIONS & PROCEDURES

It is the student’s responsibility to be familiar with all policies and procedures of the university. It is ultimately the student’s responsibility to meet all graduation requirements. Academic policies and procedures are determined by the faculty to ensure the integrity of the academic program.

### Family Educational Rights and Privacy Act (FERPA)

Concordia University establishes relationships with its students based on their status as emerging adults, and is committed to fostering their development and self-direction. In this situation, the university expects that its students will assume primary responsibility for their education and well-being. Concordia University also recognizes its obligation to the parents of its students to act in the students' best interest.

In defining the terms of its relationship with students and parents, the university's actions are informed by federal and state law, including the federal Family Educational Rights and Privacy Act (FERPA). This act ensures that most communication between a student and the university is considered confidential, and that such information about a student's experience can be shared with the parents of an individual student only under very specific circumstances as defined by federal law. All rights accorded a student under this law take effect at the time of enrollment in a post-secondary educational program regardless of the student.

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the confidentiality of student educational records. Educational records are those records directly related to students and maintained by an institution or a party acting for the institution. Personally identifiable student information is protected by FERPA. Violations of FERPA place the University at risk. The penalty for noncompliance can be withdrawal of Department of Education funds from the institution. In addition, disclosure of student information could subject both the University and the individual disclosing the information to criminal and civil penalties. One of the main emphases of FERPA is that personally identifiable information may not be released without prior written consent from the student. However, the university is permitted to disclose student information without written consent to “school officials” whom the institution has determined have a legitimate educational interest”. Although a person has been designated as a “school official”, he/she does not have inherent rights to any and all education record information. Additionally, the school official must demonstrate a legitimate educational interest as opposed to a personal or private interest and such a determination must be made on a case by case basis. Disclosure to a school official having legitimate educational interest does not constitute authorization to share that information with a third party without the student’s written permission.

1. All individuals who are attending or have attended Concordia University have certain rights with respect to their educational records.

These rights include:

- Right to review and inspect their educational records;
- Right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;
- Right to have some control over disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorized disclosure without consent;
- Right to file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA;
- Right to obtain a copy of the University’s Policy and Procedures for FERPA

2. An **educational record** is defined as any record (in handwriting, print, tapes, film, or other medium) maintained by Concordia University or an agent of the university which is directly related to a student, except:

- Records kept by instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker of the records and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the record;
- Employment records of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Alumni records which contain information about a student after he or she is no longer in attendance at Concordia University and which do not relate to the person as a student.
- Requests by students for access to or copies of their educational records must be made to the Registrar's Office.

3. **Access** to educational records will be permitted by third parties only under the following conditions:

- The student has given written consent to release the record;
- The individual or agency requesting information is included under Section 99.31 of the Federal Regulations, which permits release of an education record without the student's consent. Section 99.31 permits release to the following organizations or individuals, without the students consent:
- To Concordia University school officials who have a legitimate educational interest;
- To certain official of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state of federally supported education programs;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To third parties requesting designated "directory information"
- To accrediting organizations;
- To parents of an eligible student who claim the student as a dependent for income tax purposes. The University may require copies of the most current income tax returns to verify dependent status;
- To comply with judicial order or subpoena; provided that a reasonable effort to notify the student is made in advance of compliance;
- To an alleged victim of any crime of violence of the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime;
- To organizations conducting studies for the University;
- To appropriate parties in a health or safety emergency.
- To military recruiters per the Solomon Amendment

4. **Directory information** will be defined as a student's name, addresses (including permanent, local and e-mail), current class schedule, telephone numbers, date of attendance, class level, photographs, birth date and place of birth. Previous institutions attended, major field of study, awards, honors, degrees conferred, full/part time status, number of credit carrying in current semester. Past and present participation in officially recorded athletic and co-curricular activities, physical and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. Students may prevent the release of directory information by completing the appropriate Request to Prevent Disclosure of Directory Information form that is available in the Registrar's Office. This notification will remain in effect until the student informs the Registrar's Office in writing to remove the block to designation and disclosure.

5. A **school official** will be:

- A person employed by the institution in an administrative, supervisory, academic, research, or support staff position carrying out an institutional responsibility;
- A person serving on an institutional governing body;
- A person employed by or under contract to the institution to perform a special task, such as an attorney, auditor or lending agency.

6. A legitimate educational interest will be defined as a need of a university official to know the contents of an educational record in a context that is related to a university objective and is not in conflict with state or federal law of the university policy. The custodian of the educational record requested must decide the legitimacy of

each request for information. If there is any doubt or question regarding the request, the custodian should withhold disclosure without either written consent of the student, concurrence of appropriate institutional officials, or approval of the immediate supervisor. Employees in offices containing educational records must be instructed to determine legitimate educational interest before an educational record is released in all cases.

7. Any student worker that may have access to records, which contain individually identifiable information, will be required to sign the Student Worker Statement of Understanding FERPA.

8. A notification entitled “Concordia University Notification of Rights under FERPA and the Directory Information Public Notice” will be made available to all students annually. In addition, students’ rights are outlined in the university catalog and handbook.

9. Responsibility for administering the Act has been assigned to the Family Policy Compliance Office within the Department of Education. This office reviews and investigates complaints and attempts to bring about compliance through voluntary means. The penalty for noncompliance with Federal regulations can be withdrawal of Department of Education funds from institutions, but action to terminate funding generally will be taken only if compliance cannot be secured by voluntary means.

## Credit Load

Concordia University operates on the semester system. Each semester consists of 15 weeks of class plus an examination week, for a total 16 weeks. The normal undergraduate student course load is 14-16 credits per semester. The number of credits required for a Bachelor of Arts is 128. Students enrolled for at least 12 semester credit hours are considered a full time student. To be eligible for living on campus and NAIA athletic eligibility students must be full time.

A student who drops below 12 hours in a 16-week semester is considered a part time student.

The classification of students is as follows:

- **Freshmen:** Fewer than 28 semester credits earned
- **Sophomores:** 28-59 semester credits earned
- **Juniors:** 60-95 semester credits earned
- **Seniors:** 96+ semester credits earned
- **Post-B.A. / B.S.:** Baccalaureate students earning additional credits of undergraduate work, but not following a master’s degree program
- **Graduate Students:** Baccalaureate students enrolled in a master’s degree program

Students will be required to pay the established rate per credit in addition to normal tuition for any enrollment for academic credit above 18 credits per semester.

## Registration

Prior to each semester and before attending any class, Concordia University students must register and arrange for the payment of all tuition and fees. Dates and deadlines for registration are available from the Registrar’s Office. Registration is not final and complete until all obligations to the Business Office have been met or satisfactory arrangements have been made. Concordia University reserves the right to remove students from courses due to non-payment of tuition and/or fees.

Students will not receive credit for a class if they are not officially noted on the class roster prior to the registration deadline.

### 15-Week Fall and Spring Semesters

<b>Adding a Course</b> without Instructor’s Signature	1 <sup>st</sup> through 7 <sup>th</sup> day of the semester
<b>Adding a Course</b> with Instructor’s Signature	8 <sup>th</sup> through 14 <sup>th</sup> day of the semester
Change from Credit to Audit OR Audit back to Credit	Through the 14 <sup>th</sup> day of the semester
Dropping a Course	Through the 14 <sup>th</sup> day of the semester
Pass/No Credit	1 <sup>st</sup> day through the 60% completion date of the semester
Withdrawal from a Course (The grade of “W” will be recorded on the transcript.)	Starting the 15 <sup>th</sup> day through the 60% completion date of the semester
Failure to Withdraw from a Course by 60% Completion Date of the Session (The final grade earned will be recorded on the transcript.)	Starting the day after the 60% completion date until the last day of the semester

## Drop/Add

Students may drop/add courses through the first two weeks of the semester for 15 week classes. The instructor must approve any add after the first week of the semester for 15-week classes. The student is encouraged to discuss this decision with the instructor and his/her academic advisor. Permit courses such as fieldwork, guided studies, independent studies, internships, music lessons, and senior projects can only be added by completing the required paperwork available in the Registrar's Office and obtaining the required signatures prior to the last day to add for the session. Dropping from a course reflects no entry on the student's permanent transcript however may have financial aid and athletic eligibility implications. Athletes must have the Director of Athletics signature on Drop Forms before they can be processed in the Registrar's Office.

## Course Withdrawal

A student must withdraw from any class from the 3<sup>rd</sup> through the 8<sup>th</sup> week, which is the 60% completion of the 15 week semester. This date will be announced for each semester by the Registrar's Office. The student is encouraged to discuss this decision with the instructor and his/her academic advisor. The student will have a grade of W indicated on her/his permanent transcript. The grade of W carries no academic credit and has no affect on grade point average calculation. Withdrawing from a course may have financial aid and athletic eligibility implications. Athletes must have the Director of Athletics signature on Withdrawal Forms before they can be processed in the Registrar's Office.

For self-paced or other individualized courses (except correspondence courses), the student must conform to the deadlines for 15-week classes in the semester when registration occurs. Guided studies, independent studies, and honors work fall within this category. The appropriate dean must approve exceptions to the above timeline.

The Registrar may drop or withdraw a student from a class at any time, with or without the student's consent, if the instructor confirms that the student never attended class or participated in any related learning activity. A written request is required to convert a grade of F to a W. The Registrar shall determine the effective date for such withdrawals. The student will have a grade of W indicated on her/his permanent transcript.

## Audit

Auditing a course for no credit is available to undergraduate and guest students only. Undergraduate students may audit up to four credits per any 15-week semester. The instructor's signature is required to audit a course. Credit/Audit forms are available in the Registrar's Office. Each instructor may set his/her requirements to audit her/his class. If the requirements of the instructor are met, then the grade of "AU" is assigned. If the requirements of the instructor are not met, then the grade of "W" is assigned. Students may choose to audit a class though the day specified on the academic calendar. A grade of "AU" does not affect a student's grade point average and does not count toward credits attempted. However, it may result in a negative impact on financial aid and/or athletic eligibility.

## Pass/No Credit

- A student may elect the pass/no credit option for any class that fits into one of the following categories:
  - One course of 2-4 credit hours
- **Or**
  - One or more one-credit course(s)
- A maximum of 10 credit hours of pass/no credit courses may be included in any degree program. *Practicum and other courses that are available only on a pass/no credit basis, such as directed teaching, internships, fieldwork, campus computing, and the like are not included in these limitations.*
- The pass/no credit option may not be used for any course in the student's major, minor or program.
- The student must state his/her intention to elect the pass/no credit option by the 60% completion date of the semester.
- First semester freshmen are not eligible for the pass/no credit option.
- An earned grade of C- or higher will result in a transcribed grade of P (Pass-credit awarded).
- An earned grade of D+ or lower will result in a transcribed grade of NC (No Credit-no credit awarded).
- P (Pass) and NC (No Credit) grades do not affect the student's grade point average.

## Guided Studies

A course which has an approved syllabus but is not available during the time period required by the student to graduate may be taken as a guided study with approval of the instructor and permission of the appropriate dean and the VP Academics. Students will be assessed a guided study fee for courses which are considered electives. Certain criteria are required and applications are available in the Registrar's Office.

## Independent Studies

Independent study is a form of self-directed learning that goes beyond coursework that is offered at Concordia University and is pursued by a student following a written plan of study developed in consultation with a supervising instructor. Independent Study Applications are available in the Registrar's Office and must be approved by the Vice President, Academics.

## Withdrawing from the University

Any student that wishes to withdraw from the university should begin the withdrawal process with the Office of Academics. The student will be asked to complete a withdrawal form to obtain important information. An exit interview will be conducted. Failure to complete these procedures may result in additional fees, a hold on the release of official transcripts, and/or complications with student loan deferment.

## Academic Advising

All students will be assigned an academic advisor. Students are given the opportunity to select specific faculty advisors in their declared major, minor or program to assist in the explanation of academic requirements and planning their coursework at Concordia University. All students should have a four year academic plan developed with their advisors by the end of their first year. Students may select a new advisor at any time by picking up a Declaration of Advisor Form in the Registrar's Office and obtaining the signature of their new advisor.

*Final responsibility for meeting all graduation requirements rests with the student.*

## Grading System

Grades are assigned for all courses after completion. They reflect a student's achievement as indicated by class performance and examinations. Concordia uses the following letter grades and quality points:

A = 4.0000	C = 2.0000
A- = 3.6667	C- = 1.6667
B+ = 3.3333	D+ = 1.3333
B = 3.0000	D = 1.0000
B- = 2.6667	D- = 0.6667
C+ = 2.3333	F = 0.0000

- **I = Incomplete:** This grade is assigned, at the discretion of the instructor, when the course requirements have not been met. It must be removed by a date specified by the instructor that is no more than 120 days after the traditional course ends or the Incomplete automatically converts to the alternate grade specified by the instructor.
- **W = Authorized Withdrawal:** zero quality points, no credit earned, no affect on GPA
- **P = Pass:** zero quality points, credit earned, no affect on GPA
- **NC = No Credit:** zero quality points, no credit earned, no affect on GPA
- **AU = Audit:** zero quality points, no credit earned, no affect on GPA (see "Auditors" above)

If a student believes an error was made concerning a course grade, the student should contact the instructor immediately. The procedure for formally appealing a course grade is available at the Registrar's Office.

Quality points are allocated for each credit earned to provide numerical evaluation of a student's scholastic record. Quality points for each credit are assigned as indicated above. To determine quality points for a course, simply multiply the credit hours by the quality points allotted for the assigned grade.

To calculate a grade point average for courses completed by the student, the total number of quality points accumulated is divided by the total number of credits attempted for a letter grade (excluding the total number of credits for the following grades: AU, CR, I, NC, P, TR and W). Thus, if a student has earned 97.3333 points for 30 credits attempted, the cumulative grade point average is  $97.3333 \div 30$  or 3.2444. When a course is repeated, only the most recent grade and credits earned will be used in computing the grade point average. Repeat grades are used in the grade point average and total credits earned calculations for courses in which repeats are allowed for additional credit (e.g. music ensembles and advanced art courses).

The cumulative grade point average is calculated using coursework taken at Concordia University, approved courses taken through the Concordia University Visiting Student Program, and courses taken through the Study Abroad Program. In considering the admission of transfer students to teacher education, all grades, including transfer credits, may be used to evaluate major/minor/program grade point averages.

## Academic Probation and Dismissal

All students are expected to maintain satisfactory academic progress toward graduation. Any student with a cumulative grade point average (at the end of any semester) lower than 2.0000 (C average) may be placed on academic probation for the next enrolled semester. The academic probation will be noted on the student's transcript.

A student on academic probation will be required to limit his/her course load to a maximum of 14 credit hours while on probation. An accepted transfer student entering with a grade point average below 2.0000 is subject to the 14 credit hour limit. Exceptions may be granted by the Vice President, Academics.

Students who remain on academic probation for three consecutive semesters may be academically dismissed and may not be eligible to enroll in classes following the third semester. The Admissions Council may recommend that any student whose cumulative grade point average is below 1.0000 (D average) be dismissed immediately. Under exceptional circumstances, the student may appeal academic dismissal to the Admissions Council. A dismissed student may qualify for readmission on the basis of evidence of satisfactory performance in college-level work through correspondence courses, summer courses, or courses taken at another regionally accredited college. Readmission of dismissed students is the decision of the Admissions Council.

## Class Attendance

It is expected that a student enrolled in a course will attend class regularly. Registration assumes that the student is not merely interested in receiving credit for the class but wishes to contribute to it as well. Program policies or individual faculty members will specify attendance policies and/or requirements, which may affect grades. Absences due to participation in university events do not exempt students from meeting course requirements and class expectations.

## Repeating Courses

Students may choose to repeat a course (once or multiple times). While all grades are maintained on the student transcript, only the most recent grade and credits earned are used in computing the grade point average and total credits earned. If a student repeats a course and earns a higher grade, the most recent grade is used in the cumulative grade point average calculation. If a student repeats a course and earns a lower grade in a subsequent attempt, then the lower grade is the most recent attempt and is used in the cumulative grade point average calculation. If the second attempt at the course results in a failing (F) grade, the student will lose credit for the course. Courses repeated to raise the student's cumulative grade point average must be taken at Concordia University, Ann Arbor. In the case of variable credit courses, the repeated course must be for the same number of credit hours as the first course, if it is to be used as a replacement for cumulative grade point average calculation.

## Transfer of Credit

A student entering with advanced standing must have an official transcript sent directly to the Office of Admission from each collegiate institution previously attended. Official transcripts are required for an accurate evaluation of transfer credits. For transfer credit, Concordia University will consider college-level credits originally earned at any regionally accredited institution of post-secondary education or through the military services (as recognized by the American Council on Education). Credits accepted by Concordia's Registrar may be used toward university-wide requirements, and they must be approved by the appropriate department to fulfill program/major/minor requirements. No credits from courses with grades below C- (1.6667) will be accepted for transfer. Grades of "pass" or "satisfactory" or any similar term will be considered as C- (1.6667) or better unless the official transcript indicates a different policy at the originating institution. Grades for transfer credits are not recorded on the Concordia transcript but may influence grade point averages for some



programs/majors/minors and financial aid. After a student is enrolled at Concordia, courses taken at other regionally accredited institutions should be approved in advance and in writing through the Registrar's Office.

## Facsimile and Electronic Transmission of Documents

Faxed or electronically transmitted documents are not considered official documents. While these documents may be helpful in advising and counseling students, official documents, sent directly from the sending school's registrar's office to Concordia, must be received following facsimile and/or electronic transmission for Concordia to take official action.

## General Education Transfer Credit

A transfer student who enrolls as a full-time baccalaureate student and has partially completed traditional general education requirements, shall complete the remaining core requirements with courses from Concordia's General Studies Curriculum. Exceptions can be granted only through Michigan Uniform Undergraduate Guest Applications or a Petition for Substitution with the appropriate signature(s) of approval (both forms are available at the Registrar's Office). An evaluation of transfer credit is done by the Registrar and may be appealed to the Vice-President of Academics. Courses to complete general studies requirements are selected when preparing a degree completion plan with an academic advisor.

## Credits Earned During Military Service

Veterans may receive appropriate credit for education preparation and experience acquired while in the armed forces. A veteran with an honorable discharge from active duty can receive such credit in accordance with the recommendations of the American Council on Education. Veterans should contact the Registrar's Office for assistance and should submit a copy of their DD214 and an official military transcript (AARTS-Army, SMART-Navy/Marines, and Community College of the Air Force).

## Guest Credits

Current students wishing to supplement Concordia's curriculum offerings may consider attending other colleges on a part-time basis as a guest student. Written approval from the Registrar is required before enrolling in courses outside of Concordia University–Ann Arbor. Michigan Uniform Undergraduate Guest Applications for all Michigan colleges and universities are available. The student is responsible for tuition charges and coordinating registration at the guest institution. These credit hours are not considered part of the student's Concordia course load, unless a signed consortium agreement is executed through the financial aid office or an articulation agreement exists between the two schools. The student must request an official transcript to be mailed back to Concordia upon completion of the course.

## Earning an Additional Baccalaureate Degree

Anyone who has already earned a baccalaureate degree from Concordia University–Ann Arbor or any other regionally accredited college or university may apply for admission to seek an additional baccalaureate degree under the following conditions:

The student must meet all degree requirements (including general studies) with the exception of the requirement for 128 credits; however, the student must earn at least 30 credits (beyond those used for any previous baccalaureate degree) at Concordia University–Ann Arbor.

Any major or minor included in a previous degree cannot be included in the new degree; however, a previous minor can be the basis for a new major.

## Academic Recognition

### Commencement with Honors

Honors graduates receiving undergraduate degrees are acknowledged at commencement by gold-colored honor cords worn with the graduation gowns, by public announcement as they cross the stage, and also noted in the commencement program. These honors will also be designed on the student's academic record and diploma upon graduation.

Designation as an honors graduate requires that the degree candidate have completed at least 60 credit hours at Concordia University, and have at least a 3.50 cumulative GPA. Cumulative grade point averages are based on coursework taken at Concordia University, approved courses taken through the Concordia University Visiting Student Program and the courses taken through the Study Abroad Program. The specific honors levels are as follows:

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3.50 - 3.69 GPA = Cum Laude

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3.70 - 3.89 GPA = Magna Cum Laude

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3.90 - 4.00 GPA = Summa Cum Laude

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Honors announced during the “commencement ceremony” will be determined based on the GPA at the end of the fall semester. Honors for “transcript entry” are determined at the end of the final semester. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at Commencement, quality points earned during the graduation term are considered in calculating the final GPA which determines the graduation honors for the transcript. Therefore, any announcements made at the ceremony are tentative and subject to change.

### Participation in commencement

Undergraduate and graduate students will submit an application to graduate at the time of registering for their final academic semester of coursework, not including their student teaching or family life internship semester. CUAA has one commencement ceremony in May of each year. Students who have earned a minimum of 102 credits of degree requirements at the end of the fall semester and who meet the minimum grade point standards for their degree program are eligible to participate in the commencement ceremony.

### Awarding of degrees

The Registrar’s Office will award degrees 3 times a year; at the end of the fall, spring and summer semesters. Degrees are not awarded until all degree requirements are met, including all financial obligations to the university. Neither diplomas nor official transcripts are issued until all financial obligations are met to the university.

Although there are three-degree conferral dates, there is only one commencement ceremony.

**Note:** Neither participation in the commencement ceremony, nor having one’s name printed in the commencement program is confirmation that a degree has been conferred.

Occasionally, students finish all of their degree requirements well before the next degree conferral date. Under these circumstances, the student can request, from the Registrar’s Office, a formal letter of certification verifying that all degree requirements have been met and the expected date of degree conferral. These letters are provided to the student directly, to employers or admissions offices. Students who request a letter of certification must also provide the name, title, and address of the party to whom it will be sent.

### Eligibility to receive a baccalaureate or associate transcript

A student is eligible to receive an official transcript indicating successful completion of a degree immediately upon meeting all academic requirements and financial obligations. An unofficial transcript is mailed to the student immediately upon the completion of all academic requirements. Additional transcripts may be sent upon written request from the student.

### Dean’s List

An undergraduate student who completes 12 or more graded credits during a given semester and has a grade point average for that semester of 3.5000 or higher is eligible for the Dean’s List for that term. At least 12 of the semester credits must earn letter grades other than P, NC, AU, I, or W to qualify. All I–Incomplete grades for the given semester must have a final grade assigned before a student is eligible for the Dean’s List.

### Division Scholars

Each spring, departments elect a limited number of students for formal recognition who have distinguished themselves in their field.

## COURSES OF STUDY

The requirements described on the following pages are continuously updated in order to provide students with the best possible educational opportunities. The listings, therefore, are subject to revision as announced.

### Programs/Majors/Minors/Emphases/Concentrations

These terms are used to describe courses of study listed on the following pages.

**Program** is the term used to describe the courses and requirements for a specific professional preparation and do not include major/minor requirements.

**Majors** are blocks of courses in an academic subject or a field of several related subjects. Majors require a minimum of 30 semester hours of credit. Majors, however, may require more than 30 credits.

**Minors** are similar to majors but require a minimum of 20 credits. Minors, however, may require more than 20 credits.

**Emphases** are particular sets of requirements within a major that differentiates areas of study in that major. Typically this takes the form of a specific set of courses that the student is required to take within the major in order to complete the given emphasis. It does not require credits over and above the number required by the major itself.

**Concentrations** are particular sets of requirements accompanying and in addition to the major that enhance the learning outcomes of the major. Concentrations require a minimum of nine credits in addition to the associated major.

Emphases and concentrations must be taken as part of or in addition to the required credits in the major.

**Credits listed in this catalog are always semester credits.**

#### **ELEMENTARY TEACHER EDUCATION MAJORS**

Integrated Science  
 Language Arts  
 Mathematics  
 Social Studies

#### **ELEMENTARY TEACHER EDUCATION MINORS**

Early Childhood Education\*\*  
 History\*\*  
 Integrated Science  
 Language Arts  
 Mathematics  
 Physical Education\*\*  
 Social Studies

*One major or two minors are required to complete the Elementary Teacher Education Program.*

\*\*These minors must be combined with a major or two additional minors from the following: Integrated Science, Language Arts, Mathematics or Social Studies.

#### **SECONDARY TEACHER EDUCATION MAJORS**

Biology  
 English  
 Mathematics  
 Music Education (K-12)  
 Physical Education  
 Psychology  
 Social Studies  
 Visual Arts Education (K-12) Ceramics Emphasis  
 Visual Arts Education (K-12) Graphic Design Emphasis  
 Visual Arts Education (K-12) Painting Emphasis  
 Visual Arts Education (K-12) Printmaking Emphasis

#### **SECONDARY TEACHER EDUCATION MINORS**

Biology  
 Chemistry  
 English  
 History  
 Mathematics

Physical Education  
Physics  
Psychology  
Spanish  
Speech-Communication Emphasis

*One major and one minor OR two majors are required to complete the Secondary Teacher Education Program.*

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**LIBERAL ARTS, PRE-LAW, PRE-SEMINARY PROGRAM MAJORS**

Art-Ceramic Emphasis  
Art-Graphic Design Emphasis  
Art-Painting Emphasis  
Art-Printmaking Emphasis  
Biblical Languages  
Biology  
Business Administration  
    - Accounting Concentration  
    - Marketing Concentration  
Criminal Justice  
English  
Family Life-Church Worker  
    - Youth Ministry Concentration  
Family Life-Social Services  
    - Child Life Specialist Concentration  
Integrated Science  
Mathematics  
Music  
Physical Education  
Pre-Engineering  
Pre-Medical/Pre-Dental  
Psychology  
Religious Studies  
Social Studies

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**LIBERAL ARTS, PRE-LAW, PRE-SEMINARY PROGRAM MINORS**

Art  
Biology  
Business  
Chemistry  
English  
Greek  
History  
Integrated Science  
Mathematics  
Music  
Philosophy  
Physical Education  
Physical Science

Physics  
 Psychology  
 Religious Studies  
 Social Studies  
 Sociology  
 Youth Studies

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## Guidelines for Individualized Majors and Minors

Students may design individualized majors or minors if the existing curriculum does not meet their specific needs. Such sequences must be consistent with the mission and purpose of Concordia University. The number of credits required must be consistent with the number required in standard majors or minors at Concordia University, Ann Arbor. The following additional criteria apply:

- a. The quality of the proposed major or minor must be comparable to that of generally approved majors or minors;
- b. Two-thirds of the major and one-half of the minor must be at the upper level;
- c. No more than one-third of the courses offered for the major/minor may be in General Studies;
- d. No more than one-third of the credits may be accepted in transfer;
- e. Independent studies and internships are limited to forty percent of the major or minor;
- f. Students must take courses from more than one faculty member.

Students take the initiative in designing the curriculum. Students prepare a one-to-three word title and rationale for their design, with a listing of courses to be completed. The design may be disciplinary in nature, interdisciplinary, or thematic. It may stand alone as a sequence. If a minor, it may offer collateral support for a primary sequence or career goal. Students select one or more advisors and obtain approval of the division(s) involved in the major or minor upon recommendation of the advisors. The Vice President of Academics oversees the process, approves each individualized major and minor, and initiates evaluation through the Assessment Committee.

## DEGREE REQUIREMENTS

Revisions in degree requirements and academic regulations take effect on the first day of July following their adoption by the faculty and the Board of Regents. Students at Concordia University will normally follow the degree requirements and academic regulations in effect at the time of their admission; however, a student who changes a major, minor, or program may be required to follow the requirements in effect at the time of the change. Such a decision would be based on the availability of required courses and may be appealed to the appropriate dean. Revised requirements by government agencies or certification associations may influence the student's degree requirements regardless of previously stated requirements.

Students are expected to read the regulations of the University and to conform to them. The student, not the University or any member of the faculty or staff, is responsible for meeting the requirements for a degree. Petition forms for the substitution or waiver of a requirement are available from the Registrar and must be approved.

Registration and payment of fees imply an agreement by the student to conform to regulations of the University. Failure to meet obligations to the University, financial or otherwise, will be cause for refusal to issue a degree, transcript, and/or diploma.

*Final responsibility for meeting all graduation requirements rests with the student.*

### Bachelor of Arts Degree (B.A.)

All students must complete the following requirements described below to earn a bachelor's degree.

<b>Proficiency Requirements*</b>	<b>0-10 credits</b>
<b>General Studies Core</b>	<b>37 credits</b>
<b>Major(s)/Minor(s)/Program(s)</b>	<b>30+ credits</b>
Major(s) and/or Minor(s) – minimum: 30 credits	
Senior Project: 1-5 credits	

**Electives:** **0-63 credits**

**Minimum Total Required for B.A. Degree:** **128 credits**

**Degree Requirements:**

1. There are 128 credit hours required for graduation at least 30 hours (including at least six credits in every major, minor, or program; two upper-level writing-intensive courses; and a senior project) must be completed in courses offered by Concordia University, Ann Arbor.
2. The student must have a minimum cumulative grade point average of 2.0000 for all graded courses and for the courses in any major, minor, program, concentration, or emphasis. Some majors/minors/programs/concentrations/emphases require a higher grade point average.
3. A student must pass at least two courses with the designation writing-intensive (w).
4. Courses that are not considered to be college level (normally courses numbered below 100) will not be counted toward a degree.
5. A student must complete a minimum of one approved major. Elementary Teacher Education students have the option of completing two approved minors.
6. Professional program requirements must be met for students seeking certification in a designated program
7. Senior Project: The Senior Project is the culminating activity required in the senior year for the completion of the bachelor's degree. It is carried out within the context of the student's major or program but draws on all the student has learned. The Senior Project may take a variety of forms: independent research and writing, performance, collaborative work with a faculty member, an internship, etc. The senior project may carry a variable number of credits, depending on departmental requirements. The Senior Project requires a minimum grade of C. See your advisor or the Registrar's Office for further information.
8. If no credit hours have been added to the student's Concordia transcript for two or more calendar years, the student must apply (through the Office of Admission) for readmission and meet the requirements in effect at the time of readmission.

## Associate in Arts Degree (A.A.)

All students must complete the following requirements described below to earn an associate's degree.

**Proficiency Requirements\*** **0-10 credits**

**General Studies Core** **28 credits**

**Electives:** **17-32 credits**

**Minimum Total Required in A.A. Degree:** **60 credits**

**Degree Requirements:**

1. The student must earn a minimum of thirty (30) credits at Concordia University Ann Arbor to earn a degree.
2. The student must have a minimum cumulative grade point average of 2.0000 for all graded courses.
3. Courses that are not considered to be college level (normally courses numbered below 100) will not be counted toward a degree.
4. If no credits have been added to the student's Concordia transcript for two or more calendar years, the student must apply (through the Office of Admission) for readmission and meet the requirements in effect at the time of readmission.

## General Studies Curriculum Overview

**General Studies Curriculum Requirements** **34-47+ credits**

Based on the University's mission of preparing men and women for a life of service in the church and in the world, the General Studies curriculum provides a set of experiences, knowledge, and skills necessary for a life of Christian service.

**Proficiency Requirements** **3-11+ credits**

**Course Requirements**

ENG101	English Composition	0-3
COM201	Speech Communication	0-3
GST170	The First Year of College	3
MAT110	or higher level math course	0-2+

**Writing Proficiency (ENG101)**

Concordia University requires that students demonstrate proficiency in written English on both basic and upper levels. Students with an ACT (English section) score of 26 or higher, or an SAT (Verbal section) score of 620 or higher, are eligible to take the Writing Proficiency Exam during preregistration.

Students who are not eligible to take the Writing Proficiency Exam, or who do not pass the exam, will register for ENG101-English Composition. This writing proficiency may also be satisfied by passing an appropriate College Level Examination Program (CLEP) test or by credits awarded through the Advanced Placement (AP) Program.

**Oral Communication Proficiency (COM201)**

Concordia University requires that students in traditional degree programs demonstrate basic proficiency in speech communication. The proficiency may be demonstrated in either of two ways: (1) by successfully completing COM201 Speech Communication (3 credits), or (2) by passing the Oral Communication Proficiency Exam. The proficiency exam may be taken by students who score 26 or higher on the English section of the ACT, or 620 or higher on the verbal section of the SAT, and received an average grade of “B” or better in at least two semesters of high school speech communication courses.

**Mathematics Proficiency (MAT110 or higher)**

Each graduate of CUAA must demonstrate that he/she has acquired an acceptable level of knowledge in mathematics. A student may demonstrate that an acceptable level of knowledge in mathematics has been achieved in one of the following ways.

The student must score 25 or higher on the mathematics portion of the ACT (or 600 or higher on the mathematics portion of the SAT) and receive a grade of B- or better in at least one year of high school math at the subject level of Algebra II (Advanced Algebra) or higher.

The student must receive a grade of C- or better in a college level mathematics course (2 or more credit hours) at a subject level higher than college intermediate algebra. At CUAA, courses that can be used to obtain mathematics proficiency are those numbered MAT110 or higher.

The mathematics proficiency may also be satisfied by passing an appropriate College Level Examination Program (CLEP) test or by credits awarded through the Advanced Placement (AP) Program.

<b>Social Sciences Requirement</b>		<b>6 credits</b>
<b>Course Requirements</b>		
POS101	American Government	3
<i>And one of the following:</i>		
HIS112	Development of American Civilization II	3
INS381	Urban Perspectives	3
<b>For Family Life and Psychology majors only:</b>		
<i>One of the following:</i>		
PSY101	General Psychology	3
SOC101	Introduction to Sociology	3
<i>And one of the following:</i>		
HIS112	Development of American Civilization II	3
INS381	Urban Perspectives	3
POS101	American Government	3
<b>Natural Sciences Requirement</b>		<b>6+ credits</b>
<b>Course Requirements</b>		
<i>One of the following:</i>		
BIO201	General Biology	4
NAT282	Biology and the Whole Person	3
<i>And one of the following:</i>		
CHE211	Chemistry I	4

ESC201	Physical Geology	3
ESC211	Principles of Physical Geography	3
ESC310	Meteorology	3
NAT281A	Energy, Temperature, and Heat	3
NAT281B	Chemistry in Context	3
NAT281C	Investigations of a Changing Earth	3
PHY223	Mechanics, Sound and Heat	3

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**Arts Requirement** **6 credits**

**Course Requirements**

ATS281/283	Living with the Arts/VA	3
<i>And one of the following:</i>		
ART321	Art History I (w)	3
ART322	Art History II (w)	3
ART323	Art History I	3
ART324	Art History II	3
ATS381/383	20th Century Arts & Culture/VA	3
MUS331	History of Music I (w)	3
MUS332	History of Music II (w)	3

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**Christian Faith Requirement** **6+ credits**

**Course Requirements**

*Non-church work students should take one of the following sequences:*

BIV111	Christian World View	3
BIV132	Introduction to Sacred Scripture	3
<b>OR</b>		
REL241	Biblical Literature I – Old Testament	3
REL242	Biblical Literature II – New Testament	3
THY301	Christian Doctrine I	3

*Church work students should take all of the following:*

REL241	Biblical Literature I	3
REL242	Biblical Literature II	3
REL321	History of Christian Thought	3
THY301	Christian Doctrine I	3
THY302	Christian Doctrine II	3

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**Literature and Communication Requirement** **6 credits**

**Course Requirements**

ENG202	Literary Genre and Interpretation	3
<i>And one of the following:</i>		
COM325	Storytelling & Oral Histories (w)	3
COM332	Mass Communication	3
COM335	Interpersonal Communication	3
LAN282	Language, Communication, and Culture	3



**Writing Intensive (w) Requirement**

**0-5+ credits**

Each student will complete two upper level (300-400) writing intensive courses designated with a “(w)” at Concordia University. These are courses are not transferable and include writing instruction that goes above and beyond regular coursework. Writing intensive courses are often, but not always, part of the required courses in a major, minor or program. When a writing intensive course is applied to the requirements for a major, minor or program, the general studies writing intensive requirement is fulfilled and the credits are applied to the major, minor or program.

**Senior Project Requirement**

**1+ credits**

Each student will complete a senior project (XXX483/484 Senior Project) that demonstrates an understanding of the subject of the student’s major area of study, uses methodologies appropriate to advanced undergraduate study, integrates specialized study with the liberal arts core, connects to the student’s prospective career, and shows an awareness of the Christian context of a Concordia education. The number of credits required for the Senior Project varies and may be a requirement of some but not all majors or minors. If the Senior Project is not a requirement in the student’s major or minor, then the student may choose to complete a Senior Project in the content area of her/his choice.

## **THE HAAB SCHOOL OF BUSINESS & MANAGEMENT**

The Haab School of Business and Management provides a challenging and intimate learning environment, affording close contact with professors. Our classes are taught by experienced business leaders whose primary goal is to ensure your success. The Haab Protégé Program approach includes:

### **Individualized Focus**

At Haab we’ll help you to explore your interests and assist you in developing a customized degree and career plan based upon your specific goals. This tailored program will provide you with a solid business and management foundation for achieving your continued personal and professional growth.

### **Applied Knowledge**

Our internships and Senior projects combine theory with practical application, by interaction between students, local and regional businesses, and community organizations. This provides students with an opportunity to explore their field of interest in a real-world business or non-profit environment.

### **Business Connections**

Our students benefit from Haab’s relationships with the regional business community, as well as with local social service and non-profit organizations as evidenced by our Guest Lecture Series.

### **Ethical Perspective**

In a climate where ethical values serve to strengthen leadership skills, the Haab experience provides a firm ethical foundation to our future business leaders.

**Business Administration Major**

**60-61 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Open Enrollment Core Courses</b>		<b>36 credits</b>
ACC201	Accounting I	3
ACC202	Accounting II	3
BUS101	Introduction to Business	3
BUS111	Leadership	3
BUS251	Information Management & Technology	3
BUS311	Principles of Management (w)	3
BUS321	Business Law	3
BUS331	Principles of Marketing	3
BUS357	Human Resource Management	3
COM202	Business Communication	3

ECO200	Economics	3
MAT111	College Algebra ( <i>Credits applied to General Studies Mathematics Requirement</i> )	(3)
MAT261	Elementary Statistics	3
<b>Post-Admission Core Courses</b>		<b>23 credits</b>
BUS353	Finance	3
BUS356	Organizational Behavior	3
BUS358	Operations Management	3
BUS451	Global Dimensions of Business	3
BUS460	Ethical Decision Making & Leadership	3
BUS465	Business Policy	3
BUS482	Senior Project Proposal	1
BUS490A	Internship Proposal	1
BUS490	Business Internship	3
<b>Senior Project</b>		<b>1-2 credits</b>
BUS483	Senior Project	1-2
<b>Optional Elective Courses</b>		
BUE262	Planning New Ventures	3
BUE311	Small Business Management	3

**Accounting Concentration** **12 credits**

—Available with the Business Administration Major

The accounting concentration will provide students with fundamental knowledge the accounting of businesses and organizations. As an essential business function, accounting is the language of business. Concordia’s accounting students will select a curriculum which enhances their understanding of the accounting function within an organization, as well as strengthens their analytical understanding, while exploring the ethical issues involved in accounting.

**Required Courses** **12 credits**

Courses marked with an asterisk\* are taken at Eastern Michigan University with the grades and credits being transferred to Concordia University.

ACC241	Principles of Managerial Accounting	3
ACC296	The Accounting Cycle & Profession*	3
ACC340	Intermediate Accounting*	3
<i>Select one of the following courses.</i>		
ACC344	Principles of Taxation 3*	3
ACC356	Accounting Information Systems*	3

**Marketing Concentration** **12 credits**

—Available with the Business Administration Major

The marketing concentration will provide students with a fundamental knowledge of the marketing of businesses and organizations. Concordia’s marketing students will select a curriculum that enhances their understanding of central marketing elements that are critical to any organization’s success.

**Required Courses** **12 credits**

BUS331	Principles of Marketing	3
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Select three of the following courses.

BUS360	Consumer Behavior	3
BUS362	Public Relations	3
BUS410	Advertising	3
BUS420	Marketing Research	3

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**Business Minor** **24 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

Any Concordia student seeking a vocation that will require them to exercise stewardship of an organization's resources will find they gain a significant advantage from a basic knowledge of business and management. The goal of any business is to develop, market and efficiently deliver goods and services to the customers who desire them.

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**Core Courses** **15 credits**

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ACC201	Accounting	3
BUS101	Introduction to Business	3
BUS111	Leadership	3
BUS311	Principles of Management (w)	3
COM202	Business Communication	3

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**Additional Courses** **9 credits**

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Three additional upper level business courses, 3 credits each, approved by a Haab School of Business faculty advisor, and based upon the career goals of the student.

### Admission to the Haab School of Business Eligibility Requirements:

Students must complete the BUS101, BUS111, and MAT111 with a "C-" or higher. Transfer students may transfer in credit from equivalent courses (assuming that a minimum of a "C" was earned in each of the two business courses and that they were taken at an accredited university).

Students must have completed at least 24 credits with an overall GPA of a 2.0 or higher.

Once admitted, students must maintain an overall GPA of 2.0 and must receive a "C-" or higher in every business course to remain eligible to take upper level business courses.

Students who wish to take BUS courses above the 350 level or who wish to be considered for the Haab Scholarship must be admitted to the Haab School of Business.

## SCHOOL OF EDUCATION

### Bachelor's Degree Programs

Concordia's School of Education curriculum has been developed to be fully consistent and in compliance with all standards and requirements established by the Michigan State Department of Education, the National Council for Accreditation of Teacher Education (NCATE) and the professional organizations governing the content specialty areas of majors and minors. Successful completion of the curriculum qualifies candidates for the Bachelor of Arts Degree and teacher certification and, if desired, a Lutheran Teacher Diploma. The School of Education offers two programs, elementary and secondary teacher education.

### School of Education Mission Statement

Concordia's School of Education prepares entry-level elementary and secondary teachers for the church and community who are able to provide effective servant-leadership, prepared for reflective practice, and committed to life-long learning and strengthening of practice.

### Conceptual Framework/Program Outcomes

The School of Education has created and adopted a set of program outcomes, providing a description of the knowledge, skills and dispositions candidates are expected to demonstrate in order to receive the recommendation for a state teaching certificate. Each candidate's progress towards achieving these outcomes is

assessed and documented throughout the program and is the primary basis for determining admission and continuance in program, admission into the directed teaching experience, and program completion. The ten program outcomes are:

**SL1. Caring Relationships:** Concordia's graduates reflect a disposition of service as they nurture caring and supportive relationships with students, families, and colleagues.

**SL2. Each Child:** Concordia's graduates espouse each student as a unique child of God, full of potential.

**RP3. Disciplinary Knowledge:** Concordia's graduates know and understand the concepts, skills, and frameworks of the subjects appropriate to their certification.

**RP4. Theory into Practice:** Concordia's graduates help every student learn by using their understanding of learning, development, and human motivation to design instruction which is responsive to student diversity and individual differences.

**RP5. Well-Aligned Instruction:** Concordia's graduates can deliver well-differentiated and well-aligned instruction that empowers students as learners.

**RP6. Communication and Collaboration:** Concordia's graduates communicate effectively and foster collaboration which supports students and their learning.

**RP7. Teaching Contexts:** Concordia's graduates use their knowledge of the social, historical, economic, legal, and cultural foundations of education to assess and respond to the dynamics of their classroom, school, and community.

**RP8. Appropriate Technologies:** Concordia's graduates make appropriate use of appropriate technologies.

**LL9. Learning Communities:** Concordia's graduates pursue, interpret, and share professional knowledge and the wisdom gained from practice in order to improve their effectiveness and to strengthen the profession.

**LL10. Strengthening Practice:** Concordia's graduates continue growing in their knowledge, skills, and dispositions to enhance student learning.

## Field and Clinical Experiences

Most School of Education courses include required field and clinical experiences. These provide opportunities to develop skills and dispositions and to demonstrate progress towards the program outcomes. Assessments of candidates' success in each field-based experience will be completed by the course instructor and cooperating teacher. Selected assessment rubrics will become part of the candidate's application file for use in considering qualifications for admission into Program and into the Professional Semester.

All field-based requirements are expected to be completed before the end of the course within which it is assigned. Satisfactory course grades (letter grade C or higher) require satisfactory completion of both the hours and the activities assigned.

### Post-Baccalaureate Waiver

Up to half of the field work in pre-admission courses (EDU220, EDU301 and EDU302) may be waived for Post-Bachelors Certification candidates who provide documentation and reflective summaries of previous work or experience in working with children. Details on applying for the waiver are available from the School of Education office. The Dean for the School of Education will approve or deny all requests for waivers in consultation with the course instructors.

### Scheduling Field Based Experiences

Specific times for pre-admission field work hours are not included in the scheduled class times. Candidates need to arrange one to two hours weekly for their completion. Required clinical hours are included in the class schedules of the Elementary Education courses and some of the Secondary Education methods courses. Candidates will be responsible for their own transportation to field sites. Sites and field activities will be selected and assigned through the Coordinator of Fieldwork and Clinical Experiences and the course instructor.

### Eligibility for Participation in Field Based Activities

The practice of Michigan's Board of Education has been to deny, revoke or suspend a teaching certificate for misdemeanor or felony convictions involving criminal sexual conduct, convictions of child abuse, or distribution of a controlled substance to a minor. In response to the State's regulations regarding such infractions, the School of Education has created the Rule 101.1 statement which must be completed and submitted by each student. The Statement is also a part of the application process for admission to program and the professional semester and when requesting a recommendation for certification.

If a candidate replies positively to any of statement’s questions regarding conviction or charges related to felonies or certain misdemeanors, involvement in field-based experiences will be postponed until the Dean determines, in consultation with the Michigan Department of Education, whether the conviction or charge is serious enough to indicate the strong possibility of eventual denial of a teaching certificate by the State. If it is determined that such a possibility exists, the candidate may be denied the opportunity to participate in field-based experiences and will be counseled to withdraw from the teacher education program.

It is the candidate’s responsibility to immediately report to the School of Education Dean any changes in previously submitted Rule 101.1 Statement responses.

## Enrollment in School of Education Courses

Enrollment in the following teacher education courses is open to any CUA student who has met course prerequisites:

<b>Prerequisites</b>	
EDU220	Foundations of Education: Learning and Schooling
EDU301	Adapting for Diversity
EDU302	Adapting for Exceptionalities
EDU345	Adapting to Adolescent Learners
EDU408	Teaching the Christian Faith
ECE 201	Foundations of Early Childhood Education

Enrollment in all other courses offered by the School of Education requires formal admission into one of the Teacher Education programs.

## Minimum Grade in Professional Studies Courses

In order to be eligible for the Professional Semester and program completion, a final grade of C (2.0) or higher is required for professional studies courses.

## Applying for Admission and Certification

The School of Education Dean is responsible for making final decisions regarding admission and program continuance, admission into the professional semester, and recommendation for state certification at program completion. In making all such decisions, the following are required and considered:

- Written application by the candidate.
- Written recommendation and support of faculty members.
- Documented evidence of the candidate’s understanding of, continued progress towards, and successful achievement of the program outcomes.
- Satisfactory completion of all required coursework and clinical experiences.
- Evidence that the candidate exhibits appropriate professional behaviors, ethics, dispositions and character.

Specific criteria and processes for each step are described below. In addition,, the Dean may request additional evidence including, but not limited to:

- The Executive Director of Student Services support, provided in writing, of the candidate’s application.
- A criminal background check.
- Additional recommendations or letters of reference.
- Written statements in which the candidate expresses his/her understanding of the program outcomes, professionalism or other relevant issues.

## Admission into Program

The following are requirements for admission into the Elementary or Secondary Education Program:

- A. Prerequisite courses and fieldwork:** To submit an application to a Teacher Education program, candidates must have satisfactorily completed or currently be completing the following prerequisite courses and their related field work experiences with a minimum grade of C or 2.0.

<b>Course</b>		<b>hours of fieldwork experience</b>
EDU220	Foundations of Education: Learning and Schooling	20 credits
<i>One of the following:</i>		<i>10 credits</i>
PSY211	Child Psychology (Elementary)	
PSY212	Adolescent Psychology (Secondary)	
PSY 214	Psychology of the School-aged Child (K-12 Programs Only)	
EDU345	Adapting to Adolescent Learners (Secondary)	20 credits
EDU301	Adapting for Diversity	20 credits
EDU302	Adapting for Exceptionalities	20 credits

**B. Basic Skills:** Candidates must demonstrate basic competency in reading, mathematics, and writing by passing all three sections of the “Basic Skills Test” of the Michigan Tests for Teacher Certification (MTTC). Preparation and registration materials are available at [www.mttc.nesinc.com](http://www.mttc.nesinc.com). Tutorial support is available through Concordia’s Academic Resources Center.

**C. Writing Sample:** Candidates must complete an extemporaneous writing assignment, which is assessed by the Dean. If the writing sample raises concerns about a candidate’s writing ability, a plan for strengthening those skills must be prepared by the candidate and the Director of the Academic Resource Center and submitted for the Dean’s approval. The candidate’s eventual admission into the professional semester will be contingent upon successful completion of that plan.

**D. GPA:** Candidates must hold a cumulative grade point average of 2.5 or higher in order to submit an application.

**E. Degree Plan:** Candidates must submit a semester by semester plan for meeting all graduation and certification requirements, prepared in consultation with an academic advisor.

**F. Faculty Recommendations:** Two positive recommendations from faculty members are required for admission. One must be prepared by an instructor from one of the prerequisite education courses (listed above.) The other is to be prepared by a faculty member offering the candidate’s major or minor. Recommendation forms are available on the School of Education website and should be given directly to selected faculty members by the applicant.

**G. Admission Interview:** Interviews are conducted by the Elementary or Secondary Education Coordinator and an additional School of Education faculty member. They are scheduled by the Dean’s administrative assistant following confirmation of all requirements.

**H. Professional Organization Membership:** The candidate must submit evidence of current membership within a professional organization (regional, state or national) appropriate to his/her area of planned certification/endorsement

Following the interview, all application materials submitted by the candidate, the interviewers’ recommendations, and all other items in the candidate’s SOE file will be reviewed by the Dean for final approval of admission. In each case, the candidate will either be admitted or denied admission. There is no conditional or provisional admission.

If denied admission, the Dean will inform the candidate in writing as to the reason. The candidate may appeal the decision in writing to the Vice President of Academics within two weeks from the time of notification.

## Continuance in Teacher Education Program

In order to maintain admission to Program, a cumulative GPA of 2.5 or better must be maintained. If a candidate’s cumulative GPA falls below 2.5, admission to Program will be immediately suspended and the candidate will be ineligible to continue in professional studies courses. Readmission may be granted by the Dean when the candidate achieves a cumulative GPA of 2.5 or higher.

## The Professional Semester

During the semester prior to directed teaching, candidates must apply for admission to the Professional Semester.

## Requirements for Admission

- A. Eligibility:** To be eligible to submit an application for Directed Teaching, the candidate must have taken courses for at least one semester at Concordia; been admitted into an education program (elementary or secondary;) successfully completed (or be completing) all prerequisite courses and clinical experiences with a grade of C (2.0) or better in each; and hold a cumulative grade point average of 2.5 or higher.
- B. Faculty Recommendations:** Admission into the Professional Semester requires positive recommendations from three faculty members. Elementary candidates should seek recommendations from two instructors of the school's methods courses and one instructor teaching within the candidate's academic major or minors. Secondary candidates need recommendations from one instructor of a secondary education methods course and one instructor each from his/her academic major and minor. Recommendation forms are available on the School of Education website and should be given directly to selected faculty members by the candidate.
- C. Other Application Materials:** Candidates are asked to include in the application materials a current resume and an indication of preferences for their directed teaching placement, using the "Directed Teaching Preferences" form attached to the application.
- D. Writing Sample:** Candidates must demonstrate an appropriate level of competence in writing ability by completing an extemporaneous writing assignment at the time of the Professional Semester interview. The writing sample will be assessed by the Dean. If the submitted sample raises concerns, the Dean will consult with members of the English department and other faculty members to determine more accurately the candidate's ability level. If, in the judgment of both the Dean of the School of Education and the English department, the candidate is unable to demonstrate an appropriate level of writing skill, admission to the professional semester may be denied.
- E. Professional Organization Membership:** The candidate must submit evidence of current membership within a professional organization (regional, state or national) appropriate to his/her area of planned certification/endorsement.
- F. Professional Semester Interview:** Interviews are conducted by the School of Education Dean and a faculty member of the candidate's major or minor. They are scheduled by the Dean's administrative assistant following confirmation of all requirements.

Following the interview, the Dean of the School of Education will review the candidate's application materials, faculty and interviewers' recommendations, and other materials contained in the candidate's School of Education file. A letter of acceptance or denial will be sent to the candidate by the Dean. Copies will be placed in the candidate's School of Education file and sent to his/her academic advisor. The university registrar also receives notification.

## Selection/Assignment of Directed Teaching Sites and Mentors

The School of Education has detailed criteria for the identification of schools and the selection of cooperating teachers chosen for Directed Teaching. After interviewing each teacher candidate, the Program Coordinators will identify and assign Directed Teaching placements. Candidates working towards the Lutheran Teacher Diploma will be placed in The Lutheran Church-Missouri Synod schools as a part of the certification process for becoming a rostered teacher within the church.

## Program Completion and State Certification

### Requirements

- A. Passing Scores on the Michigan Tests for Teacher Certification:** For program completion, Elementary Education candidates must achieve a passing score on the Elementary Education exam of the Michigan Test for Teacher Certification (MTTC). To add specialized endorsements to Michigan's elementary teacher's certificate, passing scores must also be achieved on the MTTC content area tests for the academic major and/or minors.
- Secondary candidates must achieve passing scores on the MTTC content area tests in both their academic major and minor areas.
- School of Education policy states that passing scores on the basic certification-area MTTC tests are required for program completion, whether or not a candidate plans to request a Michigan certificate. It is therefore not possible to earn a BA Degree in Teacher Education from Concordia without passing MTTC scores.
- B. Documentation of Achievement of Program Outcomes:** At the completion of directed teaching, each candidate's cooperating teacher(s) and university supervisor(s) will prepare final written evaluations. This "Tier 3" assessment specifically notes success in demonstrating the School of Education's ten program outcomes and provides the primary basis for determining the final grade for the directed teaching experience.

- C. Training in First Aid and CPR:** The State of Michigan requires that all candidates for a Michigan Teaching Certificate provide evidence of training in first aid and CPR. When submitting to the Dean the request for a Michigan teaching certificate, a photocopy of a current certificate from Red Cross or American Heart Association must be submitted.
- D. Professional Conference Attendance:** As evidence of achievement of Program Outcomes LL9 and LL10, candidates must provide the Dean with evidence of participation in at least one professional conference (regional, state or national) appropriate to their certification.
- E. Completion of Surveys:** Students are required to complete and submit all evaluations surveys at the end of their student teaching experience.
- F. Portfolio:** Each student who completes the education program will have completed a career portfolio prior to graduation.

### Deadline for program completion

All requirements for program completion must be completed within two years (24 months) of withdrawal from the university. Following that deadline, a candidate desiring to return and complete certification requirements will be required to meet any new or changed program requirements.

### Procedure for securing a state teaching certificate

Once all program requirements are completed, the candidate may submit a Request for Initial Teacher Certification to the School of Education Dean. When program completion and fulfillment of all requirements have been verified, the certification officer will submit the university's recommendation to the State Department of Education electronically. At the same time, the candidate will be provided a letter noting that the recommendation has been submitted. As per Michigan regulations, this letter serves as a 90-day teaching certificate while the recommendation is processed by the Department of Education.

**Rule 101.1 Exception:** In keeping with Michigan's Rule 101.1 regulations, if a candidate reports conviction for certain misdemeanors or felonies (specified in Michigan's Public Act 97 of the Public Acts of 1995,) details must be noted in the submitted recommendation for certification. In such cases, a 90-day certificate letter may not be provided to the candidate by the certification officer. Receipt of certification will be put on hold, pending the State Department's investigation of the case and final decision regarding certification. Failure to accurately or honestly report convictions or current charges while requesting a teaching certificate may serve as the basis for a denial of certification.

### Deadline for requesting certification

The State of Michigan stipulates a five-year window for submitting a program completer's recommendation for certification. Following that deadline, Concordia requires evidence of a minimum of ten additional credits of coursework directly related to the requested area(s) of certification. Ten or more years after program completion, a minimum of eighteen additional credits and evidence of 50 hours of appropriate clinical experiences are required.

### Becoming certified in other states

Certification processes and requirements differ slightly from state to state. Concordia strongly encourages all graduates to begin by securing a Michigan certificate, even if they do not intend to find a teaching job within the state. Descriptions of requirements in all 50 states are available at [www.uky.edu/Education/TEP/usacert.html](http://www.uky.edu/Education/TEP/usacert.html).

## Bachelors Degree in Elementary Education

Completion of the elementary teacher education program, with a passing grade on the "Elementary Education" test of the Michigan Test for Teacher Certification (MTTC) leads to certification by the State of Michigan to teach all subjects in grades kindergarten to 5 and all subjects in grades 6 to 8 in self-contained classrooms. Passing the appropriate MTTC content area test also qualifies you to teach in a departmentalized program (grades 6 to 8) in the area(s) of your specialization (major or minors.)

The elementary education program consists of three components - General Studies, Professional Education Studies and Specialty Studies. Completion of a fourth component, the Lutheran Teacher Diploma requirements, certifies the candidate to serve in the teaching ministry of the Lutheran Church-Missouri Synod. The following chart outlines these components.



Elementary Education Components	Credits
<b>*General Studies</b>	
Proficiency Requirements (Students may exempt themselves from some or all of the proficiency requirements through testing.)	0-10 credits
General Studies Core	37 credits
Senior Project (if not included in the academic major requirements)	(1–5) credits
<b>Professional Studies in Education (see below)</b>	<b>44 credits</b>
<b>Specialty Studies for Elementary Education</b>	
Major (s)	30 – 40 credits
Minor (s)	21 – 28 credits
<b>Total credits required within program:</b>	<b>133–174 credits</b>
<b>Lutheran Teacher Diploma (LTD) - if desired</b>	<b>19 credits</b>
<b>Total credits required with LTD</b>	<b>152–193 credits</b>
<b>Electives</b>	<b>credit varies</b>
(A minimum of 128 credit hours are required for a B.A. degree. If total credits fall short, use electives to reach the minimum.)	

### Professional Studies in Education Courses - Elementary Education

The elementary education professional studies component includes 23 credits of professional education core courses (indicated by an asterisk in the following table) and 21 credits of specialized courses in elementary curriculum and instruction. All courses include prescribed field-based observation and/or clinical practice experiences.

Although individual degree plans may vary, the following table illustrates both the prescribed sequence of professional education courses for an undergraduate candidate and a compressed sequence for Post-Bachelors degree candidates.

Course & Sequence of Study			Recommended Semester	Post-BA Semester
EDU220	Foundations of Education	4 credits	Fr./First	First
PSY211	Child Psychology	3 credits	Fr./Second	
EDU301	Adapting for Diversity	2 credits	So./First	
EDU302	Adapting for Exceptionalities	2 credits	So./Second	
Pass MTTC Basic Skills Test			So./First	
Application for Admission to Teacher Education			So./Second	
<b>Block 1 (Must be taken prior to taking Blocks 2&amp;3)</b>				
EDU340	Elementary Curriculum & Instruction	3 credits	Jr./First	
EDU341	C&I: Literacy & Literature for Children	4 credits	Jr./ First	Second
<b>Block 2 (Can be taken concurrently with Block 3)</b>				
EDU422	C&I: Social Studies Education	2 credits	Jr./Second	
EDU425	C&I: Music Education	2 credits	Jr./Second	
EDU426	C&I: Art Education	2 credits	Jr./Second	Third
<b>Block 3 (Can be taken concurrently with Block 2)</b>				
EDU423	C&I: Science Education	2 credits	Jr./Second or Sr./First	

EDU424	C&I: Mathematics Education	2 credits	Jr./Second or Sr./First	
EDU427	C&I: Health & Physical Education	2 credits	Jr./Second or Sr./First	Third
<b>Application for Admission to Professional Semester</b>				
EDU342	Reading & Writing with Diverse Learners	2 credits	Sr./Second	
EDU441	Directed Teaching: Elementary	12 credits	Sr./Second	Fourth

### Specialty Studies in Elementary Education

(Note: Due to the State of Michigan's implementation of the federal "No Child Left Behind" laws, elementary education majors and minors are currently under review and may be changed before this catalog is published. Candidates should refer to the revised Teacher Education Handbook for more up-to-date information.)

Elementary education candidates must complete either a major, a major and a minor or two minors in addition to the full sequence of elementary education courses. Elementary Education students may select their major or minor from the following areas: Integrated Science, Mathematics, Language Arts and Social Studies. Students may also choose one of the following as a minor with a major or as a third minor: Early Childhood Education, Physical Education, or History.

Specialty Area	State code	Major (credits)	Minor (credits)
Early Childhood Education	ZA	No	Yes (22)
Integrated Science	DI	Yes (40)	Yes (28)
History	CC	No	Yes (21)
Mathematics	EX	Yes (33)	Yes (23)
Language Arts	BX	Yes (37)	Yes (28)
Physical Education	MB	No	Yes (21)
Social Studies	RX	Yes (36)	Yes (24)

### Early Childhood Education

Course offerings and multiple clinical experiences in the Early Childhood Education minor provide the candidate with comprehensive knowledge and understandings of the unique content, philosophy and pedagogy related to teaching young children in developmentally appropriate ways. Building upon Concordia's strong elementary education program, it provides candidates a coherent, complementary minor which extends and refines their knowledge, skills and dispositions for working successfully in preschool, child care programs, and early elementary school settings. Completion makes the candidate eligible for the State of Michigan's Early Childhood Education endorsement (ZA) on the elementary education teaching certificate.

#### Early Childhood Education Minor

—*Elementary Education Program Only*

(This minor must be combined with a major or two additional minors from the following: Integrated Science, Language Arts, Mathematics, Social Studies)

Required Courses		21*-22 credits
ECE201	Foundations of Early Childhood Education	3
ECE310	Assessment of Young Children	3
ECE320	Planning Instruction for Young Children	2
ECE345	Emergent Literacy	2
ECE405	Early Childhood Education Program Administration	3
ECE410	Learning through Creative Activities	3
ECE415	Partnerships for Early Childhood	3

ECE420	Math & Science for Young Children	2
ECE450*	Early Childhood Practicum	1*

\* ECE450 may be waived by the Dean of the School of Education based on prior experiences. A Petition for Substitution or Waiver of Academic Requirement is required.

## Bachelors Degree in Secondary Education

Completion of the secondary teacher education program (with passing grades on the appropriate Michigan Test for Teacher Certification (MTTC) content area tests) leads to certification by the State of Michigan to teach grades six through twelve in the areas of specialized studies.

The secondary education program consists of four components - General Studies, Professional Education Studies, Specialty Studies (either a major and a minor or a double major) and, if the degree plan allows, electives. Completion of a fifth component, the Lutheran Teacher Diploma requirements, certifies the candidate to serve in the teaching ministry of the Lutheran Church-Missouri Synod. The following chart outlines these components.

### Secondary Education Components

#### \*General Studies

Proficiency Requirements (Students may exempt themselves from some or all of the proficiency requirements through testing.)	0-10 credits
General Studies Core	37 credits
Senior Project (if not included in the academic major requirements)	1-5 credit

**Professional Studies in Education (see below) 32-35 credits**

#### Specialty Studies for Secondary Education

Major	30-36 credits
Minor (Note: Some majors and minors allow double counting of General Studies credits, reducing their actual credit requirements)	20-25 credits

**Total credits required within program: 128-148 credits**  
Lutheran Teacher Diploma - *if desired* 19 credits

**Total credits required with LTD 147-167 credits**

**Electives credit varies**

(A minimum of 128 credit hours are required for a B.A. degree. If total credits fall short, use electives to reach the minimum.)

### Professional Studies in Education Courses - Secondary Education

The following sequence of secondary education professional studies component includes 23 credits of professional education core courses (indicated by an asterisk in the following table) and 12 credits of specialized courses in secondary curriculum and instruction.

Course & Sequence of Study			Recommended Semester	Post-BA Semester
EDU220	Foundations of Education: Schooling and Learning	4 credits	Freshman/First	First
PSY212 <b>OR</b> PSY 214 (K-12 programs only)	Adolescent Psychology  Psychology of the School-aged Child	3 credits  4 credits	Freshman/Second	
EDU345	Adapting to the Adolescent Learner	1 credit	Soph/Second	
EDU301	Adapting for Diversity	2 credits	Soph/First	
EDU302	Adapting for Exceptionality	2 credits	Soph/Second	

<b>Pass the MTTC Basic Skills Test</b>			Soph./First	
Application for admission to Teacher Education			Soph./Second	
EDU431	Methods in Teaching Secondary Reading	3 credits	Junior/Fall	Fall Only
EDU461-469	Instructional Methods: (Select the methods course for each area of specialty studies.) Offered in the Fall Only	3-6 credits		
EDU461	Methods in Teaching Sec English & Language Arts	3 credits		
EDU462	Methods in Teaching Sec Social Studies	3 credits		
EDU463	Methods in Teaching Sec Science	3 credits		
EDU464	Methods in Teaching Sec Mathematics	3 credits		
EDU465	Methods in Teaching Sec Music	3 credits		
EDU467	Methods in Teaching Sec Physical Education	3 credits		
EDU468	Methods in Teaching Sec Foreign Language	3 credits		
EDU469	Methods in Teaching Sec Speech & Communication	3 credits		
<b>Application for admission to the Professional Semester</b>				
EDU436	Sec School Community 3 weeks & Classroom Management	2 credits	Sr./Second	Sr./Second
EDU446	Directed Teaching: 12 weeks Secondary	12 credits	Sr./Second	Sr./Second
<b>Total professional studies credit hours:</b>		<b>32-35 credits</b>		

### Subject Area Specialty Studies - Secondary Education

(Note: Due to the State of Michigan's implementation of the federal "No Child Left Behind" laws, secondary education majors and minors are currently under review and may be changed before this catalog is published. Candidates should refer to the revised Teacher Education Handbook for more up-to-date information.)

Secondary education candidates must complete both a major and a minor (or, if preferred, a double major) and the teaching methods course for each. All majors and minors are described in a separate section of this handbook. Concordia's approved majors for teacher candidates in secondary education include:

Specialty Area	State Code	Major (credits)	Minor (credits)
Art Education K-12	LQ	Yes (90)	No
Biology	DA	Yes (32)	Yes (21)
Chemistry	DC	No	Yes (21)
English	BA	Yes (31)	Yes (21)
History	CC	No	Yes (21)
Mathematics	EX	Yes (33)	Yes (23)
Music Education K-12	JQ	Yes (105)	No
Physical Education	MB	Yes (30)	Yes (21)
++Physics	DE	No	Yes (21)
Psychology	CE	Yes (30)	Yes (21)
Social Studies	RX	Yes (36)	No

Spanish	FF	No	Yes (24)
Speech	BD	No	Yes (20)

++ Courses take at CUAA & Eastern Michigan University. Endorsement issued by EMU.

## Lutheran Teacher Diploma (LTD)

The LTD program is designed to prepare confirmed members of the Lutheran Church-Missouri Synod to serve as rostered members of the teaching ministry in the schools and congregations of the church. Designed for both elementary and secondary teacher education programs, it requires 19 credits, 6 of which are included in general studies, in addition to the graduation requirements for the elementary and secondary teacher education programs. Courses must be completed with a grade of C or higher. The courses might also be taken as electives by any student.

### Lutheran Teacher Diploma

—Elementary Education and Secondary Education Programs

<b>Required Courses</b>		<b>19 credits</b>
EDU408	Teaching the Christian Faith (w)	2
EDU445	Office of the Christian Teacher (Taken in the Professional Semester)	2
REL241	Biblical Literature I-Old Testament (Credits may be applied to General Studies Religion Requirement)	3
REL242	Biblical Literature II-New Testament (Credits may be applied to General Studies Religion Requirement)	3
REL321	History of Christian Thought (Credits may be applied to General Studies Religion Requirement)	3
THY301	Christian Doctrine I	3
THY302	Christian Doctrine II	3

## Post-Baccalaureate Teacher Certification

Concordia offers a post-baccalaureate teacher certification program which is designed to enable individuals who have already earned a bachelor's degree to complete requirements for teacher certification in approximately four semesters. The Professional Studies and Specialty Studies in Education requirements are identical to those in the undergraduate teacher education programs. A minimum of 6 credits in the field(s) of specialization must be taken in residence.

# SCHOOL OF ARTS & SCIENCES

## Pre-Engineering

By means of a formal agreement with Kettering University, Flint, MI, Concordia University offers a two-year, pre-engineering program which provides students the opportunity to transfer to Kettering after two years. By successfully completing an individually prescribed academic plan while at Concordia, the student meets the academic requirements of Kettering with no loss of credits. In order to complete their pre-engineering studies in two years at Concordia, students must prepare themselves well during high school by taking a year of chemistry, a year of physics, and mathematics through pre-calculus. The specific courses included in a pre-engineering student's academic plan will vary with the intended engineering field. However, academic plans typically include the courses below. Please consult with the pre-engineering faculty advisor in the Division of Natural Sciences and Mathematics.

<b>Pre-Engineering (Courses taken at Concordia University)</b>		<b>58-61 credits</b>
<b>Science Courses</b>		
CHE211	Chemistry I	4
CHE212	Chemistry II	4

CHE321	Organic Chemistry I	4
PHY223	Mechanics, Sound & Heat	5
PHY224	Electricity, Magnetism & Light	5
<b>Mathematics Courses</b>		
MAT221	Calculus I & Analytical Geometry	4
MAT222	Calculus II & Analytical Geometry	4
MAT231	Linear Algebra	3
MAT323	Calculus III & Analytical Geometry	4
MAT341	Differential Equations	3
<b>General Education Courses</b>		
ATS281	Living with the Arts	3
ECO200	Economics	3
Approved lower level Social Science course		3
Approved upper level Social Science course		3
Approved upper level Humanities course		3
<i>Select the following course</i>		
ENG101	English Composition	3
<b>OR select both of the following courses.</b>		
COM201	Speech Communication	3
COM202	Business Communication	3

## Pre-Law Studies

Pre-law students at Concordia University should complete a baccalaureate degree.

The Pre-Law Committee of the American Bar Association (ABA) Section of Legal Education and Admissions to the Bar “does not recommend any particular group of undergraduate majors, or courses, that should be taken by those wishing to prepare for legal education; developing such a list is neither possible nor desirable” (<http://www.abanet.org/legaled/prelaw/prep.html>). In general, law schools look for broad preparation in the liberal arts and high levels of performance in challenging courses. They do not expect or desire to see a long list of law courses on undergraduate transcripts. The law schools assume that legal education is what they do best. The ABA does recommend a rigorous course of study emphasizing these skills and values:

1. Analysis and Problem Solving
2. Critical Reading Abilities
3. Writing
4. Oral Communication and Listening
5. General Research
6. Task Organization and Management
7. Serving Others and Promoting Justice
8. Knowledge, including
  - a. A broad understanding of history, particularly American history, and the various factors (social, political, economic, and cultural) that have influenced the development of the pluralistic society that presently exists in the United States
  - b. A fundamental understanding of political thought and theory, and of the contemporary American political system
  - c. A basic understanding of ethical theory and theories of justice

- d. A grounding in economics, particularly elementary micro-economic theory, and an understanding of the interaction between economic theory and public policy
- e. Some basic mathematical and financial skills, such as an understanding of basic pre-calculus mathematics and an ability to analyze financial data
- f. A basic understanding of human behavior and social interaction
- g. An understanding of diverse cultures within and beyond the United States, of international institutions and issues, and of the increasing interdependence of the nations and communities within our world

### Recommendations

In keeping with the guidelines suggested by the ABA, we recommend a broad social science major (this can be arranged as an individualized major) with the following components:

1. American history (HIS111 and HIS112), Racial and cultural minorities (HIS355)
2. Sociology (SOC101), Ethnographic Geography/Cultural Anthropology (SOC/GEO321)
3. Economics (ECO200)
4. General Psychology (PSY101)
5. American government (POS101), The Politics of Civil Liberties (POS361)
6. Additional 36 semester hours of social science electives

**Other Electives:** College Algebra (MAT111), Elementary Statistics (MAT261), Accounting I (ACC201)

**Other Major/Minor Combinations:** English /Communications

### Pre-Seminary Program

The Pre-Seminary curriculum at Concordia University, Ann Arbor provides students with the knowledge, skills, and understandings which lay the foundation for entrance into graduate work to become a pastor or church worker. It is designed toward entrance into one of the seminaries of the Lutheran Church-Missouri Synod and it also functions well as preparation for entrance into any Christian seminary. The program allows students maximum flexibility while maintaining high standards of academic preparedness. The Pre-seminary Council requires that Pre-Seminary students take the following 38 credits, 6 of which are included in general studies.

<b>Pre-Seminary Program</b>		<b>38 credits</b>
<b>Theology—Required Courses</b>		<b>18 credits</b>
REL241	Biblical Literature I-Old Testament (Credits may be applied to the General Studies Religion Requirement)	3
REL242	Biblical Literature II-New Testament	3
REL321	History of Christian Thought (Credits may be applied to the General Studies Religion Requirement)	3
THY301*	Christian Doctrine I	3
THY302*	Christian Doctrine II	3
* Non-LCMS students may request substitutions. Acceptable alternatives are listed in the Pre-Seminary Handbook, available from the Pre-Seminary Director.		
<i>Select 3 credits from the following Philosophy courses.</i>		
PHI321	History/Problems of Western Philosophy	3
PHI322	Issues in Western Philosophy	3
PHI355	Argument Analysis	3
<b>Biblical Languages</b>		<b>20 credits</b>
<b>—Required Course, except for Pre-Deaconess students who may request substitutions</b>		
GRE201A	Elementary Greek I	4
GRE202A	Elementary Greek II	4

HEB201A	Elementary Hebrew I	4
HEB202A	Elementary Hebrew II	4
<i>Select 4 credits from the following repeatable courses.</i>		
GRE316	Greek Readings (Repeatable)	2
HEB316	Hebrew Readings (Repeatable)	2

The seminars value a broad liberal arts curriculum as the best collegiate preparation. Specifically, familiarity with the following areas is recommended: English Grammar, English Composition, Philosophy, History, Modern Language, Social Science, Natural Science, Psychology, Education, English Literature, Cultural Anthropology, Western Civilization, History and Culture of Non-Western Civilization, World Religions, History of Philosophy (history of ideas and thought), Philosophy of Religion, and Introduction to Ethics.

Students may select any major they wish. The student may also choose a minor or elect to obtain the remaining credits required for graduation from suggested electives or those of direct interest to the student.

## Reserve Officer Training Corp (ROTC) Programs

Concordia University has a special agreement with the University of Michigan, which allows students to participate in these partnerships. The classes are conducted on the campus of the University of Michigan.

### Army ROTC

Two, three and four year full-tuition scholarships are available for students who enroll in Army ROTC with intent to become an Army officer. Students enrolled in the Army ROTC program, upon graduation from college and successful completion of the program; receive a commission as a Second Lieutenant in the Active Army, Army Reserve, or Army National Guard. Many students enroll for one or two years to sample career opportunities. Students incur Military obligation when they contract to become an officer and begin receiving scholarship benefits.

#### **Army ROTC Courses**

MS101	Introduction to Officership
MS102	Introduction to Leadership
MS201	Innovative Tactical Leadership
MS202	Leadership in Changing Environments
MS301	Leading Small Organizations I
MS302	Leading Small Organizations II
MS401	Advanced Leadership and Management
MS402	Military Professionalism and Professional Ethics

1. **Course Overview:** The Army ROTC Program is normally a four-year program of college-level courses divided into two phases:
  - a. **Basic Course:** Comprises the Freshmen (MS I) and Sophomore (MS II) level and is open to all students on campus as either participating students or auditing students.
  - b. **Advanced Course:** Comprises the Junior (MS III) and Senior (MS IV) cadets. The advanced course is open only to cadets meeting the Army standards for contracting. Progression into the advanced course may be from the Basic Course, ROTC Camp Challenge, or having completed Basic Training or AIT training in the Regular Army or Reserve components. Each cadet entering the Advanced Course must have permission from the Professor of Military Science.
  - c. **Three and two-year programs:** Students who have already completed one or two years of college may join the program. The three year plan required students concurrently take the Freshmen (MSI) and Sophomore (MSII) level courses followed by the two years of advance course classes. The two-year plan requires students to complete a 30 day leadership training course (LTC) after their sophomore year, in order to gain ROTC equivalent credit for the basic course, followed by the two years of advance course classes.



2. **Course Requirements:** Students are required to register for one discussion course each semester. Each course includes a weekly 90-minute Military Science lab that meets Thursday afternoons 4:00-5:30 p.m. Students will receive academic credit for ROTC classes. In addition to class and lab, students must complete 3 hours physical training (PT) sessions each week.

### Air Force ROTC

The program offers studies designed to prepare and commission selected individuals to serve in the United States Air Force. Both a four-year and two-year program leading to commission as a Second Lieutenant are offered. The four-year plan comprises eight terms of courses in aerospace studies and a four-week field-training course at an Air Force base, between the sophomore and junior years. The two-year plan comprises an initial six-week field-training course followed by four terms of aerospace studies (AS310 through AS411 series). Cadets may enroll in either the four-year or two-year program by permission of the chairman.

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#### **Air Force ROTC Course Overview:**

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AS 100	Introduction, Dress and Appearance, Customs and Courtesies
AS 200	Air and Space Power History and Capabilities
AS 300	Leadership, Management and Ethics
AS 400	National Security Process, Air Force Doctrine, Joint Service Operations and Preparation for Active Duty

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### Contact information

To learn more about both programs, visit Concordia Admissions and they will be happy to escort you to our partners in leadership development at the University of Michigan:

**ARMY ROTC:** 1105 North University Ave. Room 212, North Hall (Central Campus), Ann Arbor, MI 48109-1085 (734) 647-3031 or [www.umich.edu/~armyrotc](http://www.umich.edu/~armyrotc)

**AIR FORCE ROTC:** AFROTC-DET 390-The University of Michigan, 1105 North University-North Hall, Ann Arbor, MI 48109 (734) 647-4093 or [www.umich.edu/~det390](http://www.umich.edu/~det390)

There are numerous scholarship opportunities as well, see our Financial Aid office.

Concordia University is privileged to have members of our faculty and staff who have served in the Armed Forces and they are available to help answer your questions. Please contact Concordia Admissions at: 734-995-7311 for additional information.

## SCHOOL OF ARTS & SCIENCES — HUMANITIES

### Art

The study of art includes: the expression of individual ideas through the creation of art, the interpretation and understanding of visual signs and symbols through critical study, and the appreciation and understanding of art as a visual record of the human experience. Course experiences for majors and minors in art are designed for depth of perception and breadth of understanding.

<b>Art Major</b>	<b>48 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary Programs</i>	
<b>Foundation Studies</b>	<b>9 credits</b>
<i>ART101 is a pre-requisite for ART202 and ART204</i>	
ART101 Drawing & Design I	3
ART202 Drawing & Design II	3
ART204 3-Dimensional Design	3
<b>Studio Studies</b>	<b>18 credits</b>
ART219 Graphic Design I	3
ART221 Photography I	3
ART341 Painting I	3
ART343 Ceramics I	3
ART347 Printmaking I	3
ART349 Sculpture	3
<b>History, Analysis &amp; Criticism</b>	<b>12 credits</b>
ART321 Art History I (w)	3
ART322 Art History II (w)	3
ATS281 Living with the Arts	3
ATS381 20th Century Arts & Culture	3
<b>Studio Emphases</b>	<b>8 credits</b>
<i>Select one of the following studio areas for in-depth study.</i>	
<i>Courses numbered in the 400 level may be repeated at 1-3 credits per semester and up to 9 credits total.</i>	
<i>Graphic Design</i>	
ART319 Graphic Design II	3
ART419 Graphic Design: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Painting</i>	
ART342 Painting II	3
ART442 Painting: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Ceramics</i>	
ART344 Ceramics II	3
ART444 Ceramics: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Printmaking</i>	
ART348 Printmaking II	3
ART448 Printmaking II: Advanced Studies ( <i>Repeatable</i> )	1-3
<b>Senior Project</b>	<b>1 credit</b>
ART483 Senior Exhibition	1-3

<b>Art Minor</b>		<b>30 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary Programs</i>		
<b>Foundation Studies</b>		<b>9 credits</b>
<i>ART101 is a pre-requisite for ART202 and ART204</i>		
ART101	Drawing & Design I	3
ART202	Drawing & Design II	3
ART204	3-Dimensional Design	3
<b>Studio Studies</b>		<b>9 credits</b>
<i>Select at least one course from both the 2-D and the 3-D offerings.</i>		
<i>2-D Offerings</i>		
ART219	Graphic Design I	3
ART221	Photography I	3
ART341	Painting I	3
ART347	Printmaking I	3
<i>3-D Offerings</i>		
ART343	Ceramics I	3
ART349	Sculpture	3
<b>History, Analysis &amp; Criticism</b>		<b>12 credits</b>
ART321	Art History I (w)	3
ART322	Art History II (w)	3
ATS281	Living with the Arts	3
ATS381	20th Century Arts & Culture	3
<b>Visual Arts Education Major</b>		<b>90 credits</b>
<i>—K-12 Teacher Education Program Only</i>		
<b>Curriculum &amp; Instruction visual Arts Education Methods</b>		<b>12 credits</b>
EDU321	Professional Practices in Art Education	1
EDU322	Philosophy of Art Education	1
EDU450	Teaching Art at the Elementary Level	5
EDU452	Teaching Art at the Secondary Level	5
<b>Education Sequence</b>		<b>30 credits</b>
EDU220	Foundations of Education	4
EDU301	Adapting for Diversity	2
EDU302	Adapting for Exceptionalities	2
EDU340	Elementary Curriculum & Instruction	3
EDU431	Secondary Reading (w)	3
EDU441	Directed Teaching: Elementary Education	6
EDU446	Directed Teaching: Secondary Education	6
PSY214	Psychology of the School-Aged Child	4
<b>Foundation Studies</b>		<b>9 credits</b>
<i>ART101 is a prerequisite for ART202 and ART204</i>		
ART101	Drawing & Design I	3
ART202	Drawing & Design II	3
ART204	3-Dimensional Design	3
<b>Studio Studies</b>		<b>18 credits</b>
ART219	Graphic Design I	3
ART221	Photography I	3
ART341	Painting I	3
ART343	Ceramics I	3

ART347	Printmaking I	3
ART349	Sculpture	3
<b>History, Analysis &amp; Criticism</b>		<b>12 credits</b>
ART321	Art History I (w)	3
ART322	Art History II (w)	3
ATS283	Living with the Arts-Visual Arts	3
ATS383	20th Century Arts & Culture-Visual Arts	3
<b>Studio Concentration</b>		<b>8 credits</b>
<i>Select one of the following studio areas for in-depth study. Courses numbered in the 400 level may be repeated at 1-3 credits per semester and up to 9 credits total.</i>		
<i>Graphic Design</i>		
ART319	Graphic Design II	3
ART419	Graphic Design: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Painting</i>		
ART342	Painting II	3
ART442	Painting: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Ceramics</i>		
ART344	Ceramics II	3
ART444	Ceramics: Advanced Studies ( <i>Repeatable</i> )	1-3
<i>Printmaking</i>		
ART348	Printmaking II	3
ART448	Printmaking II: Advanced Studies ( <i>Repeatable</i> )	1-3
<b>Senior Project</b>		<b>1 credit</b>
ART483	Senior Exhibition	1-3

## Music

Throughout the ages, in every culture, music has played an important role in giving shape to, and being shaped by, relationships among human beings. Worship, social activities, and other arts depend on music to elevate and complete the experience. Concordia's music courses and ensembles reflect the belief that everyone can and should be a musician at some level. Each student has the opportunity to explore the power of music and develop his or her own musical skills, interests, and knowledge.

### Music Major

**56 credits\*\***

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Written/Aural Theory Sequence</b>		<b>16 credits</b>
MUS201A	Music Theory I	3
MUS201B	Aural Theory I	1
MUS202A	Music Theory II	3
MUS202B	Aural Theory II	1
MUS301A	Music Theory III	3
MUS301B	Aural Theory III	1
MUS302A	Music Theory IV	3
MUS302B	Aural Theory IV	1
<b>History, Analysis &amp; Criticism</b>		<b>8 credits</b>
MUS331	History of Music I (w)	3
MUS332	History of Music II (w)	3
MUS334	World Music	2
<b>Technique Studies</b>		<b>6 credits</b>
MUS221	Conducting I	1
MUS222	Conducting II	1

MUS245	Voice Techniques (or equivalent)	1
MUS321	Conducting III	1
MUS352	Music Technology	2
<b>Performance Emphasis</b>		<b>24 credits</b>
<i>Choose one of the following</i>		
CHO201	Concordia Choir (1 credit for 8 semesters)	8
ENS201	Wind Ensemble (1 credit for 8 semesters)	8
ENS211	Low Brass Ensemble (1 credit for 8 semesters-trombone, euphonium or tuba principal instrument)	8
Applied Lessons	2 credits/semester of principal instrument private instruction	16
Students must enroll in one of the principal ensembles (CHO201-Concordia Choir or ENS201-Wind Ensemble or ENS211-Low Brass Ensemble) each semester. CHO211-Chorale is acceptable for up to two semesters.		
Students must participate in the ensemble of their principal instrument and take 2 credits of private instruction in their principal instrument for 8 semesters. An achievement of the 412 level or higher is required for completion of the major (progression of levels: 201, 202, 301, 302, 401, 402, 411, 412).		
**Students who principal instrument is voice are required to take VOC310-Vocal Arts Lab (1 credit) for two semesters increasing their required credits to 58.		
<b>Senior Project</b>		<b>2 credits</b>
MUS484	Senior Recital	2
<b>Music Minor</b>		<b>43 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary Programs</i>		
<b>Written/Aural Theory Sequence</b>		<b>8 credits</b>
MUS201A	Music Theory I	3
MUS201B	Aural Theory I	1
MUS202A	Music Theory II	3
MUS202B	Aural Theory II	1
<b>History, Analysis &amp; Criticism</b>		<b>8 credits</b>
MUS331	History of Music I (w)	3
MUS332	History of Music II (w)	3
MUS334	World Music	2
<b>Technique Studies</b>		<b>11 credits</b>
MUS221	Conducting I	1
MUS222	Conducting II	1
MUS321	Conducting III	1
MUS333	Ethnomusicology	2
MUS337	Lutheran Worship	1
MUS351	Introduction to MIDI Technology	2
MUS352	Music Technology	2
VOC101	Class Voice (or equivalent)	1
Successful completion of the Keyboard Proficiency Exam		0
<b>Performance Emphasis</b>		<b>16 credits</b>
<i>Choose one of the following</i>		
CHO201	Concordia Choir (1 credit for 8 semesters)	8
ENS201	Wind Ensemble (1 credit for 8 semesters)	8
ENS211	Low Brass Ensemble (1 credit for 8 semesters-trombone, euphonium or tuba principal instrument)	8
Applied Lessons	1 credit/semester of principal instrument private instruction	8
Students must enroll in one of the principal ensembles (CHO201-Concordia Choir or ENS201-Wind Ensemble or ENS211-Low Brass Ensemble) each semester. CHO211-Chorale is acceptable for up to two semesters.		
Students must participate in the ensemble of their principal instrument and take 1 credit of private instruction in their principal instrument for 8 semesters. An achievement of the 402 level or higher is required for completion of the minor (progression of levels: 201, 202, 301, 302, 401, 402).		

**K-12 Music Education Major**
**105 credits\*\***
*—K-12 Teacher Education Program Only*

<b>Curriculum &amp; Instruction Music Methods</b>		<b>10 credits</b>
EDU225	Foundations of Music Education	1
EDU325	Choral Methods	2
EDU326	Instrumental Methods	2
EDU472	Elementary Music Methods	3
EDU473	Secondary Music Methods	2
<b>Education Sequence</b>		<b>30 credits</b>
EDU220	Foundations of Education	4
EDU301	Adapting for Diversity	2
EDU302	Adapting for Exceptionalities	2
EDU340	Elementary Curriculum & Instruction	3
EDU431	Secondary Reading (w)	3
EDU441	Directed Teaching: Elementary Education	6
EDU446	Directed Teaching: Secondary Education	6
PSY214	Psychology of the School-Aged Child	4
<b>Written/Aural Theory Sequence</b>		<b>16 credits</b>
MUS201A	Music Theory I	3
MUS201B	Aural Theory I	1
MUS202A	Music Theory II	3
MUS202B	Aural Theory II	1
MUS301A	Music Theory III	3
MUS301B	Aural Theory III	1
MUS302A	Music Theory IV	3
MUS302B	Aural Theory IV	1
<b>History, Analysis &amp; Criticism</b>		<b>11 credits</b>
ATS381	20 <sup>th</sup> Century Arts & Culture	3
MUS331	History of Music I (w)	3
MUS332	History of Music II (w)	3
MUS334	World Music	2
<b>Technique Studies</b>		<b>12 credits</b>
MUS221	Conducting I	1
MUS222	Conducting II	1
MUS223	Functional Keyboard Skills	1
MUS243	Instrumental Techniques: Percussion	1
MUS245	Voice Techniques	1
MUS321	Conducting III	1
MUS341	Instrumental Techniques: Brass	2
MUS342	Instrumental Techniques: Woodwinds	2
MUS352	Music Technology	2
<b>Performance Emphasis</b>		<b>24 credits</b>
<i>Choose one of the following</i>		
CHO201	Concordia Choir (1 credit for 8 semesters)	8
ENS201	Wind Ensemble (1 credit for 8 semesters)	8
Applied Lessons	2 credits/semester of principal instrument private instruction	16
Students must enroll in one of the principal ensembles (CHO201-Concordia Choir or ENS201-Wind Ensemble each semester. CHO211-Chorale is acceptable for up to two semesters.		
Students must participate in the ensemble of their principal instrument and take 2 credits of private instruction in their principal instrument for 8 semesters. An achievement of the 412 level or higher is required for completion of the major (progression of levels: 201, 202, 301, 302, 401, 402, 411, 412).		
**Students whose principal instrument is voice are required to take VOC310-Vocal Arts Lab (1 credit) for two semesters increasing their required credits to 107. Students whose principal instrument is trombone, euphonium or tuba are required to take ENS211 Low Brass Ensemble (1 credit) for two semesters increasing their required credits to 107.		

<b>Senior Project</b>		<b>2 credits</b>
MUS484	Senior Recital	2

## SCHOOL OF ARTS & SCIENCES — LITERATURE AND COMMUNICATION

### English

Courses in English include the study of writing, language, and literature. Writing courses are designed to teach the strategies for producing clear, effective, and expressive written communication. Study of the English language is designed to teach language principles and history in order to foster informed attitudes toward varieties of language and language change. Courses in literature are designed to teach methods of literary interpretation through the study of representative works.

**English Major** **31 credits**  
 —*Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Required Courses</b>		<b>30 credits</b>
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG315	Contemporary Mosaic	3
ENG321	The English Language	3
ENG332	Shakespeare (w)	3
ENG337	British Literature I	3
ENG338	British Literature II	3
ENG343	American Literature (w)	3
ENG350	World Literature	3
ENG491	Seminar in Literature	3
<b>Senior Project</b>		<b>1 credit</b>
ENG483	Senior Project	1-5

**English Major** **31 credits**  
 —*Secondary Education Program*

<b>Required Courses</b>		<b>30 credits</b>
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG315	Contemporary Mosaic	3
ENG321	The English Language	3
ENG332	Shakespeare (w)	3
ENG337	British Literature I	3
ENG338	British Literature II	3
ENG343	American Literature (w)	3
ENG350	World Literature	3
LAN435	Literature for Young Adults	3
<b>Senior Project</b>		<b>1 credit</b>
ENG483	Senior Project	1-5

In addition to the coursework described above, all students enrolled in English Education majors or minors must show proof of membership in at least one professional organization (e.g. National Council of Teachers of English, Michigan Council of Teachers of English, Michigan Reading Association, etc.). The department chair will keep a list of eligible organizations. Students are strongly encouraged to attend one or more professional conferences during their junior/senior year. The department will facilitate this activity.

**English Minor** **21 credits***—Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Required Courses</b>		<b>21 credits</b>
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG321	The English Language	3
ENG332	Shakespeare (w)	3
ENG343	American Literature (w)	3
ENG350	World Literature	3
<i>Select one of the following courses.</i>		
ENG337	British Literature I	3
ENG338	British Literature II	3

**English Minor** **21 credits***—Secondary Education Program*

<b>Required Courses</b>		<b>21 credits</b>
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG315	Contemporary Mosaic	3
ENG321	The English Language	3
ENG332	Shakespeare (w)	3
LAN435	Literature for Young Adults	3
<i>Select one of the following courses.</i>		
ENG337	British Literature I	3
ENG338	British Literature II	3
ENG343	American Literature (w)	3

In addition to the coursework described above, all students enrolled in English Education majors or minors must show proof of membership in at least one professional organization (e.g. National Council of Teachers of English, Michigan Council of Teachers of English, Michigan Reading Association, etc.). The department chair will keep a list of eligible organizations. Students are strongly encouraged to attend one or more professional conferences during their junior/senior year. The department will facilitate this activity.

## Language Arts

Language Arts is a critical area of study for a teacher candidate in Elementary or Early Childhood Education. Reading, writing, listening, speaking, viewing, and visual representation form the backbone of the elementary curriculum. Without it, we could not read and write in the content areas, solve problems in mathematics, or communicate with others. Language Arts is considered a group major and group minor in the Elementary Education Program.

**Language Arts Major** **40 credits***—Elementary Education Program Only*

<b>Required Courses</b>		<b>33 credits</b>
COM325	Storytelling & Oral Histories (w)	3
COM332	Mass Communication	3
EDU362	Teaching the Writer's Craft	3
EDU364	Teaching English Language Learners	3
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG315	Contemporary Mosaic	3
ENG321	The English Language	3
ENG332	Shakespeare (w)	3
LAN435	Literature for Young Adults	3
LAN437	Children's Literature	3



<b>Electives—Select 6 credits from the following courses as designated below.</b>		<b>6 credits</b>
<i>Select one of the following courses.</i>		
COM301	Persuasive Communication	3
COM355	Interpersonal Communication	3
<i>Select one of the following courses.</i>		
ENG337	British Literature I	3
ENG338	British Literature II	3
ENG343	American Literature (w)	3
ENG350	World Literature	3
<b>Senior Project</b>		<b>1 credit</b>
LAN483	Methods of Language Arts Reflective Assessment/Senior Project	1
Candidates should take LAN282-Language, Communication & Culture as part of their General Studies Core.		
<b>Language Arts Minor</b>		<b>28 credits</b>
<i>—Elementary Education Program Only</i>		
<b>Required Courses</b>		<b>24 credits</b>
COM325	Storytelling & Oral Histories (w)	3
COM332	Mass Communication	3
EDU362	Teaching the Writer's Craft	3
EDU364	Teaching English Language Learners	3
ENG202	Literary Genre and Interpretation	3
ENG301	Advanced Composition (w)	3
ENG321	The English Language	3
LAN437	Children's Literature	3
<b>Electives—Select one of the following courses.</b>		<b>3 credits</b>
<i>Select one of the following courses.</i>		
ENG337	British Literature I	3
ENG338	British Literature II	3
ENG343	American Literature (w)	3
ENG350	World Literature	3
LAN435	Literature for Young Adults	3
<b>Senior Project —This minor requires a Senior Project.</b>		<b>1 credit</b>
LAN483	Methods of Language Arts Reflective Assessment/Senior Project	1
<b>Speech Minor—Communication Emphasis</b>		<b>20 credits</b>
<i>—Secondary Education Program Only</i>		
<b>Required Courses</b>		<b>15 credits</b>
COM325	Storytelling & Oral Histories (w)	3
COM332	Mass Communication	3
COM334	Negotiation, Argumentation & Debate	3
COM355	Interpersonal Communication	3
LAN282	Language, Communication & Culture	3
<b>Electives—Select 5 credits from the following courses.</b>		<b>5 credits</b>
COM202	Business Communication	3
COM301	Persuasive Communication	3
COM323	Oral Reading of the Bible	2

## SCHOOL OF ARTS & SCIENCES — NATURAL SCIENCES & MATHEMATICS

### Biology

Course offerings in biology provide the student with a comprehensive experience in the world of living organisms. Students explore the biological continuum from sub-cellular bio-molecular processes through the biology of organisms to populations and their environmental interactions. This study of life provides the knowledge and experience for many careers and vocations.

#### Biology Major

**32\*-36 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>32*-36 credits</b>
BIO201*	General Biology (or 2 years high school biology*)	4*
BIO211	Botany: Flowering Plants	3
BIO221	Zoology: Vertebrates	3
BIO321	Zoology: Invertebrates	3
BIO332	Human Anatomy & Physiology I	4
BIO341	Microbiology	4
BIO342	General Ecology	3
BIO343	Genetics	3
BIO344	Evolution (w)	3
BIO353	Cell Biology (w)	3
BIO355	Environmental Science	3

\*Students with sufficient grades in two years of high school biology may be exempted from BIO201. A Science Placement Prerequisite Report must be completed.

#### Biology Minor

**21\*-23 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>21*-23</b>
BIO201*	General Biology (or 2 years high school biology*)	4*
BIO211	Botany: Flowering Plants	3
BIO321	Zoology: Invertebrates	3
BIO353	Cell Biology (w)	3
<i>Select at least one of the following courses.</i>		
BIO221	Zoology: Vertebrates	3
BIO332	Human Anatomy & Physiology I	4
<i>Select at least one of the following courses.</i>		
BIO342	General Ecology	3
BIO355	Environmental Science	3
<i>Select at least one of the following courses.</i>		
BIO343	Genetics	3
BIO344	Evolution (w)	3

\*Students with sufficient grades in two years of high school biology may be exempted from BIO201. A Science Placement Prerequisite Report must be completed. Only 3 of the 4 credits must be made up with one of the above BIO courses. These students need only 21 credits to complete the minor.

### Chemistry

Chemistry is the study of the nature of matter—its composition, structure and behavior. The understanding of chemical principles, concepts, and techniques included in this discipline plays a central role in a university level science education. Students who complete this minor will acquire specialized knowledge, skills and attitudes for a variety of diverse vocations such as laboratory technical positions, biology and general/physical science education, medicine, and academic research.

**Chemistry Minor** **20 credits**—*Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>20 credits</b>
CHE205	Chemistry of Living Systems	4
CHE211	Chemistry I	4
CHE212	Chemistry II	4
CHE321	Organic Chemistry I	4
CHE322	Organic Chemistry II	4
<b>Optional Electives</b>		
CHE395	Independent Study in Biochemistry	3
PHY211	Physics I	4
PHY212	Physics II	4

## Pre-Medical or Pre-Dental School Preparation

The faculty from the Division of Natural Sciences and Mathematics of Concordia University has summarized the prerequisites of the following four medical schools in the state of Michigan: University of Michigan-Ann Arbor, Wayne State University-Detroit, and the two schools at Michigan State University-East Lansing; plus the following two dental schools: University of Michigan-Ann Arbor, and the University of Detroit Mercy Dental College-Detroit. Professional schools of medicine and dentistry, in most cases, require a baccalaureate degree from an accredited four year college like Concordia. Some will allow transfer after 90 semester hours or three years. Students are strongly urged to contact their medical and/or dental schools of choice for the exact prerequisite coursework recommended by that institution.

The Pre-Medical/Pre-Dental Major is designed to be followed by healthcare students wishing to apply to professional medical or dental schools, or colleges of Podiatric Medicine, Osteopathic Medicine, Chiropractic Medicine, etc. The following courses serve as the required and expected coursework for both the Medical College Admission Test (MCAT) or Dental Admission Test (DAT) and admission to medical and dental schools. Concordia offers no guarantee that the mere completion of the following coursework will result in admission to these schools.

**Pre-Medical/Pre-Dental Major** **55\*-59 credits**—*Liberal Arts Program Only*

<b>Required Courses</b>		<b>55*-59 credits</b>
BIO201*	General Biology*	4*
BIO332	Human Anatomy & Physiology I	4
BIO333	Human Anatomy & Physiology II	4
BIO341	Microbiology	4
BIO343	Genetics	3
BIO351	Immunology (w)	3
BIO353	Cell Biology (w)	3
BIO/CHE395	Independent Study in Biochemistry	3
CHE211	Chemistry I	4
CHE212	Chemistry II	4
CHE321	Organic Chemistry I	4
CHE322	Organic Chemistry II	4
MAT221	Calculus I & Analytical Geometry	4
MAT261	Elementary Statistics	3
PHY211	Physics I	4
PHY212	Physics II	4

\*Students with sufficient grades in two years of high school biology may be exempted from BIO201.

**Possible Minors:** Various minors are appropriate for the pre-medical/pre-dental student (e.g. Psychology, Sociology), any minor of interest to the student is possible and encouraged (e.g. Music, English, Theatre), or additional coursework in the sciences and general electives. Individual professional schools have expectations of a well-rounded undergraduate education. Students are advised to contact professional schools of their choice to determine the additional coursework recommended by these institutions in the pursuit of their career goals.

## Integrated Science

Science is a dynamic process which strives to reach the “best” answer to questions concerned with the world around us; that is, science as a way of knowing. In the sciences we explore the created handiworks of God and our human relationships to them. The following programs provide opportunities for broad experiences, specifically incorporating biology, chemistry, physics, and earth science.

### Integrated Science Major 41\*-42 credits

—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary Programs

<b>Required Courses</b>		<b>41*-42 credits</b>
BIO201*	General Biology (or 2 years high school biology*)	4*
BIO332	Human Anatomy & Physiology I	4
BIO342	General Ecology	3
BIO344	Evolution (w)	3
CHE211	Chemistry I	4
ESC201	Physical Geology	3
ESC211	Principles of Physical Geography	3
ESC310	Meteorology	3
PHY211	Physics I	4
PHY212	Physics II	4
HER383	History of Science (w)	3
<i>Select one of the following courses.</i>		
CHE205	Chemistry of Living Systems	4
CHE212	Chemistry II	4
*Students with sufficient grades in two years of high school biology may be exempted from BIO201. A Science Placement Prerequisite Report must be completed. Only 3 of the 4 credits need to be made up with one of the BIO courses listed below. These students need only 41 credits to complete the major.		
BIO211	Botany: Flowering Plants	3
BIO221	Zoology: Vertebrates	3
BIO321	Zoology: Invertebrates	3

### Integrated Science Minor 28\*-29 credits

—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary Programs

<b>Required Courses</b>		<b>28*-29 credits</b>
BIO201*	General Biology (or 2 years high school biology*)	4*
BIO332	Human Anatomy & Physiology I	4
BIO342	General Ecology	3
BIO344	Evolution (w)	3
CHE211	Chemistry I	4
ESC211	Principles of Physical Geography	3
PHY211	Physics I	4
PHY212	Physics II	4
*Students with sufficient grades in two years of high school biology may be exempted from BIO201. A Science Placement Prerequisite Report must be completed. Only 3 of the 4 credits need to be made up with one of the BIO courses listed below. These students need only 28 credits to complete the minor.		
BIO211	Botany: Flowering Plants	3
BIO221	Zoology: Vertebrates	3
BIO321	Zoology: Invertebrates	3

## Mathematics

Mathematics is an aspect of our everyday lives and an important part of our culture. Applications of mathematics are found in many disciplines today, including the physical sciences, biological sciences, business, economics, computer science and psychology. Concordia students may select one of two mathematics majors and a mathematics minor based on their career goals.

**Mathematics Major** **33 credits**

—Elementary Education Program Only

<b>Required Courses</b>		<b>33 credits</b>
CSC351	Computer Science I	3
MAT110	Mathematics for Teachers	3
MAT221	Calculus I & Analytic Geometry	4
MAT222	Calculus II & Analytic Geometry	4
MAT231	Linear Algebra	3
MAT261	Elementary Statistics	3
MAT351	Modern Algebra	3
MAT371	Modern Geometry	3
<i>Select from the following courses* to obtain a minimum of 33 credits.</i>		
MAT311	Quantitative Methods in Decision Making	3
MAT323	Calculus III & Analytic Geometry	4
MAT341	Differential Equations	3
MAT461	Probability & Statistics	3

\*Other 300+ level math courses, including a history of mathematics course, taken at CUAA or other institutions may be substituted for these courses. An approved Petition for Substitution is required.

**33 credits**

**Mathematics Major**

—Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs

<b>Required Courses</b>		<b>33 credits</b>
CSC351	Computer Science I	3
MAT221	Calculus I & Analytical Geometry	4
MAT222	Calculus II & Analytic Geometry	4
MAT231	Linear Algebra	3
MAT323	Calculus III & Analytic Geometry	4
MAT351	Modern Algebra	3
MAT371	Modern Geometry	3
MAT461	Probability & Statistics	3
<i>Select from the following courses* to obtain 33 credits.</i>		
MAT311	Quantitative Methods in Decision Making	3
MAT341	Differential Equations	3

\*Other 300+ level math courses, including a history of mathematics course, taken at CUAA or other institutions may be substituted for these courses. An approved Petition for Substitution is required.

**Mathematics Minor**

**23 credits**

—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs

<b>Required Courses</b>		<b>23 credits</b>
CSC351	Computer Science I	3
MAT221	Calculus I & Analytic Geometry	4
MAT222	Calculus II & Analytic Geometry	4
MAT231	Linear Algebra	3
MAT261	Elementary Statistics	3
MAT351	Modern Algebra	3
<i>Select one of the following courses* to obtain a minimum of 23 credits.</i>		
MAT311	Quantitative Methods in Decision Making	3
MAT323	Calculus III & Analytic Geometry	4
MAT341	Differential Equations	3
MAT371	Modern Geometry	3
MAT461	Probability & Statistics	3

\*Other 300+ level math courses, including a history of mathematics course, taken at CUAA or other institutions may be substituted for these courses. An approved Petition for Substitution is required.

## Physical Education

The recognition of the importance of physical activity in the lives of all people underlies the curriculum of the Division of Kinesiology. Every student is encouraged to receive instruction and practice in a variety of lifetime sports and recreational activities. The Kinesiology curriculum is designed with an emphasis in the appreciation and study of human movement, with the goal to educate students for careers in teaching and coaching, athletics administration, recreation, and allied health and wellness programs.

### Physical Education Major 31 credits

—*Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>31 credits</b>
KIN201	Introduction to Physical Education	3
KIN233	Sports Health	3
KIN235	Motor Learning & Development	3
KIN323	Adapted Physical Education	2
KIN334*	Biomechanics	3
KIN335*	Physiology of Exercise	3
KIN350	Coaching Methods	3
KIN400	Tests & Measurements in Physical Education	2
KIN401	Teaching Rhythms & Dance	2
KIN402	Theory & Practice of Individual Sports	2
KIN405	Theory & Practice of Team Sports/Games	2
KIN410	Health Education	3

\*Both KIN334 and KIN335 require BIO332-Human Anatomy & Physiology I as a prerequisite; and BIO332-Human Anatomy & Physiology I requires BIO201-General Biology as a prerequisite.

### Physical Education Minor 21 credits

—*Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>16 credits</b>
KIN201	Introduction to Physical Education	3
KIN235	Motor Learning & Development	3
KIN334*	Biomechanics	3
KIN335*	Physiology of Exercise	3
<i>Select two of the following courses.</i>		
KIN401	Teaching Rhythms & Dance	2
KIN402	Theory & Practice of Individual Sports	2
KIN405	Theory & Practice of Team Sports/Games	2

\*Both KIN334 and KIN335 require BIO332-Human Anatomy & Physiology I as a prerequisite; and BIO332-Human Anatomy & Physiology I requires BIO201-General Biology as a prerequisite.

### **Electives—Select 5 credits from the following courses.** 5 credits

KIN233	Sports Health	3
KIN323	Adapted Physical Education	2
KIN350	Coaching Methods	3

### Physical Science Minor 23 credits

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Required Courses</b>		<b>23 credits</b>
CHE211	Chemistry I	4
CHE212	Chemistry II	4
PHY211	Physics I	4
PHY212	Physics II	4
<i>Select one of the following courses.</i>		
CHE205	Chemistry of Living Systems	4
CHE321	Organic Chemistry I	4

Select one of the following courses.

ESC201	Physical Geology	3
ESC310	Meteorology	3

## Physics

The following minor is a collaboration effort between Eastern Michigan University and Concordia. This minor may be combined with a Mathematics Major. For more information, contact faculty members of the Mathematics or Physics departments of the Division of Natural Sciences.

**Physics Minor** **39 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

**Required Courses taken at Concordia** **28 credits**

MAT221	Calculus I & Analytical Geometry	4
MAT222	Calculus II & Analytical Geometry	4
MAT231	Linear Algebra	3
MAT323	Calculus III & Analytical Geometry	4
MAT341	Differential Equations	3
PHY223	Mechanics, Sound & Heat	5
PHY224	Electricity, Magnetism & Light	5

**Required Courses taken at Eastern Michigan University** **11 credits**

—*The grades and credits for these courses will be transferred to Concordia University.*

PHY330	Intermediate Mechanics I	3
PHY360	Heat & Thermodynamics	4
PHY370	Modern Physics	3
PHY372	Modern Physics Laboratory	1

## SCHOOL OF RELIGIOUS STUDIES & SOCIAL SCIENCES — RELIGION & PHILOSOPHY

### Biblical Languages

The courses in Greek and Hebrew provide the student with an acquaintance of the life and thought of two ancient civilizations whose ties in language, life, and thought are many. The offerings in Greek are intended to prepare the student for deeper study and understanding of the early Christian world and the New Testament. The courses in Hebrew are designed to provide a foundation for the study of the Old Testament. They also are intended to serve as an introduction to a Semitic language, literature, and culture. These objectives are best accomplished through a careful study of literature and philosophy in the original language.

**Biblical Languages Major** **36 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

**Required Courses** **25 credits**

GRE201A	Elementary Greek I	4
GRE202A	Elementary Greek II	4
HEB201A	Elementary Hebrew I	4
HEB202A	Elementary Hebrew II	4
REL241	Biblical Literature I-Old Testament	3
REL242	Biblical Literature II-New Testament	3
REL356	Biblical World (w)	3

**Electives**—*Select each of the following repeatable courses to obtain 10 credits with a minimum of 4 credits in each language.* **10 credits**

GRE316	Greek Readings (Repeatable)	2
HEB316	Hebrew Readings (Repeatable)	2

<b>Senior Project</b>		<b>1 credit</b>
GRE483 or HEB483	Senior Project	1
<b>Greek Minor</b>		<b>20 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary Programs</i>		
<b>Required Courses</b>		<b>20 credits</b>
GRE201A	Elementary Greek I	4
GRE202A	Elementary Greek II	4
REL242	Biblical Literature II-New Testament	3
REL356	Biblical World (w)	3
<b>Upper Level Greek-GRE316 must be repeated three times for a total of 6 credits.</b>		
GRE316	Greek Readings (Repeatable)	2

## Philosophy

The philosophy curriculum at Concordia is based on the mission statement of the university. Philosophy is one of the fundamental disciplines in academia. It is that discipline which studies the most basic issues, and which also ties together the other disciplines. It sharpens critical thinking skills and gives students an understanding of the ideas that move society. The American Philosophical Association guidelines for philosophy majors emphasizes that there are four different models for the teaching of philosophy: the historical model, the field model, the problems model, and the activity model; all of which are utilized in the Concordia philosophy minor.

**Philosophy Minor** **21 credits**

*—Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Required courses</b>		<b>21 credits</b>
BIV111	Christian World View	3
PHI321	History/Problems of Western Philosophy	3
PHI322	Issues in Western Philosophy	3
PHI355	Argument Analysis	3
REL330	World Religions	3
REL430	Select Biblical & Church History Persons	3
REL441	Christian Ethics (w)	3

## Religious Studies

Concordia University offers an inter-disciplinary major and minor in the fields of religion and philosophy. These courses of study take into account the significant role that religion and philosophy have played in shaping the life and thought of people in both the Eastern and Western world. They offer students the opportunity to examine many of the religious and philosophical ideas that have motivated great movements and controversies which shape the spiritual and intellectual framework of the modern world.

**Religious Studies Major** **37 credits**

*—Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Religion Required Courses</b>		<b>27 credits</b>
REL241	Biblical Literature I-Old Testament	3
REL242	Biblical Literature II-New Testament	3
REL321	History of Christian Thought	3
REL330	World Religions	3
REL356	Biblical World (w)	3
REL430	Persons in Bible/Church History	3
REL441	Christian Ethics (w)	3
THY301	Christian Doctrine I	3
THY302	Christian Doctrine II	3



<b>Philosophy Required Courses</b>		<b>9 credits</b>
PHI321	History & Problems of Western Philosophy	3
PHI322	Issues in Western Philosophy	3
PHI355	Argument Analysis	3
<b>Senior Project</b>		<b>1 credit</b>
REL483	Senior Project	1
<b>Religious Studies Minor</b>		<b>24 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary Programs</i>		
<b>Required courses</b>		<b>18 credits</b>
REL241	Biblical Literature I-Old Testament	3
REL242	Biblical Literature II-New Testament	3
REL321	History of Christian Thought	3
REL330	World Religions	3
THY301	Christian Doctrine I	3
THY302	Christian Doctrine II	3
<b>Philosophy Electives</b>		<b>3 credits</b>
<i>Select one of the following courses.</i>		
PHI321	History & Problems of Western Philosophy	3
PHI322	Issues in Western Philosophy	3
PHI355	Argument Analysis	3
<b>Religion Electives</b>		<b>3 credits</b>
<i>Select one of the following courses.</i>		
REL356	Biblical World (w)	3
REL430	Persons in Bible/Church History	3
REL441	Christian Ethics (w)	3

## Youth Studies

The youth studies minor prepares students to equip both caregivers and youth with knowledge and strategies to prevent negative behavior and restore or foster positive behavior in the areas of emotional well being, academia, career, relationships, morality, and faith.

**Youth Studies Minor** **21 credits**  
*—Liberal Arts, Pre-Law, Pre-Seminary Programs*

<b>Required Courses</b>		<b>21 credits</b>
CRJ432	Juvenile Justice Process	3
FAM431	Youth Culture	3
PSY211	Child Psychology	3
PSY212	Adolescent Psychology	3
PSY421	Human Sexuality	3
SOC211	Social Problems	3
SOC333	Families in Society	3

## SCHOOL OF RELIGIOUS STUDIES & SOCIAL SCIENCES — SOCIAL SCIENCES

### Criminal Justice

The Criminal Justice Major prepares men and women for a life of values-based leadership and service in the various segments of the criminal justice field. It emphasizes knowledge of the concepts, procedures and skills

related to criminal behavior; competency in analysis and communication; and connection to Christian and ethical values.

**Criminal Justice Major** **43 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

**Prerequisite/Pre-Admission Courses**

*These credits are in addition to the 43 credits required for the major.*

CRJ372	Dimensions in Criminal Justice	3
POS101	American Government	3
PSY101	General Psychology	3
SOC101	Introduction to Sociology	3
SOC211	Social Problems	3

**Admission to major: Successful completion of the above courses (C or better) and a 2.0 overall GPA.**

**Core Courses** **18 credits**

CRJ362	Criminology	3
CRJ405	Law Enforcement & Police Services	3
CRJ411	Criminal Law & Procedure	3
CRJ425	Corrections	3
CRJ432	Juvenile Justice Process	3
CRJ440	Contemporary Issues in Criminal Justice	3

**Cognate Support Courses** **15 credits**

MAT261	Elementary Statistics	3
POS361	Civil Rights & Civil Liberties	3
PSY342	Social Psychology (w)	3
REL441	Christian Ethics (w)	3
SOC355	American Racial & Cultural Minorities	3

**Electives—Select 9 credits from the following courses.** **9 credits**

CRJ490	Criminal Justice Internship	3-6
POS311	Urban Government	3
PSY411	Introduction to Counseling	3
SOC321	Cultural Anthropology	3
SSC354	Research in Social Science (w)	3

**Senior Project** **1 credit**

CRJ483	Senior Project	1-5
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## Family Life

The intent of the major is to prepare men and women for a life of service in the church and in the world, within the specialized area of Family Life. The Family Life major is an applied field of study, with a conceptual interdisciplinary foundation in psychology, sociology, law, economics, and theology. As the most basic social institution, families who are committed to Christ and a life of service represent one of the most positive influences which will impact our world. The Family Life graduate will leave Concordia with the academic and practical training necessary to develop and implement programming to build and equip strong, healthy families. The National Council on Family Relations has certified the Family Life major, thus enabling eligible graduates to seek certification as Certified Family Life Educators.

**Family Life Major (Church Worker)** **59 credits**

—*Liberal Arts, Pre-Law, Pre-Seminary Programs*

**Interdisciplinary Core** **33 credits**

COM355	Interpersonal Communication	3
FAM311	Family Dynamics & Resource Management (w)	3
FAM321	Parent Education & Guidance (w)	3
FAM411	Family Law & Public Policy	3
FAM421	Family Life Education Methodology	3

PSY211	Child Psychology	3
PSY212	Adolescent Psychology	3
PSY421	Human Sexuality	3
REL441	Christian Ethics (w)	3
SOC333	Families in Society	3
SOC345	Adulthood & Aging	3

Students must possess an overall 2.5 grade point average (GPA) in order to apply to the Family Life Major in the Liberal Arts Program at Concordia University, Ann Arbor. Once admitted to the Family Life Major, students must maintain an overall 2.5 GPA to remain in good standing. In order for a course in the Family Life Core curriculum to count towards completion of the Family Life Major, a grade of 2.0 or above must be earned. Should a Family Life Major student earn below a 2.0 GPA in a core course, the course must be repeated and a grade of 2.0 or above earned for it to count toward completion of the major. Should a Family Life Major student fall below an overall GPA of 2.5, the student will be placed on academic probation within the Family Life Major until the GPA is again at or above the 2.5 required to be in good standing. Academic probation puts continuation in the Family Life Major in jeopardy, as the student will not be able to complete the major unless the 2.5 GPA is reinstated. Students on academic probation within the major will not be placed in fieldwork (FAM390A/B, FAM490A/B/C) or be mentored in a Family Life senior project (FAM483).

<b>Fieldwork Requirements</b>		<b>12 credits</b>
FAM390A	Fieldwork IA	3
FAM390B	Fieldwork IB	3
<b>Either both</b>		
FAM490A	Fieldwork IIA	3
FAM490B	Fieldwork IIB	3
<b>Or</b>		
FAM490C	Fieldwork IIC	6-12

Students in the Family Life major are required to complete two semesters volunteering with a church group or community agency prior to applying for admission to the Family Life major. Fieldwork I (FAM390A & FAM390B) will normally be taken in the junior year; students will spend 120 clock hours each semester in a church, a non-profit agency that supports and /or educates families or a hospital setting. Fieldwork II (FAM490A & FAM490B **or** FAM490C) will normally be taken in the senior year. Pre-Seminary students will spend 120 clock hours in each of two semesters in one church placement (FAM490A & FAM490B). Students training as a Director of Family Life Ministry will typically serve in a parish full-time for six months (FAM490C) working with a professional in the congregational setting. Students not intending to work in a congregational setting will do Fieldwork II at a human services community agency (either FAM490A & FAM490B for 120 clock hours minimum in each of two semesters at the same agency **or** FAM490C full-time in one agency for 480 clock hours) or in a children's hospital (FAM490C full-time for 480 clock hours).

<b>Theology Requirements</b>		<b>13 credits</b>
EDU408	Teaching the Christian Faith (w)	2
EDU445	Office of the Christian Teacher	2
REL241	Biblical Literature I-Old Testament (Credits included in General Studies Requirement)	(3)
REL242	Biblical Literature II-New Testament	3
REL321	History of Christian Thought (Credits included in General Studies Requirement)	(3)
THY301	Christian Doctrine I	3
THY302	Christian Doctrine II	3

<b>Senior Project</b>		<b>1 credit</b>
FAM483	Senior Project	1-5

**Family Life Major (Social Services)** **46 credits**  
 —Liberal Arts, Pre-Law, Pre-Seminary Programs

<b>Interdisciplinary Core</b>		<b>33 credits</b>
COM355	Interpersonal Communication	3
FAM311	Family Dynamics & Resource Management (w)	3
FAM321	Parent Education & Guidance (w)	3
FAM411	Family Law & Public Policy	3
FAM421	Family Life Education Methodology	3
PSY211	Child Psychology	3
PSY212	Adolescent Psychology	3
PSY421	Human Sexuality	3

REL441	Christian Ethics (w)	3
SOC333	Families in Society	3
SOC345	Adulthood & Aging	3

Students must possess an overall 2.5 grade point average (GPA) in order to apply to the Family Life Major in the Liberal Arts Program at Concordia University, Ann Arbor. Once admitted to the Family Life Major, students must maintain an overall 2.5 GPA to remain in good standing. In order for a course in the Family Life Core curriculum to count towards completion of the Family Life Major, a grade of 2.0 or above must be earned. Should a Family Life Major student earn below a 2.0 GPA in a core course, the course must be repeated and a grade of 2.0 or above earned for it to count toward completion of the major. Should a Family Life Major student fall below an overall GPA of 2.5, the student will be placed on academic probation within the Family Life Major until the GPA is again at or above the 2.5 required to be in good standing. Academic probation puts continuation in the Family Life Major in jeopardy, as the student will not be able to complete the major unless the 2.5 GPA is reinstated. Students on academic probation within the major will not be placed in fieldwork (FAM390A/B, FAM490A/B/C) or be mentored in a Family Life senior project (FAM483).

**Fieldwork Requirements** **12 credits**

FAM390A	Fieldwork IA	3
FAM390B	Fieldwork IB	3

**Either both**

FAM490A	Fieldwork IIA	3
FAM490B	Fieldwork IIB	3

**Or**

FAM490C	Fieldwork IIC	6-12
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Students in the Family Life major are required to complete two semesters volunteering with a church group or community agency prior to applying for admission to the Family Life major. Fieldwork I (FAM390A & FAM390B) will normally be taken in the junior year; students will spend 120 clock hours each semester in a church, a non-profit agency that supports and /or educates families or a hospital setting. Fieldwork II (FAM490A & FAM490B **or** FAM490C) will normally be taken in the senior year. Pre-Seminary students will spend 120 clock hours in each of two semesters in one church placement (FAM490A & FAM490B). Students training as a Director of Family Life Ministry will typically serve in a parish full-time for six months (FAM490C) working with a professional in the congregational setting. Students not intending to work in a congregational setting will do Fieldwork II at a human services community agency (either FAM490A & FAM490B for 120 clock hours minimum in each of two semesters at the same agency **or** FAM490C full-time in one agency for 480 clock hours) or in a children's hospital (FAM490C full-time for 480 clock hours).

**Senior Project** **1 credit**

FAM483	Senior Project	1-5
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**Child Life Specialist Concentration** **13 credits**  
*—Liberal Arts, Pre-Law, Pre-Seminary Programs*

The Child Life Specialist course of study is composed of five practical courses offered over five semesters. It is especially designed to support students in preparation of the Child Life Council certification exam for the Child Life Specialist. The courses are open to all students who wish to deepen their understanding of child development and supporting children and families during a medical intervention, crisis or hospitalization.

**Concentration Courses** **13 credits**

FAM331	Observation of Infant & Toddler Development	3
FAM332	Observation of Preschool & Young Child Development	3
FAM333	The Hospitalized Child	3
FAM334	Therapeutic Interventions for the Hospitalized Child	3
FAM335	Child Life Specialist Seminar	1

**Youth Ministry Concentration** **14 credits**  
*—Liberal Arts, Pre-Law, Pre-Seminary Programs*

The Youth Ministry Concentration is composed of five practical courses offered over five semesters and is designed for church work students in the Family Life Major to deepen their knowledge and skills in ministry to homes of adolescents within the church or community. Courses are offered in three hour blocks in the evening or weekends. The Summer May Term courses occur in a one-week, eight-hour-a-day format: students attend 45 hours of class during the week and do the reading and the written work following the class time.

**Concentration Courses** **14 credits**

FAM430	Foundations of Youth Ministry	3
FAM431	Youth Culture	3
FAM432	Youth Ministry Administration	3
FAM433	Youth Ministry Seminar	2
FAM434	Practical Skills in Youth Ministry	3

## History

History may be defined as the recorded expression of past human activity. It includes the record of the political, social, and economic aspects of a people, as well as their artistic products, intellectual activities, scientific progress, and religious beliefs. Courses in this area attempt to underline the broad scope of history in all activities of men and women.

### History Minor 25 credits

—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs

<b>Core Courses</b>		<b>19 credits</b>
HIS101	World Civilizations I	3
HIS102	World Civilizations II	3
HIS111	Development of American Civilization I	3
HIS112	Development of American Civilization II	3
HIS331	Historiography-State & Local History	3
HIS355	American Racial & Cultural Minorities	3
HIS490	History Internship	1
<b>Electives</b>		<b>6 credits</b>
<i>Select two of the following courses.</i>		
HIS385	Area Studies (w)	3
HIS421	Special Topics in History	3
<i>A Petition for Substitution from the Dean is required for any elective besides HIS courses. Some possible substitutions include:</i>		
ART321	Art History I (w)	3
ART322	Art History II (w)	3
MUS331	History of Music I (w)	3
MUS332	History of Music II (w)	3
PHI321	History/Problems of Western Philosophy	3
REL321	History of Christian Thought	3

## Psychology

Psychology introduces the student to the methods and findings of the scientific study of human behavior and mental processes, plus the application of scientific principles in helping to solve personal and societal problems, all within the context of biblical principles and Christian faith. The major is intended to prepare the student for graduate study in psychology, counseling, theology, education, and related fields. It may be combined with the Pre-Seminary or Teacher Education program. Graduates may also seek immediate employment in fields such as the social services, business, government, law enforcement, and allied health.

### Psychology Major 36-37 credits

—Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs

<b>Required Courses</b>		<b>24-25 credits</b>
MAT261	Elementary Statistics	3
PSY101	General Psychology	3
PSY290	Field Experience I	0
PSY341	Cognitive Psychology	3
PSY342	Social Psychology (w)	3
PSY343	Physiological Psychology	3
PSY361	Abnormal Psychology	3
SSC354	Research in Social Science (w)	3
<i>Select one of the following courses.</i>		
PSY211	Child Psychology	3
PSY212	Adolescent Psychology	3
PSY214	Psychology of the School Aged Child	4

<b>Electives</b>		<b>9 credits</b>
<i>Select 9 credits from the following courses.</i>		
PSY362	Personality Psychology	3
PSY411	Introduction to Counseling	3
PSY421	Human Sexuality	3
PSY490	Psychology Internship	3-9
SOC345	Adulthood & Aging	3
<b>Senior Project</b>		<b>3 credits</b>
PSY483	Senior Project	3
<b>Psychology Minor</b>		<b>21-22 credits</b>
<i>—Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs</i>		
<b>Required Courses</b>		<b>12-13 credits</b>
PSY101	General Psychology	3
PSY342	Social Psychology (w)	3
<i>Select one of the following courses.</i>		
PSY341	Cognitive Psychology	3
PSY343	Physiological Psychology	3
PSY361	Abnormal Psychology	3
<i>Select one of the following courses.</i>		
PSY211	Child Psychology	3
PSY212	Adolescent Psychology	3
PSY214	Psychology of the School Aged Child	4
<b>Electives</b>		<b>9 credits</b>
<i>Select 9 credits from the following courses.</i>		
PSY290	Field Experience I	0
PSY362	Personality Psychology	3
PSY411	Introduction to Counseling	3
PSY421	Human Sexuality	3
SOC345	Adulthood & Aging	3
SSC354	Research in Social Science (w)	3

## Social Studies

Though the course of study in social studies is primarily aimed at preparing candidates for a life of service as teachers, it also is very helpful to those seeking preparation for law or other leadership positions in the church and world. Students will acquire the ability to use important concepts which describe and explain individual and human characteristics, both now and in the past. They will learn and develop skills in observing and analyzing a wide range of social behavior, as well as gain an understanding of the ways in which social structure and rules both frustrate and enhance individual perceptions. In addition, they will develop critical skills which will help them to gather and communicate social information. They will learn the major social and behavioral science concepts and skills and therefore become more effective leaders and servants. Finally, the curriculum places a strong emphasis on participation in society as productive citizens, ones who are able to "rule and be ruled finely" as people of God in the world.

**Social Studies Major** **37 credits**  
*—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary, Secondary Education Programs*

<b>Required Courses</b>		<b>27 credits</b>
ECO200	Economics	3
ECO331	International Economics	3
GEO200	Human Geography	3
GEO321	Ethnographic Geography	3
HIS355	American Racial & Cultural Minorities	3
POS101	American Government	3

SSC451	Issues in Social Science	3
<i>Select two of the following courses.</i>		
HIS102	World Civilizations II	3
HIS112	Development of American Civilization II	3
POS311	Urban Government	3
POS361	Civil Rights & Civil Liberties	3
<b>Electives</b>		<b>9 credits</b>
—Select a minimum of 9 credits from courses with the following prefixes: CRJ, FAM, HIS, POS, PSY, SOC, or SSC.		
<b>Senior Project</b>		<b>1 credit</b>
SSC483	Senior Project	1-5
<b>Social Studies Minor</b>		<b>27 credits</b>
—Elementary Education, Liberal Arts, Pre-Law, Pre-Seminary Programs		
<b>Required Courses</b>		<b>27 credits</b>
ECO200	Economics	3
ECO331	International Economics	3
GEO200	Human Geography	3
GEO321	Ethnographic Geography	3
HIS102	World Civilizations II	3
HIS112	Development of American Civilization II	3
HIS355	American Racial & Cultural Minorities	3
POS101	American Government	3
<i>Select one of the following courses.</i>		
POS311	Urban Government	3
POS361	Civil Rights & Civil Liberties	3

## Sociology

The Sociology minor is intended to provide the student with a broad liberal arts experience that will complement course work in other majors. The Sociology minor will be most helpful to those students who major in an area directly related to preparation for service to diverse populations.

**Sociology Minor** **21 credits**  
—Liberal Arts, Pre-Law, Pre-Seminary Programs

<b>Required Courses</b>		<b>12 credits</b>
SOC101	Introduction to Sociology	3
SOC211	Social Problems	3
SOC355	American Racial & Cultural Minorities	3
SSC451	Issues in Social Science	3
<b>Electives</b> —Select 9 credits from the following courses.		<b>9 credits</b>
SOC321	Cultural Anthropology	3
SOC333	Families in Society	3
SOC345	Adulthood & Aging	3
SOC361	Criminology & Delinquency	3
SSC354	Research in Social Science (w)	3

# UNDERGRADUATE ACCELERATED DEGREE PROGRAM (ADP)

## ADMISSION

This program is currently under revision. Please contact the Program Manager for further details. Admission to Concordia University is based upon a wide range of criteria designed to identify a student body with integrity, high academic standards and serious educational and personal goals. True to the University's commitment to individualized education, each application receives a confidential and in-depth consideration.

### Admission Criteria

When making the admission decision, a number of factors are considered including special characteristics of the applicant's background. These may include: recommendations, test scores, personal statement and/or interview. In addition, recent grade trends and general contributions to the school, community, and church, may be considered.

### General Requirements

- Be at least 23 years old
- Be employed full time
- Have transfer credit from another college or university (minimum 2.0 GPA)

To qualify for admission into the Accelerated Degree Program, the student must submit:

- A completed application form
- A one page written essay expressing personal and professional objectives
- An official high school transcript or official certification of high school equivalency or GED diploma
- Official transcripts from all colleges attended
- Students with fewer than 12 transferable credits; Official transcripts from all high schools attended or high school equivalency or GED diploma

### Conditional Acceptance

If a student is conditionally accepted to the program, he/she is ineligible to receive financial aid from the University until transcripts are received from all previous academic institutions. (If not all transcripts are available, any transcripts submitted must demonstrate a sufficient number of credits to award financial aid eligibility at registration.) Students who are conditionally accepted must pay all tuition and fees for the academic semester by the first day of classes in order to remain enrolled in classes. The student may setup a payment plan in lieu of paying for the entire semester. If a student does not make payment arrangements before the first class meeting, the student will not be able to attend the first class meeting, and will be dropped from all classes for the semester. Conditionally accepted students who register on or after the first day of classes must setup a payment plan on their original registration date in order to remain enrolled.

### Transfer of Credit

Students transferring credit for former coursework must have an official transcript sent directly to the ADP Admissions office from the registrar at each collegiate institution previously attended. Official transcripts are required for an accurate evaluation of transfer credits. Transcripts presented in person by the student are unofficial as are any evaluations based upon them.

For transfer credit, Concordia University will consider college-level credits originally earned at any regionally accredited institution of post-secondary education or through the military services (as recognized by the American Council on Education) regardless of the means by which the credits were earned at the originating institution. Credits accepted by Concordia's Registrar may be used toward university-wide requirements, and they must be approved by the appropriate dean to fulfill program/major/minor requirements. No credits from courses with grades below C- (1.6667) will be accepted for transfer. Grades of "pass" or "satisfactory" or any similar term will be considered as C- or better unless the official transcript indicates a different policy at the originating institution. Grades for transfer credits are not recorded on the Concordia transcript but may influence grade point averages for some programs/majors/minors. After a student is enrolled at Concordia, courses taken at other regionally accredited institutions should be approved in advance and in writing through the Registrar's Office.



## Facsimile and Electronic Transmission of Documents

Faxed or electronically transmitted documents are not considered official documents. While these documents may be helpful in advising and counseling students, official documents, sent directly from the sending school's registrar's office to Concordia, must be received following facsimile and/or electronic transmission for Concordia to take official action.

## General Education Transfer Credit

A transfer student who enrolls as a full-time baccalaureate student and has partially completed traditional general education requirements, shall complete the remaining core requirements with courses from Concordia's General Education Requirements. Exceptions can be granted only through Michigan Uniform Undergraduate Guest Applications or a Petition for Substitution with the appropriate signatures of approval (both forms are available at the Registrar's Office). An evaluation of transfer credit is done by the Registrar and may be appealed to the VP Academics. Courses to complete general education requirements are selected when preparing a degree completion plan with an academic advisor.

## Credits Earned During Military Service

Veterans may receive appropriate credit for education preparation and experience acquired while in the armed forces. A veteran with an honorable discharge from active duty can receive such credit in accordance with the recommendations of the American Council on Education. Veterans should contact the Registrar's Office for assistance and should submit a copy of their DD form 214 and an official military transcript (AARTS-Army, SMARTNavy/ Marines, Community College of the Air Force).

## Guest Credits

Students who would like to supplement Concordia's curriculum offerings may consider attending other area schools such as the University of Michigan, Eastern Michigan University, Cleary University or Washtenaw Community College on a part-time basis while they are attending Concordia. Written approval from an academic advisor is required before enrolling in courses outside of Concordia University–Ann Arbor. Michigan Uniform Undergraduate Guest Applications for all Michigan colleges and universities are available. The student is responsible for tuition charges from another institution, and those credit hours are not considered part of the student's Concordia course load, unless a signed consortium agreement is executed through the financial aid office.

# DEGREE REQUIREMENTS

Revisions in degree requirements and academic regulations take effect on the first day of July following their adoption by the faculty and the Board of Regents. Students at Concordia University will normally follow the degree requirements and academic regulations in effect at the time of their admission; however, a student who changes a major, minor, or program may be required to follow the requirements in effect at the time of the change. Such a decision would be based on the availability of required courses and may be appealed to the appropriate dean. Revised requirements by government agencies or certification associations may influence the student's degree requirements regardless of previously stated requirements.

Students are expected to read the regulations of the University and to conform to them. The student, not the University or any member of the faculty or staff, is responsible for meeting the requirements for a degree. Petition forms for the substitution or waiver of a requirement are available from the Registrar and must be approved according to the faculty policy.

Registration and payment of fees imply an agreement by the student to conform to regulations of the University. Failure to meet obligations to the University, financial or otherwise, will be cause for refusal to issue a degree, transcript, and diploma.

Final responsibility for meeting all graduation requirements rests with the student.

The Accelerated Degree Program currently offers majors in Business Administration & Leadership, Criminal Justice Administration, Communication, and Public Safety. The requirements of each major are listed below. In addition, students in the Accelerated Degree Program must complete the general education requirements as described below.

## General Degree Requirements

1. The student must have a minimum cumulative grade point average of 2.0000 for all graded courses and for the courses in his/her major.

2. Courses that are not considered to be college level (normally courses numbered below 100) will not be counted toward a degree.
3. If no credit hours have been added to the student's Concordia transcript for two or more calendar years, the student must apply (through the Office of Admission) for readmission and meet the requirements in effect at the time of readmission.
4. The student must provide the Registrar with official transcripts sent directly from all other regionally accredited colleges or universities which the student attended. An official transcript showing high school graduation (or an official copy of GED scores) sent directly from the high school (or testing center) is required if the ADP student has earned less than 12 college credits.
5. An application for commencement/diploma must be filed with the Registrar in a timely manner.
6. The student must fulfill all financial obligations to the University.

## Associate of Arts Degree

The following table summarizes the distribution of requirements for the general education credits related to all Accelerated Degree Program students. All numbers represent semester hours of credit. Quarter hours must be multiplied by 2/3. Grades of C- (1.6667) or above are required for transfer credits to be accepted. Credits earned through courses, standardized tests, lifelong learning papers, or professional schools/training programs must be assigned to appropriate sub-categories, or they will be considered electives. After formal admission to Concordia University, students should consult with the Registrar so that additional coursework can be credited to the appropriate sub-category.

<b>I. Communication and Literature</b>	<b>6 credits</b>
Written Composition (required)	3-6
Public Speaking	0-3
<b>II. Fine Arts and Humanities</b>	<b>6 credits</b>
<i>Choose at least one course from Group 1 and one from Group 2</i>	
<b>Group 1</b>	
Visual Arts	0-4
Music	0-4
Theatre	0-4
Dance (not a physical activity course)	0-4
Architecture	0-4
<b>Group 2</b>	
Humanities	0-4
Literature	0-4
Philosophy	0-4
<b>III. Natural Sciences and Mathematics</b>	<b>9 credits</b>
<i>Choose at least two of the following sub-categories:</i>	
Astronomy	0-4
Biology/Life Science	0-4
Chemistry	0-4
Ecology/Environmental Science	0-4
Geology/Earth Science	0-4
Kinesiology	0-4
Mathematics*	0-4
Physics/Physical Science	0-4
*Any mathematics course must be more advanced than Intermediate Algebra and requires a grade of C- (1.6667) or better.	
<b>IV. Social Sciences</b>	<b>6 credits</b>
<i>Choose at least two of the following sub-categories</i>	
Anthropology	0-4
Economics	0-4
Geography	0-4

History	0-4
Political Science	0-4
Psychology	0-4
Social Sciences	0-4
Sociology	0-4
<b>V. Electives</b>	<b>24 credits</b>
<b>VI. Computer Proficiency</b>	<b>3 credits</b>
<b>Required Course:</b>	
GST 150 Introduction to Campus Information Systems	1
<i>Choose one of these:</i>	
GST151 Introduction to Campus Computing	2
Take and pass an approved computer proficiency test	P/NC
Take an approved transfer course	P/NC
<b>VII. Religion</b>	<b>6 credits</b>
REL303 Foundations of Christianity	2
REL305 Faith, Values & Leadership	2
REL445 Ethics and Leadership	2
<b>Minimum Total Required:</b>	<b>60 credits</b>

**Note:** At least 30 credits must be earned through courses offered by Concordia University, Ann Arbor.

## Bachelor of Arts Degree

The following table summarizes the distribution of requirements for the general education credits related to all Accelerated Degree Program students. All numbers represent semester hours of credit. Quarter hours must be multiplied by 2/3. Grades of C- (1.6667) or above are required for transfer credits to be accepted. Credits earned through courses, standardized tests, lifelong learning papers, or professional schools/training programs must be assigned to appropriate sub-categories, or they will be considered electives. After formal admission to Concordia University, students should consult with the Registrar so that additional coursework can be credited to the appropriate sub-category.

<b>I. Communication and Literature</b>	<b>9 credits</b>
<i>Choose at least two of the following sub-categories (at least three credits of written composition are required.)</i>	
Written Composition (required)	3-6
Public Speaking	0-4
Communication/Literature*	0-4

\*A course, lifelong learning paper, or standardized test in literature can be counted in either category, but not both categories; however, a second course, paper or test can be used in the other category.

<b>II. Fine Arts and Humanities</b>	<b>9 credits</b>
<i>Choose at least three of the following sub-categories (at least one of the choices must be from Group 1):</i>	
<b>Group 1</b>	
Visual Arts	0-4
Music	0-4
Theatre	0-4
Dance (not a physical activity course)	0-4
Architecture	0-4
<b>Group 2</b>	
Foreign Language	0-4
Humanities	0-4
Literature*	0-4
Philosophy	0-4
Religion (except the courses in the major)	0-4

\*A course, lifelong learning paper, or standardized test in literature can be counted in either category, but not both categories; however, a second course, paper or test can be used in the other category.

**III. Natural Sciences and Mathematics** **9 credits**

*Choose at least three of the following sub-categories*

Astronomy	0-4
Biology/Life Science	0-4
Chemistry	0-4
Ecology/Environmental Science	0-4
Geology/Earth Science	0-4
Kinesiology	0-4
Mathematics**	0-4
Natural Sciences	0-4
Physics/Physical Science	0-4

\*\*Any mathematics course must be more advanced than Intermediate Algebra and requires a grade of C- (1.6667) or better.

**IV. Social Sciences** **9 credits**

*Choose at least three of the following sub-categories*

Anthropology	0-4
Economics	0-4
Geography	0-4
History	0-4
Political Science	0-4
Psychology	0-4
Social Sciences	0-4
Sociology	0-4

**V. Electives** **36-48 credits**

**VI. Computer Proficiency** **3 credits**

**Required Course:**

GST150	Introduction to Campus Information Systems	1
<i>Choose one of these:</i>		
GST151	Introduction to Campus Computing	2
	Take and pass an approved computer proficiency test	P/NC
	Take an approved transfer course	P/NC

**VII Religion and Major** **42-50 credits**

The designated courses to be taken for each major are listed below.

**Minimum Total Required:** **128 credits**

**Notes:**

1. For those students enrolled in the Accelerated Degree Programs, a Bachelor of Arts (B.A.) Degree requires completion of a minimum of 128 credits. These credits must include the general education requirements described above, the requirements of the major (see the major for a description), elective credits as needed, and completion of the computer proficiency requirement. Of the 128 hours required for graduation, at least 30 hours (including at least six credits in the major and a senior project) must be completed in courses offered by Concordia University, Ann Arbor.
2. An Accelerated Degree Program student must complete a minimum of one approved major. The Registrar must certify the completion of approved ADP majors.
3. Senior Project: The Senior Project is the culminating activity required for the completion of the bachelor's degree. It is carried out within the context of the student's major or program but draws on all the student has learned. The Senior Project may take a variety of forms: independent research and writing, performance, collaborative work with a faculty member, an internship, etc.

## Business Administration and Leadership

The Business Administration and Leadership accelerated major is designed for the working adult. The program features the development of skills in professional leadership and administration, and prepares students for mid-level management positions in a variety of business settings. Program requirements include the core of business courses, a research methods course, three religion courses, and the Senior Project. Up to 30 credit hours of the degree may be earned through credit for prior learning.

<b>Business Administration and Leadership – Accelerated Degree Program</b>		<b>50 credits</b>
<b>ADP Core Courses</b>		<b>17 credits</b>
<i>GST150 is a General Studies credit required of all ADP students.</i>		(1)
<i>MAT101 and GST151 are pre-requisites for MAT105.</i>		
<i>MAT105 is a pre-requisite for BUS402.</i>		
ADP310	Writing the Critical Analysis	3
BUS402	Research Methods	3
BUS484	Senior Project I	2
BUS485	Senior Project II	3
REL303	Foundations of Christianity	2
REL305	Faith, Values & Leadership	2
REL445	Ethics and Leadership	2
<b>Courses for the Business Administration and Leadership Major</b>		<b>33 credits</b>
ACC310	Financial Accounting	3
BUS314	Administration of Human Resources	3
BUS321	Business Law	3
BUS332	Leadership in Marketing	3
BUS412	Management and Supervision	3
BUS440	Organizational Behavior	3
BUS450	Leadership Theory	3
COM202	Business Communication	3
ECO201A	Microeconomics (prerequisite to ECO202A)	3
ECO202A	Macroeconomics	3
MAT105	Introduction to Statistics (prerequisite to ECO201A)	3
<b>Courses for the Business Administration and Leadership Minor</b>		<b>21 credits</b>
<i>MAT105 is a pre-requisite for ECO201A.</i>		
BUS314	Administration of Human Resources	3
BUS440	Organizational Behavior	3
BUS332	Marketing	3
BUS412	Management and Supervision	3
BUS450	Leadership Theory	3
COM202	Business Communication	3
ECO201A	Microeconomics	3

## Communication

The Communication major is designed for working adults. The program is interdisciplinary, combining business, information management, and communication courses. This academic discipline can be applied to a wide variety of occupations. The skills developed in this program pertain to virtually any professional setting. The program features 17 courses, including Writing the Critical Analysis, Research Methods, Senior Project and two additional elective communication options. Up to 30 credit hours of the degree may be earned through credit for prior learning.

**Communication – Accelerated Degree Program** **50 credits**

**ADP Core Courses** **17 credits**

*GST150 is a General Studies credit required of all ADP students.* (1)

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*MAT101 and GST151 are pre-requisites for MAT105.*

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*\*MAT105 is a pre-requisite for BUS402.*

ADP310	Writing the Critical Analysis	3
BUS402*	Research Methods	3
BUS484	Senior Project I	2
BUS485	Senior Project II	3
REL303	Foundations of Christianity	2
REL305	Faith, Values & Leadership	2
REL445	Ethics and Leadership	2

**Courses for the Communication Major** **33 credits**

*\*GST151 is a pre-requisite for ART220.*

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*\*\*COM201 is a pre-requisite for COM301, COM351, and COM355.*

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*\*\*\*LAN282 is a pre-requisite for COM355*

ART220*	Design and Publishing on the Internet	3
COM202	Business Communication	3
COM203	Intro to Organizational Communication	3
COM301**	Persuasive Communication	3
COM303	Communication Theory	3
COM351**	Group Communication	3
COM355**/**	Interpersonal Communication	3
COM356	Organizational Writing & Publishing	3
COM405	Public Relations	3

**Electives** **6 credits**

*Select 6 credits from the following courses.*

COM331	American Eloquence: Voices of Leaders	3
COM332	Mass Communication	3
COM334	Negotiations, Argumentation and Debate	3
COM441	Systems Thinking and Design	3
COM445	Conflict Management	3
LAN282	Language, Communication & Culture (preq to COM355)	3

**Courses for the Communication Minor** **21 credits**

*\*COM201 is a prerequisite for COM301, COM351, COM355, and COM334.* (3)

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*\*\*COM203 is a prerequisite for COM405*

COM202	Business Communication	3
COM203**	Intro to Organizational Communication	3
COM301*	Persuasive Communication	3
COM351*	Group Communication	3
COM355*	Interpersonal Communication	3
COM356	Organizational Writing & Publishing	3

**Electives**

Select 3 credits from the following courses.

COM334*	Negotiations, Argumentation and Debate	3
COM405**	Public Relations	3

**Criminal Justice Administration**

The Criminal Justice Administration major is designed for the working adult. The program features the development of skills in professional leadership and administration, and prepares students for mid-level management positions in criminal justice systems. In addition to an orientation session, the program features 15 courses, including Writing the Critical Analysis, Research Methods, and the Senior Project. Up to 30 credit hours of the degree may be earned through credit for prior learning. The CJA major is aligned with the standards of quality set by the national Academy of Criminal Justice Sciences for baccalaureate programs.

**Criminal Justice Administration – Accelerated Degree Programs** **41 credits**

**ADP Core Courses** **17 credits**

*GST150 is a General Studies credit required of all ADP students.* (1)

*MAT101 and GST151 are pre-requisites for MAT105.*

*MAT105 is a pre-requisite for BUS402.*

ADP310	Writing the Critical Analysis	3
BUS402	Research Methods	3
BUS484	Senior Project I	2
BUS485	Senior Project II	3
REL303	Foundations of Christianity	2
REL305	Faith, Values & Leadership	2
REL445	Ethics and Leadership	2

**Courses for the Criminal Justice Administration Major** **24 credits**

CJA362	Criminology and Deviance	3
CJA372	Dimensions in Criminal Justice	3
CJA405	Law Enforcement and Police Services	3
CJA411	Criminal Law and Procedure	3
CJA425	Corrections	3
CJA432	Juvenile Justice Process	3
CJA440	Contemporary Issues in Criminal Justice	3
CJA450	Supervision and Leadership	3

**Public Safety**

The Public Safety major is intended to meet the professional development needs of in-service and entry-level personnel in public safety organizations of law enforcement, fire protection, emergency response management, Emergency Medical Services (EMS) and Paramedic settings. This program was developed in collaboration with the Michigan Academy of Emergency Services. Students who possess Emergency Medical Technician (EMT) certification may qualify for a maximum of 10 credits toward completion of the program. Those who have Paramedic certification may qualify for a maximum of 35 credits. Additional certificates are subject to review for transfer credit on an individual basis.

**Public Safety – Accelerated Degree Programs** **53 credits**

**ADP Core Courses** **17 credits**

<i>GST150 is a General Studies credit required of all ADP students.</i>		(1)
<i>MAT101 and GST151 are pre-requisites for MAT105.</i>		
<i>MAT105 is a pre-requisite for BUS402.</i>		
ADP310	Writing the Critical Analysis	3
BUS402	Research Methods	3
BUS484	Senior Project I	2
BUS485	Senior Project II	3
REL303	Foundations of Christianity	2
REL305	Faith, Values & Leadership	2
REL445	Ethics and Leadership	2

**Courses for the Public Safety Core** **15 credits**

<i>*COM203 is a pre-requisite for COM405.</i>		
COM405*	Public Relations	3
EMG301	Inter-disciplinary Incident Command	3
EMG324	Emergency Preparedness	3
EMG442	Current Issues in Emergency Management	3
EMG445	Emergency Response to Terrorism	3

**Areas of Emphasis** **21 credits**

**Emergency Medical Services**

EMG201	Emergency Medical Technician—Basic	10
EMG221	Paramedic	10
HZM310	Haz Mat Operations for EMS	1

**Fire Science Company Officer**

FSC201	Fire Fighter I & II	14
FSC301	Building Construction	1
FSC310	Fire Fighting Strategies & Tactics	3
FSC401	Fire Service Company Officer	3

**Fire Science – Fire Prevention/Investigation**

*(Prerequisite – must have either FSC201 or Police Officer Certification prior to admission).  
5 Credits will be applied to this emphasis.*

FSC301	Building Construction	1
FSC310	Fire Fighting Strategies & Tactics	3
FSC321	Principles of Fire Origin Detection	3
FSC325	Fire Prevention, Inspection And Code Enforcement	3
FSC331	Introduction To Fire Protection	3
FSC401	Fire Service Company Officer	3



**Public Safety Chief**


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*(Prerequisite – must have either FSC201 or Police Officer Certification prior to admission)*

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*\*ACC310 is a prerequisite for PSA401*

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*\*COM201 is a prerequisite for COM334*

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BUS314	Administration of Human Resources	3
COM334*	Negotiation, Argumentation & Debate	3
CJA440	Contemporary Issues in Criminal Justice (PD Only)	3
FSC401	Fire Service Company Officer (FD Only)	3
PSA204	Introduction to Public Administration	3
PSA421	Theories of Public Administration	3
PSA401	Financial Management & Budgeting	3
PSA445	Strategic Management & Planning	3

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## ACADEMIC REGULATIONS AND PROCEDURES

It is the student's responsibility to be familiar with all policies and procedures of the university. It is ultimately the student's responsibility to meet all graduation requirements. Academic policies and procedures are determined by the faculty to ensure the integrity of the academic program.

### Family Educational Rights and Privacy Act (FERPA)

Concordia University establishes relationships with its students based on their status as emerging adults, and is committed to fostering their development and self-direction. In this situation, the university expects that its students will assume primary responsibility for their education and well-being. Concordia University also recognizes its obligation to the parents of its students to act in the students' best interest.

In defining the terms of its relationship with students and parents, the university's actions are informed by federal and state law, including the federal Family Educational Rights and Privacy Act (FERPA). This act ensures that most communication between a student and the university is considered confidential, and that such information about a student's experience can be shared with the parents of an individual student only under very specific circumstances as defined by federal law. All rights accorded a student under this law take effect at the time of enrollment in a post-secondary educational program regardless of the student.

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the confidentiality of student educational records. Educational records are those records directly related to students and maintained by an institution or a party acting for the institution. Personally identifiable student information is protected by FERPA. Violations of FERPA place the University at risk. The penalty for noncompliance can be withdrawal of Department of Education funds from the institution. In addition, disclosure of student information could subject both the University and the individual disclosing the information to criminal and civil penalties. One of the main emphases of FERPA is that personally identifiable information may not be released without prior written consent from the student. However, the university is permitted to disclose student information without written consent to "school officials" whom the institution has determined have a legitimate educational interest". Although a person has been designated as a "school official", he/she does not have inherent rights to any and all education record information. Additionally, the school official must demonstrate a legitimate educational interest as opposed to a personal or private interest and such a determination must be made on a case by case basis. Disclosure to a school official having legitimate educational interest does not constitute authorization to share that information with a third party without the student's written permission.

1. All individuals who are attending or have attended Concordia University have certain rights with respect to their educational records.

These rights include:

- Right to review and inspect their educational records;
- Right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;

- Right to have some control over disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorized disclosure without consent;
  - Right to file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA;
  - Right to obtain a copy of the University’s Policy and Procedures for FERPA
2. An **educational record** is defined as any record (in handwriting, print, tapes, film, or other medium) maintained by Concordia University or an agent of the university which is directly related to a student, except:
- Records kept by instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker of the records and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the record;
  - Employment records of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment;
  - Alumni records which contain information about a student after he or she is no longer in attendance at Concordia University and which do not relate to the person as a student.
  - Requests by students for access to or copies of their educational records must be made to the Registrar’s Office.
3. **Access** to educational records will be permitted by third parties only under the following conditions:
- The student has given written consent to release the record;
  - The individual or agency requesting information is included under Section 99.31 of the Federal Regulations, which permits release of an education record without the student’s consent. Section 99.31 permits release to the following organizations or individuals, without the students consent:
    - To Concordia University school officials who have a legitimate educational interest;
    - To certain official of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state of federally supported education programs;
    - In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions or the financial aid, or to enforce the terms and conditions of the aid;
    - To third parties requesting designated “directory information”
    - To accrediting organizations;
    - To parents of an eligible student who claim the student as a dependent for income tax purposes. The University may require copies of the most current income tax returns to verify dependent status;
    - To comply with judicial order or subpoena; provided that a reasonable effort to notify the student is made in advance of compliance;
    - To an alleged victim of any crime of violence of the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime;
    - To organizations conducting studies for the University;
    - To appropriate parties in a health or safety emergency.
    - To military recruiters per the Solomon Amendment
4. **Directory information** will be defined as a student’s name, addresses (including permanent, local and e-mail), current class schedule, telephone numbers, date of attendance, class level, photographs, birth date and place of birth. Previous institutions attended, major field of study, awards, honors, degrees conferred, full/part time status, number of credit carrying in current semester. Past and present participation in officially recorded athletic and co-curricular activities, physical and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. Students may prevent the release of directory information by completing the appropriate Request to Prevent Disclosure of Directory Information form that is available in the Registrar’s Office. This notification will remain in effect until the student informs the Registrar’s Office in writing to remove the block to designation and disclosure.
5. A **school official** will be:
- A person employed by the institution in an administrative, supervisory, academic, research, or support staff position carrying out an institutional responsibility;

- A person serving on an institutional governing body;
  - A person employed by or under contract to the institution to perform a special task, such as an attorney, auditor or lending agency.
6. A legitimate educational interest will be defined as a need of a university official to know the contents of an educational record in a context that is related to a university objective and is not in conflict with state or federal law of the university policy. The custodian of the educational record requested must decide the legitimacy of each request for information. If there is any doubt or question regarding the request, the custodian should withhold disclosure without either written consent of the student, concurrence of appropriate institutional officials, or approval of the immediate supervisor. Employees in offices containing educational records must be instructed to determine legitimate educational interest before an educational record is released in all cases.
  7. Any student worker that may have access to records, which contain individually identifiable information, will be required to sign the Student Worker Statement of Understanding FERPA.
  8. A notification entitled “Concordia University Notification of Rights under FERPA and the Directory Information Public Notice” will be made available to all students annually. In addition, students’ rights are outlined in the university catalog and handbook.
  9. Responsibility for administering the Act has been assigned to the Family Policy Compliance Office within the Department of Education. This office reviews and investigates complaints and attempts to bring about compliance through voluntary means. The penalty for noncompliance with Federal regulations can be withdrawal of Department of Education funds from institutions, but action to terminate funding generally will be taken only if compliance cannot be secured by voluntary means.

## Registration

Prior to each semester and before attending any class, Concordia University students must register and arrange for the payment of all tuition and fees. Dates and deadlines for registration are available from the Registrar’s Office. Registration is not final and complete until all obligations to the Business Office have been met or satisfactory arrangements have been made. Concordia University reserves the right to drop students from courses due to non-payment of tuition and/or fees.

## Grading

The following represent the grading procedures at Concordia - Ann Arbor:

- Incomplete (I): This grade is assigned at the discretion of the instructor when the course requirements have not been met. It must be removed by a date specified by the instructor that is not more than 120 days after the Incomplete grade was submitted, or the Incomplete automatically becomes the alternate grade specified by the instructor when the Incomplete was first granted.
- Failing (F): An “F” grade requires the student to repeat the course, which requires a second registration and payment for the course.
- Withdrawal (W): This letter grade is assigned to indicate a withdrawal from a course. The registrar’s office must be notified before the last session of the course, and a re-registration and repayment of the course is necessary.
- Pass/No Credit (P/NC): Students taking EDU 795 the final Guided Research and Practice Course or the final RES 510 Final Project in Religious Education Studies do not receive a letter grade; instead, they receive either a grade of Pass or No Credit.
- Appeal of Grade: Should a student wish to appeal a grade, he/she must contact the registrar’s office to obtain the Appeal Policy procedures.
- Grade Changes: Except for Incomplete grades, instructors may change a grade only because of calculation or reporting errors. The Vice President for Academics must approve any grade change using a form provided by the registrar.

## Student Academic Probation

All students are expected to maintain satisfactory academic progress toward graduation. Any student with a cumulative grade point average (at the end of any semester) lower than 2.0000 (C average) is placed on academic probation for the next enrolled semester. The academic probation will be noted on the student’s transcript.

A student on academic probation will be required to limit his/her course load to a maximum of 14 credit hours while on probation. An accepted transfer student entering with a grade point average below 2.0000 is subject to the 14 credit hour limit. Exceptions may be granted by the Vice President of Academics.

Students who remain on academic probation for three consecutive semesters may be academically dismissed and will not be eligible to enroll in classes following the third semester. The Admissions Council may recommend that any student whose cumulative grade point average is below 1.0000 (D average) be dismissed immediately. Under exceptional circumstances, the student may appeal academic dismissal to the Admissions Council. A dismissed student may qualify for readmission on the basis of evidence of satisfactory performance in college-level work through correspondence courses, summer courses, or courses taken at another regionally accredited college. Readmission of dismissed students is the decision of the Admissions Council.

## Class Attendance

The accelerated degree programs are compact and fast moving, and a high premium is placed on attendance. An absence policy has been established:

1. It is the student's responsibility to notify the instructor 24 hours prior to an impending absence.
2. If an absence occurs, the student must discuss with the instructor both the session requirements and what is required as make-up work. Further direction concerning absences is noted in each course guide.
3. It is assumed the student will attend each session and be actively engaged for the entire class period. Should a student be absent from class or arrive late or leave early, the grade may be affected.
4. Attendance is important for the successful completion of coursework.
5. When a student must withdraw from a course, a grade of "W" (Withdrawal) is assigned. The student must contact the Registrar's office for official withdrawal.

## Postponement and Re-Scheduling Policy

In the event a class is postponed, cancelled or rescheduled for reasons of severe weather, health, or other extraordinary circumstances, the ACE Administrative Office will notify students via their email account and by leaving a message on the ACE Administrative phone lines.

## Audit

A student who is in good academic standing may register for a maximum of four credit hours per semester as an auditor. Requirements for auditing will be specified by the instructor when he/she approves the audit. An auditor does not receive credit for the course, but the audited course will be listed on the student's permanent transcript with a grade of AU unless the requirements are not met. If requirements are not met, a grade of W will be assigned. No additional tuition is charged to a traditional full-time student for auditing a course if the total semester hours for credit fall within the normal billing range. Part-time and/or non-traditional students may register as auditors under the same conditions as traditional students and they will be charged one-third of the regular tuition for the audited course. Guest students may register as auditors and pay one-third of the regular tuition.

## Guided Study

A course which has an approved syllabus but is not available at the time required by the student may be taken as a guided study with approval of the instructor and permission of the appropriate dean. Guided Study Applications are available in the Registrar's Office. The limitations and requirements for this type of study are set by faculty policy. The list of criteria is available from the Registrar's Office or the dean. Students applying for a guided study must have a cumulative GPA of 2.0000 or higher.

## Drop, Withdraw, and Retaking a Course

If a student is unable to attend a course for which he/she is registered, the student may DROP the course before the second class meeting. No indication of such courses is retained on the student's permanent record.

The student must WITHDRAW after the second class meeting has taken place, whether or not the student has attended. The last day to withdraw is the day before the last class meeting. The student will have a grade of "W" indicated on his/her permanent record.

Questions about financial aid and financial aid implications of dropping and/or withdrawing from a course should be directed to the Financial Aid Office. Re-registration for the course at a future date takes place in the registrar's office.

Students are entitled to a 100% refund of tuition, fees and other charges up to the beginning of the second meeting for a particular class section. After the second meeting has commenced, no refund is available.

## Summary of Add/Drop Deadlines for Courses

<b>Add without instructor's permission</b>	<b>Add with instructor's permission</b>	<b>Drop</b>	<b>Withdraw</b>
Before 1 <sup>st</sup> meeting	Before 2 <sup>nd</sup> meeting	Before 2 <sup>nd</sup> meeting	Before last meeting

## Consortium Agreements with Local Colleges

Federal guidelines allow schools to include credits taken at another school for determining enrollment level and eligibility for financial aid, as long as the credits will be accepted at the “Home” school (Concordia). The student must have a completed and signed Consortium Agreement on file. This form can be picked up from the Registrar’s Office or download it at <http://www.cuaa.edu/consortiumagreement>. Concordia will only process aid for students taking courses at another college under the following conditions:

Students must be taking at least six credits at Concordia University.

Students must be registered for the majority of their credits at Concordia. (As an example, a student cannot be registered for 6 credits at Concordia and 8 credits at another school.)

Students should assume they will need to pay the host school directly for these courses. Any refund of funds from Concordia to help pay the tuition costs at the host school will be available only after all aid is disbursed, all costs incurred at Concordia are covered, and the student has a credit balance on their student account.

## Academic Recognition

### Commencement with Honors

Honors graduates receiving undergraduate degrees are acknowledged at commencement by gold-colored honor cords worn with the graduation gowns, by public announcement as they cross the stage, and also noted in the commencement program. These honors will also be designed on the student’s academic record and diploma upon graduation.

Designation as an honors graduate requires that the degree candidate have completed at least 60 credit hours at Concordia University, and have at least a 3.50 cumulative GPA. Cumulative grade point averages are based on coursework taken at Concordia University, approved courses taken through the Concordia University Visiting Student Program and the courses taken through the Study Abroad Program. The specific honors levels are as follows:

3.50 - 3.69 GPA = Cum Laude
3.70 - 3.89 GPA = Magna Cum Laude
3.90 - 4.00 GPA = Summa Cum Laude

Honors announced during the “commencement ceremony” will be determined based on the GPA at the end of the fall semester. Honors for “transcript entry” are determined at the end of the final semester. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at Commencement, quality points earned during the graduation term are considered in calculating the final GPA which determines the graduation honors for the transcript. Therefore, any announcements made at the ceremony are tentative and subject to change.

### Participation in commencement

Undergraduate and graduate students will submit an application to graduate at the time of registering for their final academic semester of coursework, not including their student teaching or family life internship semester. CUAA has one commencement ceremony in May of each year. Students who have earned a minimum of 102 credits of degree requirements at the end of the fall semester and who meet the minimum grade point standards for their degree program are eligible to participate in the commencement ceremony.

## Awarding of degrees

The Registrar's Office will award degrees 3 times a year; at the end of the fall, spring and summer semesters. Degrees are not awarded until all degree requirements are met, including all financial obligations to the university. Neither diplomas nor official transcripts are issued until all financial obligations are met to the university.

Although there are three degree conferral dates, there is only one commencement ceremony.

Note: Neither participation in the commencement ceremony, nor having one's name printed in the commencement program is confirmation that a degree has been conferred.

Occasionally, students finish all of their degree requirements well before the next degree conferral date. Under these circumstances, the student can request, from the Registrar's Office, a formal letter of certification verifying that all degree requirements have been met and the expected date of degree conferral. These letters are provided to the student directly, to employers or admission offices. Students who request a letter of certification must also provide the name, title, and address of the party to whom it will be sent.

## Eligibility to receive a baccalaureate or associate transcript

A student is eligible to receive an official transcript indicating successful completion of a degree immediately upon meeting all academic requirements and financial obligations. An unofficial transcript is mailed to the student immediately upon the completion of all academic requirements. Additional transcripts may be sent upon written request from the student.

## Dean's List

An undergraduate student who completes 12 or more graded credits during a given semester and has a grade point average for that semester of 3.5000 or higher is eligible for the Dean's List for that term. At least 12 of the semester credits must earn letter grades other than P, NC, AU, I, or W to qualify. All I–Incomplete grades for the given semester must have a final grade assigned before a student is eligible for the Dean's List.

## Division Scholars

Each spring, departments elect a limited number of students for formal recognition who have distinguished themselves in their field.

# TUITION AND FEES

As a private, not-for-profit educational institution sponsored by the Lutheran Church-Missouri Synod, Concordia University strives to provide the highest quality educational experience for its students at the lowest cost possible to insure the delivery of excellent educational services. The University provides and coordinates financial assistance to help students defray the costs of their educational endeavors. For more information on Financial Aid, see that portion of this catalog.

Tuition is the amounts charged for a given class or set of classes, whether at a flat rate or per credit-hour cost. Fees include any various one-time and recurring fees charged to a student account. The Student Accounts Office may publish supplemental information detailing specific charges for tuition, fees, and other special fees or finance charges of the University. **Fees and costs are subject to change without notice.**

Concordia University charges a one-time matriculation fee during the first academic semester any student is enrolled. This fee covers processing costs for new student orientation, transcripts, degree applications, and re-enrollment. Graduation apparel (cap, gown, master's hood) is also included in this fee and will not be billed as a separate item.

## Cost of Attendance

Cost of attendance is reviewed and determined by the Concordia Administration each year. For purposes of determining eligibility for aid, cost of attendance includes tuition, fees, living expenses, books, and loan fees. Tuition is \$336 per credit for ADP students. There is a \$100 matriculation fee for the first semester and a \$25 technology fee each semester. We estimate \$300 per semester in books for full-time students. Living expenses are estimated at \$1500 per month for the number of months enrolled. The total of tuition, fees, books, and living expenses is the cost of attendance.

## Payment of Tuition and Fees

Prior to each semester, Concordia University will mail a statement of your student account including tuition and fees. If you are receiving financial aid, subtract the anticipated aid from the "payment due" on your account statement to arrive at your revised balance due. This *revised balance is due before the start of the first class of the semester*. Students may be dropped from remaining classes in the semester, if payment is not made on time for the class. Additionally, students will be dropped from future semesters if the current semester is not paid-in-

full by the beginning of the last class. Grade reports, transcripts of credits, and diplomas are issued by the Registrar's Office only to those students who have met all financial obligations to the University.

## Outstanding Balances and Collections

If a student obligation remains unsatisfied for 90 days, the university may assign the outstanding balance to an outside collection company. If the university assigns the past due debt to a collection agency, the debt collection amount will be increased to include reasonable collection costs authorized by law such as the collection agency's fee, interest, and attorney fees.

## Statements

Statements are printed on approximately the 15<sup>th</sup> of each month (processing date), and mailed to the students address of record. If a statement is not received within a few days of the "processing date" the student should contact the Business Office 734.995.7332 or email [studentaccounts@cuaa.edu](mailto:studentaccounts@cuaa.edu). A duplicate statement will be emailed to the students cuaa.edu account. Additional statements may be requested via phone or e-mail at any time. Concordia University accepts payments by cash, check, or credit card (Visa, Mastercard, and American Express).

## Payment Plans

If you are unable to pay the balance in full at the beginning of the semester, you may set up a payment plan by contacting the Business Office 734.995.7332. Additionally, Payment Plan forms are available on the cuaa.edu website at <http://www.cuaa.edu/paymentplans>. Payment plan requests should be submitted to the Business Office **before the start of the first class of a semester**.

Where approval for a payment plan is granted by the business office, a service fee of \$100 per semester will be assessed. Under a deferred payment option, full payment of all charges must be made by the end of each semester. A student with an outstanding balance at the end of a semester will not be authorized to register for a subsequent semester until the account obligation is satisfied or after special payment arrangements have been completed.

When a payment plan has been approved, it is important that the first payment (which includes the \$100 service fee) be made before the first class meeting in the semester. A signed agreement between the student and Concordia University is required for a payment plan to be permitted. Students may be dropped from classes if their payments are not made on time. [Go to Tuition Payment Plans.](#)

## Tuition Vouchers/Employer Reimbursement

Another method of payment on your account is tuition vouchers provided to you by your employer. You must bring or send the voucher to the Business Services office so that we may bill your employer for the specified classes. Vouchers from your employer must be received before the start of each class in order to remain enrolled.

If tuition is to be covered by reimbursement from the employer pending the completion of the class, the student must make payment to Concordia University or take out a short-term loan before the start of the class. We can provide you with the necessary paperwork to receive reimbursement from your employer. If your employer does not pay up front or provide vouchers ahead of time for the classes taken, a signed reimbursement policy from the employer must be kept on file at Concordia University.

## Program Withdrawal

Students who withdraw from their program are entitled to a 100% refund of tuition and fees (except drop fees) up to the beginning of the second class meeting for a particular class section. After the second meeting has commenced, regardless of whether the student has attended the class meeting, no refund is available.

# FINANCIAL AID

The primary responsibility for funding a college education rests with the student and his or her family. The extent to which the family can afford to contribute to college costs is primarily determined by the information provided on the FAFSA (Free Application for Federal Student Aid). The family contribution is generally assumed to come from three sources – savings before the student enters college, current income, and borrowing against future income (e.g., student loans). The Financial Aid Office will make every attempt to assist the student in securing all federal and state funds for which the student is eligible.

To be eligible for federal aid, students must be U.S. Citizens or Permanent Residents. Male students must register with the Selective Service Administration once they have turned 18.

## Applying

### Step One: Obtain a Personal Identification Number (PIN#).

This number is required to fill out and sign the FAFSA form (step 2) online. Go to [www.pin.ed.gov](http://www.pin.ed.gov). Click on "Pin Request and Information: which takes you to the "Requesting Your U.S. Department of Education PIN" page. Then click on the appropriate link. Enter your name as it appears on your Social Security card and a valid email address or home address. Within 1 to 5 days you will receive an email notice, if you provided a valid email address, giving directions to access your PIN# online. If you do not provide a valid email address, your PIN will be mailed to you within 7-10 days.

### Step Two: Complete the Free Application for Federal Student Aid (FAFSA)

Go to [www.pin.ed.gov](http://www.pin.ed.gov) or complete the paper application. You will need your completed 2005 federal tax return in order to complete the FAFSA correctly. Concordia's school code is 002247.

### Step Three: Receive a Student Aid Report (SAR)

Expect the SAR approximately 10 days after completing your FAFSA. You will receive an electronic SAR if you entered an email address or a paper one if you did not. Read it carefully. It is your official record that the federal processor received your FAFSA. Make sure all of the information is accurate. If you need to make any corrections, you can do that directly at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on the paper copy of the SAR.

The results of the FAFSA will determine your "Estimated Family Contribution" or EFC. This is an estimate of how much the family can afford to pay for college. This information is sent to any school you list on the FAFSA. The Financial Aid Office will use it to determine how much aid you may be eligible to receive. The "EFC" will be subtracted from the cost of education at the school. The remaining amount is your "need" for financial aid.

### Step Four: Concordia Financial Aid Office determines eligibility

Once you have been officially admitted to the academic program and registered for at least 6 undergraduate credits, or 5 graduate credits, the Office of Financial Aid will review your FAFSA information to determine your eligibility for financial aid. If no additional information is needed, you will be mailed an award letter, along with instructions on how to complete the loan application process.

## Packaging Policies

Students are awarded all federal and state aid for which they are eligible based on the results of the FAFSA and availability of funds.

## Types of Financial Aid

### Grants and Scholarships

#### Federal Pell Grant

This is a federal grant that does not have to be repaid. To determine if you are eligible financially, the US Department of Education uses a standard formula to evaluate the information you report on your FAFSA. Your eligibility depends on the cost of attendance and your enrollment status (full-time, three-quarter time, etc.)

#### Michigan Tuition Grant (Listed as Michigan Scholarship/Grant on Award)

The Michigan Tuition Grant is available to students who attend private schools in Michigan and have been Michigan residents for at least one year. The State of Michigan uses a standard formula to award MTG to students who are able to demonstrate financial need. FAFSA data is used for this and an approved, correct FAFSA must be on file by the deadline to get Michigan Grant aid. The state deadline for 2006-07 is July 1, 2006. The MTG does not have to be repaid. Students should make sure to list Concordia in the FIRST position on the FAFSA if they want their Michigan Tuition Grant to be used at Concordia.

### Loans

For Subsidized and Unsubsidized Stafford Loans, a student must complete Entrance Counseling before receiving funds for the first time, and must have an Exit Interview when they cease attendance or drop below half-time. Each loan also requires the student to complete a loan application or Master Promissory Note (MPN).

#### Academic Year Amounts- Stafford Loan program

<i>Undergraduate annual loan limits</i>	
First year students (0-27 credits)	\$6625
Second year students (28-59 credits)	\$7500
Third year and beyond (60+ credits)	\$10,500



**Maximum Loan Amounts**

<i>Undergraduate students</i>	
Subsidized Stafford amount	\$23,000
Combined Subsidized and Unsubsidized Stafford	\$46,000

**Federal Subsidized Stafford Loan**

A subsidized loan is a low-interest federal loan for students awarded on the basis of financial need. Loans are borrowed funds and must be repaid to your lender. The federal government pays the interest while you are enrolled at least half time (at least six credit hours per semester). Repayment begins six months after you graduate, withdraw, or drop below half time. The interest rate is variable. Interest rates on Stafford Loans are set every year by the federal government on July 1st. Standard repayment periods do not exceed 10 years, but alternative repayment plans are available.

**Federal Unsubsidized Stafford Loan**

An unsubsidized loan is identical to the subsidized loan except that the student is responsible for the interest while in school. The student has the option of paying the interest while in school or deferring payment until after school. If the student opts to defer payment, the interest will be capitalized at repayment.

**Other Policies and Procedures****Outside Scholarships**

Scholarships from external sources (tuition reimbursement from employer, congregations, foundations, etc.) will first be used to meet any unmet need in a student's aid award. If the entire student's need has been met, the outside scholarship will then reduce the amount of Stafford loan in the aid award. Under federal guidelines, scholarships cannot be used to replace the federally determined Expected Family Contribution (EFC) from the FAFSA if the student is receiving any federal need-based aid in his or her award.

**Disbursing Aid to Student Accounts**

Federal and state aid is disbursed to students' account for each term (fall and spring) depending on the start date of the term. ADP and Graduate students have their semesters start at various times throughout the year. The Financial Aid Office will use the census to verify enrollment and will then allow the release of funds to the Business Office to post to individual students accounts. It is up to the student to make sure all loan applications are completed, and any other paperwork is done in order to finalize the aid award. First-time, first-term students will not have loan funds released to their accounts until 30 days into the term, according to federal regulations. We typically have two disbursements per semester. The first disbursement is within the first month of the loan period. The second disbursement is the later of: the calendar midpoint between the first and last day of class of the semester or the date the student completes half of the credit hours of the semester. The loan is disbursed in two equal disbursements.

**Refund of Financial Aid**

Federal policies require institutions to refund aid to the federal programs according to very specific rules and regulations. If you withdraw from the university before 60% of the semester has been completed, you may be required to repay a portion of the financial aid funds awarded to you. In essence, the amount of aid you may keep is in direct proportion to the length of time you remained enrolled during the semester. The refund formula measures the actual number of days a student is enrolled during the term, calculates the percentage of the term the student is enrolled, and uses this percentage to determine how much of the student's awarded federal aid has been "earned" by the student for the time he/she was enrolled. This amount can be kept and applied against incurred charges. If you complete over 60% of the semester you may keep 100% of the aid you received. The remaining amount to be returned must be returned to the federal aid programs in this order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, and Federal Pell Grant.

When a student withdraws from school or drops credits during the institution's refund period, the Michigan Tuition Grant may need to be reduced. The student's award will be reduced based on the percent of the tuition and fees originally paid by MTG and it is governed by state formula.

**Special Circumstances**

Periodically, students and their families may run into special circumstances that they believe affect their ability to contribute toward college costs. For instance, if the family has experienced a loss of income from work, or has unusually high medical expenses that are not covered by insurance. If the family believes that unusual circumstances exist that need to be taken into consideration in determining their ability to pay, they should request a "Special Circumstances Form" from the Financial Aid Office.

### Satisfactory Academic Progress

In order to retain eligibility for financial aid, students must meet the minimum standards of Satisfactory Academic Progress (SAP). SAP is monitored after completion of Spring and Fall terms. If a student falls below the following requirements, they are put on probation until they once again meet the following standards. If students do not meet SAP for 1 semester, they lose eligibility for financial aid. This includes all federal and state aid. They may still receive outside scholarships and grants from private donors if SAP is not a condition according to the agency or donor. Students may appeal their loss of eligibility for aid by submitting a written explanation of any extenuating circumstances such as personal illness or injury, or a major illness or death in one's family to the Financial Aid Office. Appeals are reviewed on a case-by-case basis and a timely decision will be made in writing to the student.

<b>Terms at College</b>	<b>Credits Needed to Remain Eligible for Financial Aid</b>	<b>Cumulative GPA</b>
1	8	1.5
2	16	1.5
3	25	1.7
4	34	2.0
5	44	2.0
6	54	2.0
7	65	2.0
8	76	2.0
9	88	2.0
10	100	2.0
11	113	2.0
12	128	2.0

Transfer students attending Concordia for the first time will enter Concordia meeting SAP. Their "Term at College" will depend on how many credits are accepted for transfer by the Registrar's Office. Courses retaken are counted toward SAP only if the student did not previously receive credit for that course. SAP for students with incompletes will be evaluated once the "I" becomes a letter grade. If Fall term grades are not completed and posted until after Spring term begins, students who would have been on their first term of probation will be allowed Spring term aid but will have to meet SAP by the end of that term.

# COURSE DESCRIPTIONS

- ACC201 Accounting I** **credits: 3**  
 Students examine the fundamental principles of accounting with emphasis on financial accounting. Topics include asset valuation, income determination, use of working papers, and the preparation of basic financial statements. (Haab) Prerequisite: BUS101 & Sophomore standing
- ACC202 Accounting II** **credits: 3**  
 Students continue to examine the fundamental principles of accounting with emphasis on financial accounting, then begin analysis and practice in managerial accounting. Topics for this course include accounting for liabilities and owners' equity, cash flow statements, financial statement analysis, and product costing. (Haab) Prerequisite: ACC201
- ACC241 Managerial Accounting** **credits: 3**  
 This course is an introduction to managerial accounting information and how it is used in making business decisions. The concepts covered, such as budgeting, ethics, performance measurement and cost control will be useful to all future decision makers and managers. Prerequisites: ACC201 & ACC202
- ACC310 Introduction to Financial Accounting** **credits: 3**  
 Presents the major accounting processes, financial statements and basic accounting transactions, as well as an analysis and use of financial statements in business decisions. (ADP)
- ADP301 Experiential Learning/Critical Thinking** **credits: 2**  
 A review of critical thinking skills, featuring conceptualization and introduction of the student to the experiential learning component of the degree program. Lifelong learning essay composition and other degree completion strategies are studied on an individualized basis. (ADP)
- ADP310 Writing the Critical Analysis (w)** **credits: 3**  
 Allows students to write essays that analyze and explain using claims of fact, value, and policy. The course also introduces students to the Lifelong Learning Paper. (ADP)
- ART101 Drawing & Design I** **credits: 3**  
 This course introduces the student to basic drawing techniques, the study of composition, and the use of a variety of wet and dry media.
- ART110H Painting with Watercolors** **credits: 2**  
 Students explore watercolor painting as an integrative process involving aspects of drawing, design, color, and image in the organization of a two-dimensional surface.
- ART110I Ceramics: Handbuilding** **credits: 2**  
 Students explore the techniques of hand built ceramic form, as related to functional ware and as sculptural object. A variety of clay techniques, glazing, firing procedures, and topics in craft criticism are explored.
- ART110J Ceramics: Wheel Thrown Vessels** **credits: 2**  
 Students explore the techniques of wheel-thrown form, as related to functional ware and the vessel as sculptural object. A variety of clay techniques, glazing, firing procedures, and topics in craft criticism are explored.
- ART110K Photography for Non-Art Majors** **credits: 3**  
 A thorough first term course in basic black and white photography. It is designed for the student with no prior knowledge of photography. The course will introduce the student to: the basic understanding and operation of the 35mm SLR camera, the basic understanding and operation of the enlarger, the proper mixing and handling of photographic chemicals, proper darkroom procedures, proper film development, the techniques of print making, and basic lighting techniques.
- ART110N Glass** **credits: 3**  
 Introduces the student to basic hot and cold glassworking techniques. Students will learn how to gather and manipulate molten glass, use color in glass, work with different tools, and make a variety of basic forms.
- ART110P Pochoir Printmaking** **credits: 1**  
 An introduction to the pochoir process of printmaking.
- ART110Q Serigraphy Printmaking** **credits: 1**  
 An introduction to the serigraphy process of printmaking.
- ART110R Relief Printmaking** **credits: 1**  
 An introduction to the relief process of printmaking.

**ART202 Drawing & Design II****credits: 3**

This course utilizes nature, still life, and the human figure to study line, form, space, and value. A variety of wet and dry media plus the introduction of color are used to further develop the student's understanding and skills in drawing and design.

Prerequisite: ART101

**ART204 3-Dimensional Design****credits: 3**

An introductory forum for understanding basic design principles, concepts, materials and processes with an emphasis on creating three-dimensional art. This course includes basic techniques of constructing, assembling, fabrication, and experimental media.

Prerequisite: ART101

**ART219 Graphic Design I****credits: 3**

An introduction to computer hardware and software for the layout of text and images. Included is the study of typography, issues of communication, and selected topics in the history of graphic design. Prerequisite: ART101

**ART220 Design & Publishing on the Internet****credits: 3**

Introduces the student to the technical, aesthetic and practical issues related to design and publishing on the internet. (ADP)

Prerequisite: GST151

**ART221 Photography I****credits: 3**

An introduction to the basic operations of the camera, enlarger, proper darkroom procedures, techniques of print making, and basic lighting techniques for the creation of black and white photographs. Prerequisite: ART101

**ART318 Photography II****credits: 3**

This course builds on the skills acquired in Photography I. Areas of study include: advanced black and white film processing and printing techniques, further exploration and control of lighting conditions, and medium format camera operation. Emphasis will be placed on using advanced photographic techniques for visual problem solving. Prerequisite: ART221

**ART319 Graphic Design II****credits: 3**

Continued experience with computer hardware and software for the layout and design of text and images. Emphasis on image editing, layering and the manipulation of digital images for graphic design. Prerequisite: ART219

**ART321 Art History I (w)****credits: 3**

This course is an overview of visual expression from the earliest history throughout Egypt, Mesopotamia, Greece, Rome, Byzantine, Early Christian and the Middle Ages. The study of Islamic, African, South and Southeast Asian, Chinese, Korean and Japanese art, the native arts of the Americas before 1000 is also included. This course does not have to be taken in sequence with Art History II. Prerequisite: ENG101

**ART322 Art History II (w)****credits: 3**

This course is an overview of visual expression from the Renaissance to the present. The study of later African, South and Southeast Asian, Chinese, Korean and Japanese art, native arts of the Americas after 1000 and the art of Oceania is also included. This course does not have to be taken in sequence with Art History I. Prerequisite: ENG101

**ART323 Art History I****credits: 3**

This course is an overview of visual expression from the earliest history throughout Egypt, Mesopotamia, Greece, Rome, Byzantine, Early Christian and the Middle Ages. The study of early Islamic, African, South and Southwest Asian, Chinese, Korean and Japanese art, the native art of the Americas before 1000 is also included. This course does not have to be taken in sequence with Art History II. (Offered alternate years). Prerequisite: ATS281

**ART324 Art History II****credits: 3**

This course is an overview of visual expression from the Renaissance to the present. The study of later African, South and Southeast Asian, Chinese, Korean, and Japanese art, native arts of the Americas after 1000 and the art of Oceania is also included. This course does not have to be taken in sequence with Art History I. (Offered alternative years.) Prerequisite: ATS281

**ART341 Painting I****credits: 3**

Students explore painting as an integrative process involving aspects of drawing, design, color and image in the organization of a two-dimensional surface. Prerequisite: ART202

**ART342 Painting II****credits: 3**

Advanced application and study of color, subject, and surface and its relationship to a variety of painting media. Prerequisite: ART341

**ART343 Ceramics I****credits: 3**

This course will introduce students to the techniques of hand-built clay forms as they relate to function and non-function. A variety of clay techniques, glazing, firing procedures, and topics in crafts criticism are explored. Prerequisite: ART204

**ART344 Ceramics II****credits: 3**

This course will build on the techniques of hand building introduced in ART343 with the introduction to the potter's wheel, glaze making, and kiln maintenance. Topics in craft criticism will supplement studio studies. Prerequisite: ART343

- ART347 Printmaking I** **credits: 3**  
An introduction to a variety of image building experiences utilized by printmaking artists. Relief process, collography, and serigraphy will form the basis of studio work. Prerequisite: ART202
- ART348 Printmaking II** **credits: 3**  
Advanced study of a selected process or combination of processes utilized by printmaking artists. Prerequisite: ART347
- ART349 Sculpture** **credits: 3**  
An introductory sculpture course focusing on a variety of mediums such as clay, metal, wood, mixed media and found objects. The course will involve traditional and contemporary sculpture history, contemporary modes of criticism, and group critiques. Prerequisite: ART204
- ART419 Graphic Design: Advanced Studies** **credits: 1**  
This course is designed for majors and minors who desire a studio concentration in graphic design. Course work includes advanced techniques and independent research. Topics in the history of graphic design will supplement studio work. This course may be repeated with each contract arranged for 1-3 credits, with compounded total of no more than 9 credits. Prerequisite: ART319
- ART442 Painting: Advanced Studies** **credits: 1**  
This course is designed for majors and minors who desire a studio concentration in painting. Course work includes advanced techniques and independent research. Topics in art history and criticism will supplement studio work. This course may be repeated with each contract arranged for 1-3 credits. Prerequisite: ART342
- ART444 Ceramics: Advanced Studies** **credits: 1**  
This course is designed for majors and minors who desire a studio concentration in ceramics. Course work includes advanced techniques and independent research. Topics in craft history and criticism will supplement studio work. This course may be repeated with each contract arranged for 1-3 credits. Prerequisite: ART344
- ART448 Printmaking: Advanced Studies** **credits: 1**  
Advanced study of a selected process or combination of processes utilized by printmaking artists. Course work includes advanced techniques and independent research. Topics in art history and criticism will supplement studio work. This course may be repeated with each contract arranged for 1-3 credits. Prerequisite: ART348
- ART483 Senior Exhibition** **credits: 1**  
This course is selected by art majors in conjunction with the Advanced Studies component in the final semester of the program. The Senior Exhibition is a capstone experience which demonstrates the student's proficiency in a studio area. Included is the preparation, installation and documentation of the student's work. Prerequisite: Senior standing & instructor's permission
- ATS281 Living with the Arts** **credits: 3**  
While examining the literary, musical, and visual arts from an interdisciplinary perspective, students will learn the language used to discuss the arts, discover strategies for analyzing the arts, and create contexts for valuing the arts.
- ATS283 Living with the Arts/Visual Arts** **credits: 3**  
Designed for Visual Arts K-12 Education students: While examining the visual, literary, and musical arts from a visual art perspective, students will learn the language used to discuss the arts, discover strategies for analyzing the arts, and create contexts for valuing the arts.
- ATS381 20th Century Arts & Culture** **credits: 3**  
This course is an interdisciplinary study of selected cultural and artistic movements of the twentieth century which constitute modernism, with an eye to a better understanding of contemporary culture. Students will consider how western artists of all kinds - literary, visual, musical - have responded to the experience of living in the twentieth century. Though the emphasis of the course is on modernism, related developments in twentieth century art will also be examined. Prerequisite: ATS281 or ATS283
- ATS383 20<sup>th</sup> Century Arts & Culture/Visual Arts** **credits: 3**  
Designed for Visual Arts K-12 Education Students: An interdisciplinary study of selected cultural and artistic movements of the twentieth century which constitute modernism, with an eye to a better understanding of contemporary culture. Students will consider how western artists of all kinds - literary, visual, and musical - have responded to the experience of living in the twentieth century. This course will have a particular emphasis on the visual arts and the ways in which they influence and are influenced by developments in the other arts. Prerequisite: ATS283
- BIO193 Medical Terminology** **credits: 1**  
A programmed, self-paced course which permits the student to recognize, analyze, define, and build medical/biological terms from Greek and Latin roots.
- BIO201 General Biology** **credits: 4**  
Students explore the fundamental concepts of biology: cytology, taxonomy, reproduction, heredity, evolution and ecology. Closed to those with two or more years of high school biology.

- BIO211 Botany: Flowering Plants** **credits: 3**  
 Flowering Plants: taxonomy, morphology, development and ecology. Prerequisite: BIO20credits: 1
- BIO221 Zoology: Vertebrates** **credits: 3**  
 The focus of this course is the vertebrates, their morphology, physiology, taxonomy, environmental relationships, and development. Prerequisite: BIO201
- BIO321 Zoology: Invertebrates** **credits: 3**  
 Students examine invertebrates: morphology and physiology, natural history, taxonomy, and economic importance of representative groups and forms. Prerequisite: BIO201
- BIO332 Human Anatomy/Physiology I** **credits: 4**  
 A comprehensive study of human anatomy and physiology. The laboratory portion of the course teaches use of tools and techniques that are common in the study of human biology. This course includes introductory information in biochemistry, cytology, histology and covers the integumentary, skeletal, muscular, respiratory and circulatory systems. Prerequisite: BIO201
- BIO333 Human Anatomy/Physiology II** **credits: 4**  
 A comprehensive study of human anatomy and physiology. The laboratory portion of the course teaches use of tools and techniques that are common in the study of human biology. This course covers the nervous, digestive, endocrine, excretory, lymphatic (immunity) and reproductive systems. Prerequisite: BIO331 or BIO332
- BIO341 Microbiology** **credits: 4**  
 The morphology, physiology, and economic importance of bacteria, viruses, rickettsiae, pathogenic protozoa, and immunology are examined. Prerequisite: BIO201
- BIO342 General Ecology** **credits: 3**  
 Interrelationships of plants, animals and their environments, with particular reference to human relationships to the biotic and abiotic world. Prerequisite: BIO201
- BIO343 Genetics** **credits: 3**  
 An introduction to the science of genetics: Classical Mendelian genetics, molecular genetics, gene structure and function, natural selection and population genetics, and bioengineering and biotechnology. Prerequisite: BIO201
- BIO344 Evolution (w)** **credits: 3**  
 Introduction to the biological, philosophical, theological and ethical aspects of the concept of evolution. Examination of biological mechanisms of change in the living world. Prerequisites: BIO201 & ENG101
- BIO351 Immunology (w)** **credits: 3**  
 The biology of immunity in the recognition, elimination and resolution of antigen invasion. Prerequisites: BIO331 & ENG101 & high school chemistry
- BIO353 Cell Biology (w)** **credits: 3**  
 An in depth study of cell anatomy and physiology at the molecular level. Prerequisites: BIO201 & CHE211 & ENG101
- BIO355 Environmental Science** **credits: 3**  
 The course is an introduction to how nature works, how the environment has been and is being used and abused, and what you can do to protect and improve it for yourself and others, for future generations, and for other living things. Prerequisites: (NAT281A or PHY211) & (NAT281B or CHE211) & (NAT281C or ESC211)
- BIO409 Introduction to Electron Microscopy** **credits: 1**  
 An upper level laboratory course providing an introduction to the underlying theory, design, operation and practical application of an electron microscope. Prerequisite: BIO332 or BIO341 or BIO353
- BIO483 Senior Project** **credits: 2**  
 A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Natural Science major
- BIV111 Christian World View** **credits: 3**  
 Covers the nature of world views, the nature of the Christian world view, and comparison and critique of other world views.
- BIV132 Introduction to Sacred Scripture** **credits: 3**  
 Students learn the main persons and events of Sacred Scripture while exploring its primary themes as the historical and saving revelation of God centered in Jesus Christ. Students also gain initial skills in interpreting the Bible as a sacred text and applying it to contemporary life.
- BRSxxx Brass Lessons** **credits: 1**  
 Beginning through advanced brass instrument lessons. Prerequisite: Instructor's permission

**BUE262 Planning New Ventures****credits: 3**

Students interested in starting their own business or non-profit enterprise learn how to write and present a business plan, including market analysis, financial projections, and operating plan. This course is open to all Concordia University students.

**BUE311 Small Business Management****credits: 3**

This course provides students with an overview of the different tasks and responsibilities associated with the general management of a small business or non-profit enterprise. Topics include planning, organizing, leading, and controlling in the context of a small organization, as well as group dynamics and decision-making, conflict resolution, managing diversity, and organizational culture and effectiveness. Management's social and ethical responsibilities are examined. Challenges posed by the transition from entrepreneurial start-up to mature organizations are discussed. Special issues that arise in family owned and operated firms are also explored. Prerequisite: BUS262

**BUS101 Introduction to Business****credits: 3**

This course establishes a foundation for understanding American business. Students will gain knowledge of general business practices and topics including ethics, organizations, management, and marketing. Instructional software and a variety of communication channels are utilized. (Haab)

**BUS111 Leadership****credits: 3**

This course introduces students to key concepts in leadership, organization, and leadership theory. Students gain knowledge and understanding of the various qualities and characteristics of leaders and gain practice in analyzing a variety of situations for leadership structure and issues. Developing personal leadership skills is emphasized. (Haab)

**BUS251 Information Management & Technology****credits: 3**

This course builds the business student's understanding of the impact of information technology on organizations. It introduces students to a variety of topics including data management, telecommunications and networks, and the building of information systems while focusing on the key roles of decision making, ethics, and the impact of technology on capital and staff. (Haab)  
Prerequisites: BUS101 & Sophomore standing

**BUS311 Principles of Management (w)****credits: 3**

This course introduces the student to the fundamental principles and practices of management. After a brief historical review, the concepts of organizational culture, globalization, and social responsibility are examined. The basic functions of management—planning, organizing, leading and controlling are studied in depth. (Haab) Prerequisites: ENG101 & Junior standing

**BUS314 Administration of Human Resources I****credits: 3**

Explores the theoretical and empirical issues of human resource management in modern organizations. Includes human resource strategic planning, the legal environment, job analysis, recruiting, selection, and human resource information systems. (ADP)

**BUS321 Business Law****credits: 3**

Establishes a basic foundation for understanding business within the American legal system. It introduces the student to such topics as debtor-creditor relations, risk management, sales and leases, and negotiable instruments, with a concentration on crimes, torts, and business law. Emphasis is placed on contract law. (ADP and Haab) Prerequisites: BUS101 & Junior standing

**BUS331 Principles of Marketing****credits: 3**

This course introduces the student to the fundamental concepts and principles of marketing. The student will develop insights into the analysis of market opportunities, market segmentation, product and distribution planning, pricing strategies and the ethical and moral issues related to marketing's impact on society. (Haab) Prerequisite: BUS101 & Junior standing

**BUS332 Leadership in Marketing****credits: 3**

Introduces the fundamental concepts and principles of marketing, and how the marketing function provides leadership within organizations (both nonprofit and for profit). The analysis of market opportunities, market segmentation, pricing strategies, sales promotion and ethical/moral issues related to marketing's impact on society are addressed. (ADP)

**BUS353 Finance****credits: 3**

In this course, the student studies the financial management of a business firm. Students learn basic concepts of financing growth, the time value of money, cost of capital, capital budgeting, break-even analysis, financial analysis and forecasting, and maximizing value of the firm. (Haab) Prerequisites: ACC202 & ECO200 & Junior standing & admission to Haab School of Business & Management

**BUS356 Organizational Behavior****credits: 3**

This course introduces the student to the study and analysis of behavior in organizations as it relates to the practice of management. Interdisciplinary in nature, through this course the student will gain knowledge and understanding of group dynamics and decision making, managing diversity, conflict resolution, leading change, and organizational culture and effectiveness. Emphasis is placed on understanding individual behavior within group and organizational processes. (Haab)  
Prerequisites: BUS311 & Junior standing & admission to the Haab School of Business & Management

**BUS357 Human Resource Management****credits: 3**

Students learn the key concepts in building and maintaining the human resource function in business. Topics covered include human resource planning, job analysis, compensation systems, employee recruitment and retention, and performance management

and analysis. The course is framed within the legal and ethical issues facing management today. (Haab) Prerequisites: BUS101 & COM202 & Junior standing

**BUS358 Operations Management** **credits: 3**

This course details the planning, coordination, and execution of activities that create goods and services. Students will gain knowledge of the methods for designing and improving operational functions, their systems, and the processes necessary for the efficient delivery of goods and services to customers. Topics include enterprise resource planning, forecasting, facility layout, inventory management, lean manufacturing, and total quality control. (Haab) Prerequisites: MAT261 & BUS311 & Junior standing & admission to the Haab School of Business & Management

**BUS360 Consumer Behavior** **credits: 3**

The nature of consumer behavior is studied from a sociological and marketing perspective. Determinants of consumer response are examined with emphasis on demographic variables. Junior standing or higher is required. (Haab) Prerequisites: BUS331 and INS181 or SOC101 or SOC211

**BUS362 Public Relations** **credits: 3**

This course provides a framework for understanding the principles and practices essential to public relations and the techniques utilized to establish and maintain communication with an organization's various publics. Prerequisite: Admission to HAAB School of Business & Management and Junior Level Standing.

**BUS402 Research Methods** **credits: 3**

Introduces students to the reflective activity called research. It allows them to identify a problem, to design/apply analytical tools, and to report results. (ADP) Prerequisites: GST150 and GST151 and MAT105 or MAT106

**BUS410 Advertising** **credits: 3**

Covers advertising from a social and economics benefits perspective. Creative and business functions are considered in respect to the study of the consumer and product. (Haab)

**BUS412 Management & Supervision** **credits: 3**

Provides a basic understanding of the role and functions of managers, including the principles, concepts, and techniques used to carry out their work. Topics include: planning, decision making ethics, organizing, leading, controlling, problem-solving, and team building. (ADP)

**BUS420 Marketing Research** **credits: 3**

Builds knowledge and understanding to the basic components of marketing research, from problem definition and research design to data collection, analysis, and reporting. Case studies, ethics, and current events frame the course. (Haab) Prerequisite: BUS331

**BUS440 Organizational Behavior** **credits: 3**

Reviews the organizational aspects of society including relationships among individuals and groups. Incorporates a systems approach to understanding work relationships by contrasting individual needs, traits and abilities with organizational structure, goals, and cultures. (ADP)

**BUS450 Leadership Theory** **credits: 3**

Students will examine leadership theories including servant leadership. Issues include perspectives of effective leadership behavior, leadership traits and skills, self-analysis of leadership traits, and an overview of changing demands of leadership. (ADP) Prerequisite: BUS412

**BUS451 Global Dimensions of Business** **credits: 3**

Examines the principles and practices of business and management in an increasingly global environment. The student will gain understanding of the concepts underlying international trade and communications such as exchange rates, e-business, risk, and managing across cultures. The impact of socio-political, ethical, environmental, and legal issues on international and domestic firms is studied. (Haab) Prerequisites: BUS353 & BUS356 & Senior standing & admission to Haab School of Business & Management

**BUS460 Ethical Decision Making & Leadership** **credits: 3**

Develops the students' knowledge of the strategic decision making process while incorporating leadership theory and practice within the frame of business ethics. The student will gain knowledge and understanding of the foundations and interdisciplinary aspects of decision making in institutions, analyze leadership issues and roles, and explore the ethical dimensions of social responsibility and behavior. (Haab) Prerequisites: BUS356 & Junior standing & admission to the Haab School of Business & Management

**BUS465 Business Policy** **credits: 3**

This capstone course is designed to help students integrate the functional expertise they have developed in areas such as accounting, finance, marketing, and operations management. Concepts and tools acquired from these functional areas, together with the students' personal values, provide the foundation for approaching strategic organizational problems from a holistic and socially responsible perspective. (Haab) Prerequisites: BUS353 & BUS460 & Senior standing & admission to the Haab School of Business & Management



**BUS482 Senior Project Proposal****credits: 1**

The senior project proposal is the first stage of the individualized capstone experience for the business student, the senior project. Through development of the senior project proposal, the student gains knowledge and understanding of project conceptualization and design, and demonstrates the ability to synthesize and apply business knowledge. (Haab) Prerequisites: Junior standing & admission to the Haab School of Business & Management

**BUS483 Senior Project****credits: 1**

The senior project is a capstone experience in which the student combines research with practical implementation of business theories and concepts. For the senior project, the student will implement his or her senior project proposal, analyze results, and conduct a public presentation of the project. (Haab) Prerequisites: BUS482 & BUS490 & Senior standing & admission to the Haab School of Business & Management

**BUS484A Senior Project I****credits: 1**

Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part one of the seven chapter senior project. (ADP) Prerequisites: GST150 and GST151

**BUS484B Senior Project I****credits: 1**

Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part one of the seven chapter senior project. (ADP) Prerequisites: GST150 and GST151 and BUS484A

**BUS485 Senior Project II****credits: 3**

Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part two of the seven chapter senior project. (ADP) Prerequisites: BUS485 and BUS402

**BUS490 Business Internship****credits: 3**

The internship is an applied business experience in which the student works on-site at a business, nonprofit, or government organization. It provides an integrative experience enabling the student to blend his/her business education in a work situation with assigned tasks and responsibilities. Site work provides the framework and written analysis of the organization and duties extend the student's learning. (Haab) Prerequisites: Junior standing & admission to the Haab School of Business & Management

**BUS490A Business Internship Proposal****credits: 1**

The internship proposal is the development stage of the student's business internship. The internship proposal process will give the student a realistic job search experience, from developing a target job list through negotiating an acceptable employment contract. Prerequisites: Admission to the HAAB School of Business & Management and Junior level class standing.

**CHE205 Chemistry of Living Systems****credits: 4**

This biochemistry course is designed for the liberal arts student in either biology or chemistry covering: organic chemistry, amino acids, enzymes, carbohydrates, lipids, proteins, and metabolism. Prerequisite: NAT281B or CHE211

**CHE211 Chemistry I****credits: 4**

This general college chemistry course covers atomic theory, chemical bonding and structures, quantitative relationships, and phase changes. Prerequisite: Sufficient high school chemistry & algebra or instructor's permission

**CHE212 Chemistry II****credits: 4**

Students explore electro-chemistry, kinetics, thermo chemistry, equilibria, organic, nuclear chemistry, and chemistry of metals. Prerequisite: CHE211

**CHE321 Organic Chemistry I****credits: 4**

Introduction to basic concepts of organic chemistry and synthesis and reactions of organic molecules. Study of nomenclature, composition, structure and behavior of carbon compounds: hydrocarbons, alcohols, ethers, epoxides, aldehydes and ketones, carboxylic acids and amines. Prerequisite: CHE212

**CHE322 Organic Chemistry II****credits: 4**

A continuation of CHE321 that completes the customary year-long foundation in organic chemistry for science majors and health professions. Topics include spectroscopy, nucleophilic substitution and condensation reactions, aromatic and heterocyclic compounds, stereochemistry and biomolecules. Prerequisite: CHE321

**CHE483 Senior Project****credits: 2**

A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Natural Science major

**CHO201 Concordia Choir****credits: 1**

Performance opportunity in mixed choir literature of all periods and styles. Conducts annual tours. This course is repeatable. Auditions are required for placement.

- CHO211 Concordia Chorale** **credits: 1**  
Performs weekly for chapel. Open to all interested students. This course is repeatable.
- CJA362 Criminology & Deviance** **credits: 3**  
Introduces students to crime understood as a form of deviance. Theories of deviance, social control, crime, and criminality are used to examine both the nature of crime and the patterns of criminality in contemporary society. (ADP)
- CJA372 Dimensions in Criminal Justice** **credits: 3**  
Examines the dynamics of the five major components of the Criminal Justice Administration major with emphases on the sociology of criminal justice and on ethical issues in criminal justice. (ADP)
- CJA405 Law Enforcement & Police Services** **credits: 3**  
Encompasses a study of the history of modern policing, the role of law enforcement in today's society, and current issues in law enforcement and policing. (ADP)
- CJA411 Criminal Law & Procedure** **credits: 3**  
Provides an understanding of the structure of the court systems, criminal procedure from arrest through appeal, the elements of significant criminal offenses, and issues relating to criminal responsibility. (ADP)
- CJA425 Corrections** **credits: 3**  
Examines the evolution of incarceration in America with an understanding that present and future events in corrections are firmly rooted in what has been learned from the past. (ADP)
- CJA432 Juvenile Justice Process** **credits: 3**  
Examines the theory, law, policy and application aspects of delinquency and juvenile justice, which is seen as a complex and changing phenomenon. (ADP)
- CJA440 Contemporary Issues in Criminal Justice** **credits: 3**  
Reviews the major trends, issues, and current thought regarding contemporary criminal justice. Course content will vary according to student and instructor interest. (ADP)
- CJA450 Supervision & Leadership** **credits: 3**  
Examines and contrasts the dynamics of supervision and leadership with the intent of preparing the student to meet and accept the challenges of mid-level management positions. (ADP)
- CJA484A Senior Project I** **credits: 1**  
Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part one of the seven chapter senior project. (ADP) Prerequisites: GST150 and GST151
- CJA484B Senior Project I** **credits: 1**  
Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part one of the seven chapter senior project. (ADP) Prerequisites: GST150 and GST151 and CJA484A
- CJA485 Senior Project II** **credits: 3**  
Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part two of the seven chapter senior project. (ADP) Prerequisites: CJA484A and CJA484B and BUS402
- CJA490 Criminal Justice Internship** **credits: 3**  
Designed to provide on-site experience and career exposure to students seeking a career in the criminal justice field or a career change. (ADP) Prerequisites: CJA372 and CJA405 or CJA411 or CJA425 or CJA432
- COM201 Speech Communication** **credits: 3**  
Introduces the principles and practices of effective speech communication. Students will gain confidence in communicating in a variety of situations.
- COM202 Business Communication** **credits: 3**  
Examines the complex interactions occurring in various business contexts, focusing on ethical preparation and execution of professional communication tasks. Students will learn and practice skills and processes necessary to be effective on the job: leading meetings, listening, interviewing, communicating good news and bad news, writing business letters and reports, persuasive presentations, and electronic communication.
- COM203 Intro to Organizational Communication** **credits: 3**  
Introduces learners to communication in organizations, including relevant theories, technologies, leadership, teamwork, diversity, global organizations, and ethics. It surveys theoretical frameworks, empirical literature, and requisite skills and knowledge sets associated with effective organizational communication. (ADP)

- COM301 Persuasive Communication** **credits: 3**  
 Explores various theories and methods of persuasion and examine various forms of persuasive messages: from electronic advertising to public speaking. Students' present persuasive speeches applying sound principles of ethical, logical and emotional proofs; students also develop critical listening skills and an audience-centered delivery style. Prerequisite: COM201
- COM303 Communication Theory** **credits: 3**  
 An interdisciplinary study of scholarly interpretations of the communication process. Students will review selected humanistic and scientific theories. The course will examine multidisciplinary perspectives to consider the connection between theory and our understanding of the human communication process. (ADP)
- COM323 Oral Reading of the Bible** **credits: 2**  
 A study and analysis of various types of literature in the Bible as they affect the oral reader's interpretation of the text, with practice in reading selected passages. Prerequisite: COM321
- COM325 Storytelling & Oral Histories (w)** **credits: 3**  
 This course examines the art of storytelling and oral histories as communication. Particular attention is given to storytelling and oral histories as cross-cultural communication. Students define criteria for selecting and evaluating folk tales and fairy tales for performance. This course also introduces the student to ethical methods of collecting, transcribing and performing oral histories. Prerequisites: ENG101 & COM201
- COM332 Mass Communication** **credits: 3**  
 Examines the development, organization, structure, management and future of the mass media. Attention is given to the influence of the media upon society and culture.
- COM334 Negotiation, Argumentation, & Debate** **credits: 3**  
 Explores fundamental principles of negotiation, argumentation, and debate: logical reasoning, critical thinking, and tests of evidence. Students will develop skills in research and case building, refutation, negotiation skills, and extemporaneous speaking. Prerequisite: COM201
- COM355 Interpersonal Communication** **credits: 3**  
 Explores the role that communication plays in developing, maintaining, and ending relationships (male/female communication, friendships, marital communication). Students study various theories of interpersonal communication, and develop effective communication skills such as active and empathic listening, supportiveness, appropriate self-disclosure and conflict management. Prerequisite: COM201 or LAN282
- COM356 Organizational Writing & Publishing** **credits: 3**  
 Covers all forms of writing and publishing for organizations with emphasis on impacting and defining internal and external communication and culture. Topics include analyzing and conceptualizing organizational issues, identifying and developing key arguments, choosing the appropriate audience adaptation, overcoming typical problems in writing articles, how to review and edit manuscripts, and the process of publishing. (ADP) Prerequisite: COM203
- COM405 Public Relations** **credits: 3**  
 Introduces the practical arts of market/audience research and analysis, campaign development, image and text design, media relations, crisis management, and communication ethics. Students will study public opinion research, media relations, public communication campaigns, consumer identity, and representational ethics. (ADP) Prerequisite: COM203
- COM441 Systems Thinking & Design** **credits: 3**  
 Focuses on the design and management of system dynamics modeling for the analysis of business strategy and policy. Students will examine various tools that can be used to accelerate learning throughout the organization. The emphasis is on systems for organizational problem solving, the science of feedback, models to understand issues such as fluctuating sales, market growth, tracking reliability of forecasts and the rationality of decision making. (ADP) Prerequisite: COM303
- COM445 Conflict Management** **credits: 3**  
 Increases awareness, develops skills, and helps students to gain knowledge of constructive conflict management processes and approaches. Students will examine the nature of conflict and how conflict functions interpersonally and in organizations. Students will examine several models of conflict resolution, ways to transform conflict into cooperation and/or collaboration, and ways to select approaches to conflict management. (ADP)
- COM483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- COM490 Communication Internship** **credits: 1**  
 Supervised work with a local business, church or agency. Available to senior semester, communication majors only. Arrangements for internships must be made one semester in advance. Prerequisite: Instructor's permission
- CRJ362 Criminology** **credits: 3**  
 This course will be an exploration of crime and criminality and their effects on society. Further study gives a broad overview of criminological theory and an introductory look into delinquency. (Traditional) Prerequisite: SOC101 or INS181

- CRJ372 Dimensions in Criminal Justice** **credits: 3**  
 Designed to provide an introduction to the various dimensions of the criminal justice system, including, but not limited to: the various branches of the criminal justice system, the legal system, and contemporary issues related to the field. (Traditional)  
 Prerequisite: SOC101
- CRJ405 Law Enforcement & Police Services** **credits: 3**  
 Encompasses a study of the history of modern policing, the role of law enforcement in today's society, and current issues in law enforcement and policing. (Traditional)
- CRJ411 Criminal Law & Procedure** **credits: 3**  
 Assists the student in understanding the structure of the court systems, criminal procedure from arrest through appeal, the elements of significant criminal offenses, and issues related to criminal responsibility. (Traditional)
- CRJ425 Corrections** **credits: 3**  
 Examines the evolution of incarceration in America with an understanding that present and future events in corrections are firmly rooted in what has been learned from the past. (Traditional)
- CRJ432 Juvenile Justice Process** **credits: 3**  
 Examines the theory, law, policy and application aspects of delinquency and juvenile justice, which is seen as a complex and changing phenomenon. (Traditional)
- CRJ440 Contemporary Issues in Criminal Justice** **credits: 3**  
 Reviews the major trends, issues, and current thought regarding contemporary criminal justice. Course content will vary according to student and instructor interest. (Traditional)
- CRJ483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to solve a work-based issue that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. (Traditional)  
 Prerequisites: Senior standing
- CRJ490 Criminal Justice Internship** **credits: 3**  
 Supervised work with a local business or agency. (Traditional) Prerequisite: Instructor's permission
- CRJ495 Independent Study in Criminal Justice** **credits: 1**  
 Senior level independent study.
- CSC351 Computer Science I** **credits: 3**  
 Students explore elementary computer science concepts such as algorithm development, data types, and structured programming using C++. Every student is expected to work at least three hours per week outside of class with a computer. Prerequisite: MAT111 or MAT112
- ECE201 Foundations of Early Childhood Ed** **credits: 3**  
 Provides an overview of purposes, philosophy, programs, and issues related to the care and education of children (ages birth through eight) including 'developmentally appropriate practices,' professionalism, and ethical standards.
- ECE310 Assessment of Young Children** **credits: 3**  
 Purposes and techniques of formal and informal assessment, including observation, analysis and reporting of results; the application of assessment data in planning developmentally appropriate activities for children. Prerequisite: Admission to the School of Education: Elementary
- ECE320 Planning Instruction for Young Children** **credits: 2**  
 Creation and evaluation of curriculum and instructional units and activities that are developmentally appropriate for young children; curricular integration to support physical, social, emotional, language, cognitive, spiritual and aesthetic development. Prerequisite: Admission to the School of Education: Elementary
- ECE345 Emergent Literacy** **credits: 2**  
 Research-supported theories, philosophy and teaching strategies aimed at supporting the young child's emergent reading, writing, speaking and listening behaviors; selecting and using high-quality picture books. Includes 10 hours supervised clinical experiences. Prerequisite: EDU341
- ECE405 Early Childhood Education Program Admin** **credits: 3**  
 Skills and understandings needed to provide effective leadership for child care centers and preschool programs, including budgeting and finances, health and safety issues, staff management, licensing processes, and ongoing program improvement. Prerequisite: Admission to the School of Education: Elementary
- ECE410 Learning through Creative Activities** **credits: 3**  
 Use of the fine arts, including music, art, movement and dramatic play, as a central and integrating component of the curriculum for young children. Includes 20 hours of supervised clinical experience. Prerequisite: ECE320 (May be taken concurrently)

- ECE415 Partnerships for Early Childhood Educ** **credits: 3**  
 Research and strategies related to strengthening the school/family/community partnership, including communication, shared decision-making, identification of services, and parenting skills. Prerequisite: Admission to the School of Education: Elementary
- ECE420 Math and Science for Young Children** **credits: 2**  
 Current research, theories and practices regarding the early development of mathematical understandings and scientific reasoning; strategies for supporting children's exploration and understanding of the world through inquiry-based, hands-on activities. Includes 10 hours of supervised clinical experience. Prerequisite: ECE320 (May be taken concurrently)
- ECE450 Early Childhood Practicum** **credits: 1**  
 A one-week, full time clinical experience in a licensed infant/toddler child care program. Prerequisite: Successful completion of 50% of Early Childhood Education minor (Dean of the School of Education's permission)
- ECO200 Economics** **credits: 3**  
 In this course, students will gain knowledge and understanding of basic principles and theories of macro and microeconomics. Key topics covered include the laws of supply and demand, the business cycle, inflation, unemployment, economic growth, competition, oligopoly, and monopoly. Prerequisite: MAT111
- ECO201A Microeconomics** **credits: 3**  
 Provides a basic overview of economic theory and microeconomic topics including supply and demand, the nature and types of competition, and the role of the government in the markets. (ADP) Prerequisite: MAT105 or MAT106 or MAT111
- ECO202A Macroeconomics** **credits: 3**  
 Provides a basic overview of macroeconomics including the determination of economic growth and employment, fiscal and monetary policy, and international trade. (ADP) Prerequisite: ECO201A
- ECO331 International Economics** **credits: 3**  
 This course traces the development of theories of international trade and finance. Students consider critiques of modern approaches to balance of payments. Domestic and foreign disturbances of equilibrium are analyzed. Prerequisite: ECO200
- ECO395 Independent Study in Economics** **credits: 1**  
 Junior level independent study.
- EDU220 Foundations of Education** **credits: 4**  
 By investigating historic and current understandings of learning and schooling within a multicultural society, the future teacher will construct a foundation for reflective teaching and decision making.
- EDU225 Foundations of Music Education** **credits: 1**  
 Students gain an overview of methodologies, history, and practical application of music education.
- EDU301 Adapting for Diversity** **credits: 2**  
 Acquisition of tool skills, concepts and constructs to: assess and understand diversity in schools and their communities; and adaptively address dimensions of diversity which have dynamic implications for planning instruction.
- EDU302 Adapting for Exceptionalities** **credits: 2**  
 The goal of this course is demonstrated awareness, knowledge and empathy for exceptional individuals so that professionals may serve their needs in the most effective and appropriate ways possible.
- EDU321 Professional Practices in Art Education** **credits: 1**  
 Teacher candidates are introduced to strategies for advocacy for the arts, professional development requirements and professional practices.
- EDU322 Philosophy of Art Education** **credits: 1**  
 Teacher candidates study, evaluate, and respond to the history and philosophy of art education in America from 1880 to the present.
- EDU325 Choral Methods** **credits: 2**  
 Students will develop knowledge and skills to teach diverse learners of all ages, using appropriate teaching practices for choral music instruction. Prerequisites: MUS222, Pass Keyboard proficiency and Basic Music Skills exam.
- EDU326 Instrumental Music Methods** **credits: 2**  
 Students will develop knowledge and skills to teach diverse learners of all ages, using appropriate teaching practices for instrumental music. Prerequisites: MUS222, pass Keyboard Proficiency Exam, and pass MTTC Basic Music Skills Exam
- EDU340 Elementary Curriculum & Instruction** **credits: 3**  
 The structures of elementary disciplines, curriculum alignment and standards, differentiating instruction, designing instruction for understanding, visually representing information and ideas, and the use of related supporting technologies. Prerequisite: Admission to the School of Education.

- EDU341 Literacy & Literature for Children** **credits: 4**  
Developing readers and writers through literature-based reading instruction and the writing process; balanced word recognition, comprehension and vocabulary strategies; formal and informal assessment; teaching of the language arts. Prerequisite: Admission to the School of Education.
- EDU342 Reading & Writing with Diverse Learners** **credits: 2**  
Adapting literacy instruction and use for diverse learners; identifying reading problems, determining contributing factors, and planning corrective instruction; classroom management which supports learning. Prerequisite: Admission to the School of Education: Professional Semester
- EDU345 Secondary Curr & Inst: Adolescent Learn** **credits: 1**  
By using the knowledge of how adolescents develop and learn, the future teacher will develop proficiencies in adapting instructional strategies to address adolescent perceptions and learning behaviors.
- EDU362 Teaching the Writer's Craft** **credits: 3**  
Focuses on curriculum, methods, and materials used to teach and assess writing in elementary schools with an emphasis on the writing process. Prerequisites: EDU340 & EDU341
- EDU364 Teaching English Language Learners** **credits: 3**  
Participants in this course will explore the ESL National and State Standards, as well as effective program models and program components for English language learners. In addition, students will gain an understanding of second language and literacy development, assessment strategies and culturally responsive pedagogy. Prerequisites: EDU340 & EDU341
- EDU408 Teaching the Christian Faith (w)** **credits: 2**  
Students will prepare and evaluate objectives, strategies, and materials for teaching the faith to Lutherans and non-Lutherans through lessons, through integrating the faith across the curriculum, and through worship. Prerequisites: ENG101 & (REL241 or REL242)
- EDU422 Curr & Inst: Social Studies Education** **credits: 2**  
Students utilize social studies instructional methods useful in elementary classrooms. Prerequisite: Admission to the School of Education: Elementary
- EDU423 Curriculum & Inst: Science Education** **credits: 2**  
Teacher candidates analyze and evaluate elementary school science materials and curriculum. Current laboratory materials and teaching aids are used to develop projects in elementary science education. Prerequisite: Admission to the School of Education: Elementary
- EDU424 Curriculum & Inst: Mathematics Education** **credits: 2**  
This course focuses on curriculum, methods and materials used to teach mathematics in elementary schools. Prerequisite: Admission to the School of Education: Elementary
- EDU425 Curriculum & Inst: Music Education** **credits: 2**  
Students discover principles, methods, and materials for teaching music in the elementary classroom. Prerequisite: Admission to the School of Education: Elementary
- EDU426 Curriculum & Instruction: Art Education** **credits: 2**  
Development of competence and resources for visual arts advocacy and the well-aligned and well-differentiated integration of a discipline-based approach to art education across the curriculum. Prerequisite: Admission to the School of Education: Elementary
- EDU427 Curr & Inst: Health & Physical Education** **credits: 2**  
This course will help you understand, recognize, analyze and demonstrate a range of teaching skills and also understand the "skill theme approach" to children's physical education curriculum. Prerequisite: Admission to the School of Education: Elementary
- EDU431 Secondary Reading (w)** **credits: 3**  
Students are acquainted with reading through the content areas in the secondary curriculum. Content area structures, reading applications and teaching strategies are presented. Prerequisites: ENG101 & admission to the School of Education: Secondary
- EDU436 Sec Curr & Inst: Community/Class Mgmt** **credits: 2**  
This professional semester course engages students in an overview of legal, ethical and other educational issues in secondary school learning communities including an examination of classroom and student management strategies. Prerequisite: Admission to the School of Education: Professional Semester: Secondary
- EDU441 Directed Teaching: Elementary Education** **credits: 12**  
Developing candidate design, delivery and reflective assessment of authentic, complex patterns of teaching performances across the curriculum that are well-aligned, well-differentiated, and have a positive effect on student learning. Prerequisite: Admission to the School of Education: Professional Semester: Elementary

- EDU445 Office of the Christian Teacher** **credits: 2**  
 Students explore the role of the professional educator in the Lutheran school system. Special emphasis is given to the ministry of the Lutheran teacher, the call and placement process, staff relationships, and the role of the teacher in the total parish program. Prerequisite: Admission to the School of Education, Professional Semester (LTD students)
- EDU446 Directed Teaching: Secondary Education** **credits: 12**  
 Developing candidate design, delivery and reflective assessment of authentic, complex patterns of teaching performances across the curriculum that are well-aligned, well-differentiated, and have a positive effect on student learning. Prerequisite: Admission to the School of Education: Professional Semester: Secondary
- EDU450 Teaching Art at the Elementary Level** **credits: 5**  
 Addresses the pedagogical and practical considerations of teaching art at the lower and upper elementary levels with a well-aligned and well-differentiated integration of a discipline-based approach to art education across the curriculum. Prerequisite: Admission to the School of Education: Professional Semester: Visual Arts Education K-12
- EDU452 Teaching Art at the Secondary Level** **credits: 5**  
 Addresses the pedagogical and practical considerations of teaching art at the secondary level with a well-aligned and well-differentiated integration of a discipline-based approach to art education across the curriculum. Prerequisite: Admission to the School of Education: Professional Semester: Visual Arts Education K-12
- EDU461 Secondary English/Language Arts Methods** **credits: 3**  
 Students gain a background in content, methods and materials for teaching English and Language Arts in the secondary school. Prerequisite: Admission to the School of Education: Secondary
- EDU462 Secondary Social Science Methods** **credits: 3**  
 Students explore secondary social science instruction as it relates to goal determination, strategies and materials, implementation of teaching models and evaluation. Prerequisite: Admission to the School of Education: Secondary
- EDU463 Secondary Science Methods** **credits: 3**  
 This course focuses on the methods and materials for secondary science teaching, the nature of secondary students, secondary science curricula, scientific processes and inquiry, textual materials, course and lesson planning, budgeting, materials management and professional growth. Prerequisite: Admission to the School of Education: Secondary
- EDU464 Secondary Mathematics Methods** **credits: 3**  
 This course focuses on the methods and materials for secondary mathematics teaching including: the nature of secondary students, secondary mathematics curricula, textual materials, course and lesson planning and professional growth. Prerequisite: Admission to the School of Education: Secondary
- EDU465 Secondary Music Methods** **credits: 3**  
 Students examine methods, materials and principles for organization of music courses and activities in Junior and Senior high schools. Prerequisite: Admission to the School of Education: Secondary
- EDU467 Secondary Physical Education Methods** **credits: 3**  
 This course provides a methodological approach to teaching physical education. Attention is devoted to understanding the growth and development of the student for curriculum development, program planning, and instructional techniques. Prerequisite: Admission to the School of Education: Secondary
- EDU468 Methods in Teaching World Languages** **credits: 3**  
 This course focuses on the principles for teaching foreign language courses including: the nature of student learning, research in second language acquisition, instructional planning, delivery and assessment, textual materials, and the role of culture and its impact on language learning. This course accommodates both elementary and secondary language students in age-appropriate and culturally authentic experiences. Prerequisite: Admission to the School of Education: Secondary
- EDU469 Secondary Speech/Communication Methods** **credits: 3**  
 This course focuses on the principles for teaching secondary speech and communication courses including: the nature of student learning, communication curricula, instructional strategies, textual materials, course and lesson planning and professional growth. Prerequisite: Admission to the School of Education: Secondary
- EDU472 Elementary Music Methods** **credits: 3**  
 Students discover principles, methods, and materials for teaching music in the elementary classroom. Prerequisite: Admitted to the School of Education: Music Education K-12
- EDU473 Secondary Music Methods** **credits: 2**  
 Students examine methods, materials and principles for organization of music courses and activities in Junior and Senior high schools. Prerequisites: Admission to the School of Education, EDU472.
- EDU483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission

- EMG201 Emergency Medical Tech Basic I** **credits: 5**  
Together with EMT 202 Emergency Medical Technician Basic II, EMT201 provides the information and experience necessary to prepare the student to take the State of Michigan EMT-Basic licensing examination. (ADP)
- EMG231 Paramedic I** **credits: 10**  
EMG231 is the first course in the sequence of EMG231-EMG234, which together provide the information and experience necessary to prepare the student to take the State of Michigan Paramedic licensing examination. (ADP)
- EMG301 Inter-Disciplinary Incident Command** **credits: 3**  
Introduces the concepts and principles of the Incident Command System (ICS). Topics include a brief history of the ICS, the ICS central organization, incident facilities, incident resource management, and the ICS assignments and implementations issues. (ADP)
- EMG324 Emergency Preparedness** **credits: 3**  
Explores readiness operations and issues at both a micro and macro level. Focus is on emergency preparedness plans for various types of emergencies, such as natural disasters, bomb threats, accidents, and workplace violence. (ADP)
- EMG442 Current Issues in Emergency Management** **credits: 3**  
Covers the background, components, operations, and current issues of the emergency management discipline and practice. Topics include mitigation, response, recovery, preparedness, crisis communication, and the new terrorist threat. (ADP) Prerequisite: EMG324
- ENG101 English Composition** **credits: 3**  
This course is designed to help students refine their writing style. Group and written work promote skills in critical reading, peer editing and revising. The students develop strategies for researching and for effectively incorporating source material into their writing. A research paper is required.
- ENG202 Literary Genre & Interpretation** **credits: 3**  
Students develop interpretive strategies in a variety of genres by reading major texts from a variety of periods and cultures. The course emphasizes understanding the purpose of literature in a culture and in one's personal growth. Prerequisite: ENG101
- ENG224 Creative Writing: Poetry** **credits: 1**  
Students will read and write poetry, assessing the effects of style, technique and words choices that they, their fellow students and published poets have made in their poetry.
- ENG301 Advanced Composition (w)** **credits: 3**  
Students examine various aspects of persuasion while continuing to develop an effective, lucid style. Prerequisites: ENG101 & Sophomore standing
- ENG302E Creative Writing: Fiction** **credits: 1**  
A workshop course in the nature and techniques of fiction writing. Students will read from an anthology in order to find models for their own writing, as well as read and critique one another's work. At the end of the course, students compile their writing into a portfolio with introduction.
- ENG315 Contemporary Mosaic** **credits: 3**  
Students read selections that highlight contemporary American ethnic and minority perspectives. The readings in fiction, drama, and poetry broaden students' understanding and appreciation of the rich variety within the American experience. Prerequisite: ENG101
- ENG321 The English Language** **credits: 3**  
This course offers a study of the principles and phenomenon of language through an introduction to the fundamentals of linguistics, the phonetics, morphology, syntax, and semantics, followed by an examination of English Language from 900 to present. Prerequisite: ENG101
- ENG332 Shakespeare (w)** **credits: 3**  
Study 10-12 representative plays, including histories, comedies, and tragedies. Develop an appreciation of Shakespeare's art and thought. Close, careful reading will increase the student's analytical and interpretative skills. Prerequisite: ENG101
- ENG337 British Literature I** **credits: 3**  
Students will examine a variety of significant British literary texts from the medieval period to the late eighteenth century, with particular attention to critical methods and historical contexts. Prerequisite: ENG101 and ENG202
- ENG338 British Literature II** **credits: 3**  
Students will examine a variety of significant British literary texts from the late eighteenth to the early twenty-first centuries, with particular attention to critical methods and historical contexts.
- ENG343 American Literature (w)** **credits: 3**  
A survey of American writers with emphasis on major authors in the context of selected alternative voices. Prerequisite: ENG202



- ENG350 World Literature** **credits: 3**  
This course introduces students to literature written in languages other than English. The texts for the course-which include poetry, fiction, drama, and other prose forms-are read in translation, and issues of geography, history, and culture, as well as literary form and device, will be emphasized.
- ENG483 Senior Project** **credits: 1**  
Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- ENG491 Seminar in Literature** **credits: 3**  
Students engage in an intensive study of a topic, author, period, or genre. Subject matter will change from year to year and will generally be announced prior to early registration.
- ENS201 Wind Ensemble** **credits: 1**  
Study and performance of band literature of all periods and styles. Conducts annual tours. Formerly INS201. This course is repeatable.
- ENS211 Low Brass Ensemble** **credits: 1**  
Performance opportunity in low brass ensemble literature of all periods and styles. This course is repeatable.
- ENS221 Jazz Ensemble** **credits: 1**  
Study and performance of contemporary jazz literature. Performance opportunities will be through concerts and tour. Formerly INS221. This course is repeatable.
- ESC201 Physical Geology** **credits: 3**  
The earth's crust and its constituents. Geological processes. Common rocks and minerals, and topographic map study. (Students are responsible for field trip expenses.)
- ESC211 Principles of Physical Geography** **credits: 3**  
This is an introductory course in physical geography. Primary attention is given to earth-sun relations, climate, landforms and map interpretation. (Students are responsible for field trip expenses.)
- ESC310 Meteorology** **credits: 3**  
This course offers a study of the meteorological elements, the instruments that measure them, and the processes that control them.
- ESC483 Senior Project** **credits: 2**  
A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Natural Science major
- FAM311 Family Dynamics & Resource Mgmt (w)** **credits: 3**  
This course will provide students with an awareness of basic family theory as a tool for understanding family strengths and weaknesses, how family members relate to one other, and how families make decisions regarding developing and allocating resources. Prerequisites: ENG101 & two of the following courses: PSY211, PSY212, SOC345
- FAM321 Parent Education & Guidance (w)** **credits: 3**  
The purpose of this course is to provide students with an understanding of the general philosophy and broad principles of family life education in conjunction with the ability to plan, implement, and evaluate such educational programs. Prerequisites: ENG101 & (PSY211 or PSY212)
- FAM331 Observation Infant/Toddler Development** **credits: 3**  
Designed to provide an in depth study of children from conception through age 30 months using observational and objective documentation skills. Prerequisites: PSY101 & PSY211
- FAM332 Observation Preschool/Young Child Devel** **credits: 3**  
Designed to provide an in depth study of children aged 30-60 months using observational and objective documentation skills. Prerequisites: PSY101 & PSY211
- FAM333 The Hospitalized Child** **credits: 3**  
Provides fundamental skill in helping children and families cope with the stress of a health care experience through the role of the child life specialist as a member of the health care team. Prerequisites: PSY211 & PSY212
- FAM334 Therapeutic Interventions/Hosp Child** **credits: 3**  
Provides an introduction to theory and practice in helping children through play, coping and comfort techniques, as well as activity planning and adapting activities to the hospital environment through the role of the child life specialist as a member of the health care team. Prerequisite: FAM333
- FAM335 Child Life Specialist Seminar** **credits: 2**  
Provides skills for nurturing oneself while providing effective professional care to others.

- FAM390A Fieldwork IA** **credits: 3**  
 Students will spend 120 hours each semester in a supervised volunteer position at a local non-profit agency that provides support for families. Prerequisites: PSY211 & PSY212 & SOC345 & instructor's permission
- FAM390B Fieldwork IB** **credits: 3**  
 Students will spend 120 hours each semester in a supervised volunteer position at a local non-profit agency that provides support for families. Prerequisite: FAM390A & instructor's permission
- FAM411 Family Law & Public Policy** **credits: 3**  
 This course provides an understanding of the legal definition of the family and examines the laws which affect the status of the family. Historical development of laws relating to marriage, divorce, family support, child custody, child protection and rights, and family planning will be examined.
- FAM421 Family Life Education Methodology** **credits: 3**  
 This course enables students to develop knowledge of the scope, trends, and current issues in family life education methodology, as well as the opportunity to demonstrate the use of methods and materials. Prerequisites: PSY211 & PSY212
- FAM430 Foundations of Youth Ministry** **credits: 3**  
 Explores Biblical foundations for youth ministry. It will help students experience several youth ministry philosophies and challenge them to form their own definition and philosophy. The student will also define the role of the home and parents youth ministry programming and apply intergenerational programming design.
- FAM431 Youth Culture** **credits: 3**  
 Students explore the youth culture in America, ways to help teens in crisis, ways to stay current on youth culture issues, and learning the importance of building relationships with teens and parents. Students will also explore strategies to reach out and minister to youth in the community, apply theology to contemporary issues, and to set up policy to protect teens and adults from misconduct or false accusation.
- FAM432 Youth Ministry Administration** **credits: 3**  
 Students explore youth ministry administration as it applies to the local congregation. Students learn to develop short and long term planning skills, recruit and train volunteers, and manage youth budgets. The course will also explore change, leadership skills, and professional liability issues. Prerequisite: Sophomore standing.
- FAM433 Youth Ministry Seminar** **credits: 2**  
 Students explore personal issues in ministry, especially those that are specific to youth ministry. Students develop a personal devotional life, explore time management, and understand the importance of a congregation's unique history and culture. Students will also learn the dynamics of team ministry, navigating congregational conflict, and the importance of professional growth and support.
- FAM434 Practical Skills in Youth Ministry** **credits: 3**  
 Students explore basic skills in youth ministry. Students look at ways to identify, plan, implement, maintain, and lead a balanced youth ministry program to teens and their homes through fellowship, outreach, small groups, mission servant trips, fund raising, retreats, and more. Students learn how to speak effectively to youth, lead youth Bible studies, lead retreats evaluate youth resources, assess spiritual gifts of youth, and engage their gifts in Christian service.
- FAM483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Senior standing is required.
- FAM490A Fieldwork IIA** **credits: 3**  
 The capstone Family Life experience is in the fourth year and is called internship. Students use learned academic information and field experiences to serve in their area of interest under the mentorship of an experienced professional. Prerequisites: FAM390A & FAM390B & instructor's permission
- FAM490B Fieldwork IIB** **credits: 3**  
 The capstone Family Life experience is in the fourth year and is called internship. Students use learned academic information and field experiences to serve in their area of interest under the mentorship of an experienced professional. Prerequisites: FAM390A & FAM390B & instructor's permission
- FAM490C Fieldwork IIC** **credits: 6**  
 The capstone Family Life experience is in the fourth year and is called internship. Students use learned academic information and field experiences to serve in their area of interest under the mentorship of an experienced professional. Prerequisites: FAM390A & FAM390B & instructor's permission
- FRE101 Elementary French I** **credits: 3**  
 Introduction to French vocabulary, grammar, and culture, taught through listening, speaking, reading, and writing. Offered every fall semester.

- FRE102 Elementary French II** **credits: 3**  
Continuation of Elementary French I. Prerequisite: FRE101
- GEO200 Human Geography** **credits: 3**  
Students use natural environment concepts to help explain the spatial distribution of human activities.
- GEO321 Ethnographic Geography** **credits: 3**  
Students explore the interplay of the natural environment, social organization and culture. Emphasis is on the diverse ways that ethnicity emerges as various human groups adjust to locales in which they live. Prerequisite: GEO200
- GER101 Elementary German I** **credits: 3**  
Introduction to German grammar and syntax; selected readings in German and conversations.
- GER102 Elementary German II** **credits: 3**  
Introduction to more advanced German grammar and syntax; more selected readings in German and conversations. Prerequisite: GER101
- GRE201A Elementary Greek I** **credits: 4**  
Students learn the morphology, syntax, and vocabulary of ancient Greek and achieve an initial level of skill in reading and writing basic sentences. One year of any high school or college foreign language study is recommended.
- GRE202A Elementary Greek II** **credits: 4**  
Continuation of GRE201. Students learn the morphology, syntax, and vocabulary of ancient Greek and achieve increasing competence in the skills in reading and writing passages. Prerequisite: GRE201A
- GRE316 Greek Readings** **credits: 2**  
This course serves as a vehicle for development of skills necessary in translation of ancient Greek texts, including an understanding of their historical and cultural background. Students strengthen and expand their knowledge of Greek morphology, syntax, and vocabulary and grow in using linguistic and academic resources. Prerequisite: GRE202A
- GRE483 Senior Project** **credits: 1**  
Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- GST150 Intro to Campus Information Systems** **credits: 1**  
Introduces students to the university's networked environment including integrated e-mail, web based course resources, and library and research technologies to support the students in their academic work. (ADP)
- GST151 Introduction to Campus Computing** **credits: 2**  
Introduces students to the college's networked environment that utilizes e-mail, the World Wide Web, and other communication technologies to support the faculty and students in their instruction and learning. Students will achieve beginning level information and technological literacy to enable them to be successful with course assignments throughout their college program.
- GST170 The First Year of College** **credits: 3**  
The First Year of College addresses the skills necessary for college students to succeed in the University and beyond. It is designed to meet the objectives of the General Studies Curriculum for technology proficiency and academic success in the General Studies Core. The course will introduce students to liberal arts education and attempt to awaken intellectual curiosity, while empowering them with modern tools for college success.
- HEA483 Senior Project** **credits: 2**  
A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Senior standing is required.
- HEB201A Elementary Hebrew I** **credits: 4**  
Students are introduced to Biblical Hebrew morphology, syntax, and vocabulary leading to elementary translation of practice texts and the Hebrew Bible. Ancient culture and history relating to the Old Testament are also introduced.
- HEB202A Elementary Hebrew II** **credits: 4**  
This course continues the study of Biblical Hebrew morphology, syntax, and vocabulary with an introduction to the reading of Biblical Hebrew prose. Prerequisite: HEB201A
- HEB316 Hebrew Readings** **credits: 2**  
Through exposure to a variety of texts, students will further develop the skill of reading the Hebrew Old Testament with care and precision by strengthening and expanding their knowledge of Greek morphology, syntax, and vocabulary. Ancient culture and history will continue to be explored. Prerequisite: HEB202A

- HEB483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- HER383 History of Science (w)** **credits: 3**  
 A brief history of the nature and development of the concepts of science with emphasis on the contributions key persons made to the development of the sciences as we know them today. Prerequisite: ENG101
- HIS101 World Civilizations I** **credits: 3**  
 Overview of the development of major areas and key people, ideas, and events in selected civilizations in Europe, Africa, and Asia from their origins to 1500.
- HIS102 World Civilizations II** **credits: 3**  
 Overview of the development of major areas and key people, ideas, and events in selected civilizations in Europe, Africa, and Asia from 1500 to the present.
- HIS111 Development of American Civilization I** **credits: 3**  
 Overview of the development of major areas and key people, ideas and events in selected American civilizations from their origins to 1876.
- HIS112 Development of American Civilization II** **credits: 3**  
 Overview of the history and geography of the United States involving the key regions, people, ideas and events in selected American civilizations from the post-Civil War period to the present.
- HIS331 Historiography - State and Local History** **credits: 3**  
 An examination and application of historical methods in local history with emphasis on various historiographical perspectives. This course will develop investigative research abilities and information processing skills.
- HIS355 American Racial & Cultural Minorities** **credits: 3**  
 Explores racial and cultural minorities in the modern world with particular references to U.S. racial myths, doctrines, and historical movements; conflict and accommodation; with proposed solutions to ethnic conflict.
- HIS385 Area Studies (w)** **credits: 3**  
 A historical and topical survey of a world culture: Middle East and North Africa, Sub-Saharan Africa, East Asia, Southeast Asia, South Asia, Central America, South America, Europe, Russia, and Austral Realm. Topics will change from semester to semester. Students may take this course more than once for credit as long as different topics are studied. Prerequisite: ENG101
- HIS395 Independent Study in History** **credits: 1**  
 Junior level independent study.
- HIS421 Special Topics in History** **credits: 3**  
 Study of specific selected topics with development of appropriate major areas and key people, ideas, and events. Topics will change from semester to semester. Students may take this course more than once for credit as long as different topics are studied.
- HIS483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Senior standing is required.
- HIS490 History Internship** **credits: 1**  
 Students are assigned to complete a minimum of 30 hours per semester to an approved historical site or research facility.
- INS381 Urban Perspectives** **credits: 3**  
 Urban places are central to the historic definition of civilization. They are complex systems reflecting the best and worst of all human enterprise. This course looks at cities from many different viewpoints to construct a many faceted picture of the city as an entity and an idea. Prerequisite: INS181
- KIN201 Introduction to Physical Education** **credits: 3**  
 Students explore the history, principles, scientific foundations, philosophy, and scope of Physical Education.
- KIN233 Sports Health** **credits: 3**  
 This course is designed to give knowledge and skills in the treatment of common activity-related injuries. Basis principles of first aid and athletic training are learned.
- KIN235 Motor Learning & Development** **credits: 3**  
 This course is designed to give knowledge about motor learning and development. Students experience how movements are learned and how the capacity for movement changes over the lifespan.
- KIN323 Adapted Physical Education** **credits: 2**  
 Physical education activities modified to the needs, limitations and interests of the mentally and/or physically challenged individual.

- KIN334 Biomechanics** **credits: 3**  
 Students examine the role of the skeletal, muscular, and nervous systems in human movement. Basic mechanical principles underlying and effecting efficient human movement are examined.
- KIN335 Physiology of Exercise** **credits: 3**  
 Students investigate the application of physiological principles to the study of human performance related to sports and leisure activities.
- KIN350 Coaching Methods** **credits: 3**  
 This course presents the theories of coaching and strategies of team sports.
- KIN400 Tests & Measurements in Physical Educ** **credits: 2**  
 The history, theory, and principles of testing in a physical education program are presented. Predictive and inferential aspects of statistics.
- KIN401 Teaching Rhythms & Dance** **credits: 2**  
 This course focuses on the methods and techniques of instruction in rhythmic and dance activities.
- KIN402 Theory & Practice of Individual Sports** **credits: 2**  
 This course focuses on instructional strategies and techniques. Traditional individual sports and games of American culture will be taught as will those of other cultures and countries.
- KIN405 Theory & Practice of Team Sports/Games** **credits: 2**  
 This course focuses on instructional strategies and techniques. Traditional games of American culture will be taught, as will the sports of Native Americans and other cultures and countries.
- KIN410 Health Education** **credits: 3**  
 Major contemporary health issues, methods of instruction, and curriculum design and planning are discussed.
- KIN483 Senior Project** **credits: 2**  
 A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Natural Science major.
- KIN490 Physical Education Internship** **credits: 1**  
 Physical education internship. Prerequisite: Instructor's permission
- LAN282 Language, Communication & Culture** **credits: 3**  
 Examines the forms and functions of oral and written communication. Emphasis is placed on the role culture plays in human communication processes, especially in interpersonal relationships and the mass media.
- LAN435 Literature for Young Adults** **credits: 3**  
 Students receive a general survey of the wide body of literature which is available for use with adolescents, as well as criteria for evaluation and presentation of a variety of techniques for teaching such literature.
- LAN437 Children's Literature** **credits: 3**  
 Provides a general survey of the wide body of literature that is available to use with children, as well as criteria for evaluation and presentation of a variety of techniques for teaching such literature.
- LAN483 Methods of Language Arts Reflective Assessment/Senior Project** **credits: 1**  
 Focuses on reflective assessment of content, pedagogy, and materials used to teach language arts at the elementary level, including student goal setting and curricular differentiation. Senior standing is required. Prerequisites: EDU340 & EDU341 & EDU362 & admission to School of Education: Elementary & instructor's permission
- LAT101 Elementary Latin I** **credits: 3**  
 This course introduces the rudimentary elements of Latin grammar, syntax, vocabulary, pronunciation, and translation. Students also receive an introduction into the technical discourse of grammatical analysis. An additional hour of laboratory work is required weekly.
- LAT102 Elementary Latin II** **credits: 3**  
 Continuation of Elementary Latin I. As with LAT101, an additional hour of laboratory work is required weekly. Prerequisite: LAT101
- MAT090 Pre-College Mathematics** **credits: 0**  
 Students learn fundamental math concepts involving whole numbers, fractions, decimals, and mixed numbers, and simple equations. This course is especially designed for students with low basic math skills. No college credit awarded.
- MAT101 Beginning Algebra** **credits: 3**  
 Students learn fundamental concepts involving sets, whole numbers, integers, and rational numbers, linear and quadratic equations, and use basic algebraic operations to solve problems. Prerequisite: MAT090

- MAT105 Introduction to Statistics** **credits: 3**  
 Introduces students to descriptive statistics, frequency distributions, graphic displays, and measures of central tendency and variation. The course also provides students with experience in sampling, confidence intervals, and preliminary inferential statistics test methods. (ADP) Prerequisite: MAT101
- MAT107 Intermediate Algebra** **credits: 3**  
 Students learn fundamental concepts and solve problems involving rational and radical expressions; inequalities; linear, quadratic and exponential functions; and systems of linear equations. Prerequisite: MAT101
- MAT110 Mathematics for Teachers** **credits: 3**  
 Course covers mathematical concepts and problem solving techniques needed by elementary school teachers. Topics include problem solving, sets, functions, numeration systems, number theory and number systems, applications, an introduction to probability and statistics, introductory geometry and measurement concepts. Prerequisite: MAT107
- MAT111 College Algebra** **credits: 3**  
 This course covers the real number system, exponents and radicals, polynomial equations, system of equations, introduction to matrices, inequalities, polynomial, rational, exponential and logarithmic functions and their graphs. Prerequisite: MAT107
- MAT112 Trigonometry** **credits: 2**  
 Topics studied in this course include trigonometric functions, identities, transcendental and inverse trigonometric functions, and trigonometric equations. Prerequisite: MAT107
- MAT221 Calculus I & Analytic Geometry** **credits: 4**  
 Plane analytic geometry, functions, introduction to limits and continuity, the derivative, curve sketching using derivatives, applications of the derivative, definite integration, fundamental theorem of calculus, vectors, and conic sections. Prerequisites: MAT111 & MAT112
- MAT222 Calculus II & Analytic Geometry** **credits: 4**  
 Integration of differentiation of trigonometric, exponential, logarithmic and hyperbolic functions, derivatives of parametric polar equations, general methods of indefinite integration, applications of the definite integral to volume, centroids and moments, and indeterminate forms. Prerequisite: MAT221
- MAT231 Linear Algebra** **credits: 3**  
 The application and theory of linear algebraic structures, linear transformations, matrices, vectors and vector spaces, echelon systems, and canonical forms. Prerequisite: MAT221
- MAT261 Elementary Statistics** **credits: 3**  
 A basic course in descriptive and inferential statistics for students of the natural and social sciences and business. Includes applications of parametric and non-parametric statistics to data analysis problems. Prerequisite: MAT107
- MAT311 Quantitative Methods in Decision Making** **credits: 3**  
 Students will learn selected quantitative methods and their applications, with application emphasis being given to business. Students will utilize computer quantitative analysis and modeling software during the conduct of the course. Prerequisite: MAT111
- MAT323 Calculus III & Analytic Geometry** **credits: 4**  
 Epsilon - Delta' definitions, indeterminate forms, infinite series, solid analytic geometry, partial derivatives, multiple integrals, vector fields, line and surface integrals, Green's Theorem and Stokes' Theorem. Prerequisite: MAT222
- MAT341 Differential Equations** **credits: 3**  
 This course covers ordinary differential equations, higher order linear equations, systems of first order equations, series and numerical solutions with applications. Prerequisites: MAT222 or MAT323
- MAT351 Modern Algebra** **credits: 3**  
 This course is an introduction to the theory and concepts of modern algebra as well as to their role in unifying other mathematical notation and their application in such areas as groups, rings, field, Boolean Algebras. Prerequisite: MAT222
- MAT371 Modern Geometry** **credits: 3**  
 A survey of Euclidean geometry and several non-Euclidean geometries including finite, projective and hyperbolic. Prerequisite: MAT222
- MAT461 Probability and Statistics** **credits: 3**  
 Basic concepts of probability; moments, moment generating function, expectation, variance, covariance, distribution functions and their application to statistical tests of hypotheses; bivariate, marginal and conditional distributions; treatment of experimental data. Development of formulas and methods are emphasized but there will be applications to problems in science and/or social science. Prerequisite: MAT323
- MAT483 Senior Project** **credits: 2**  
 A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or

mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Mathematics major.

**MUS201A Music Theory I** **credits: 3**  
Students examine part writing using fundamental triads and their inversion. Ear training lab required.

**MUS201B Aural Theory I** **credits: 1**  
Provides students with the knowledge to read at sight, notate, and improvise short musical examples. Co-requisite: MUS201A

**MUS202A Music Theory II** **credits: 3**  
This course presents non-harmonic tones, modulation and seventh chords in part writing. Chorale settings of the eighteenth century. Ear training lab required. Prerequisite: MUS201A

**MUS202B Aural Theory II** **credits: 1**  
This course provides students with the knowledge to sightread, notate, and improvise short musical examples. Prerequisite: MUS201B & Co-requisite: MUS202A

**MUS205 Musical Improvisation** **credits: 1**  
This course focuses on the fundamentals of musical improvisation, with emphasis on jazz improvisation.

**MUS217 Chamber Music** **credits: 2**  
Through the formation of small ensembles, students will learn the skills and terminology essential to the performance of chamber music. Techniques for adapting literature to suit the needs of any ensemble will also be explored. Performances of the music learned will take place inside and outside of the college community. Prerequisite: MUS202

**MUS221 Conducting I** **credits: 1**  
Students learn the essential elements of choral and instrumental conducting correlated with ear training, progressing from single line to simple four part choral and instrumental materials.

**MUS222 Conducting II** **credits: 1**  
This course provides essentials of choral and instrumental conducting correlated with ear training, progressing from single line to simple four-part choral and instrumental materials. Prerequisite: MUS221

**MUS223 Functional Keyboard Skills** **credits: 1**  
This course will enable the student to develop skills of sight reading, accompaniment and hymn playing at the keyboard. Prerequisites: PIA302 or instructor permission.

**MUS243 Instrumental Techniques: Percussion** **credits: 1**  
Fundamental skills for playing percussion instruments. Application to development of school music programs.

**MUS245 Voice Techniques** **credits: 1**  
This course will equip future choral conductors and voice teachers with basic vocal pedagogical knowledge. The varying needs of church choirs, children's choirs, teen choirs, and adult choirs, including warm-ups and diction, will be examined.

**MUS301A Music Theory III** **credits: 3**  
The study and application of contrapuntal techniques of the sixteenth through the eighteenth centuries and the tonal resources of the nineteenth century. Emphasis on analysis and composition. Prerequisite: MUS202A

**MUS301B Aural Theory III** **credits: 1**  
Provides students with the knowledge to sight read, notate, and improvise short musical examples. Prerequisite: MUS202B & Co-requisite: MUS301A

**MUS302A Music Theory IV** **credits: 3**  
Provides study and application of the tonal, rhythmic and formal resources of the twentieth century. Emphasis is placed on analysis and composition. Prerequisite: MUS301 or MUS301A

**MUS302B Aural Theory IV** **credits: 1**  
This course provides students with the advanced skills to read at sight, notate, and improvise extended musical examples. Prerequisite: MUS301B & Co-requisite: MUS302A

**MUS321 Conducting III** **credits: 1**  
Advanced choral and instrumental conducting correlated with ear training. Advanced literature for voices and instruments. Prerequisite: MUS222

**MUS331 History of Music I (w)** **credits: 3**  
The development of music from antiquity to about 1750. Emphasis upon the theoretical and aesthetic foundations of Western music during this time. Prerequisites: ENG101 & MUS302

**MUS332 History of Music II (w)** **credits: 3**  
The development of music from 1750 to the present. Emphasis upon the monuments of music and the compositional procedures exhibited in the musical genera of this time. Prerequisites: MUS202 or MUS202A and ENG101

- MUS333 Ethnomusicology** **credits: 2**  
 An introduction to the Music of the World's People. This course is an introduction to World Music and will enable the student to experience and understand the meanings of music in the lives of diverse human communities.
- MUS334 World Music** **credits: 2**  
 An introduction to the Music of the World's People. This course is an introduction to World Music and will enable the student to experience and understand the meanings of music in the lives of diverse human communities.
- MUS337 Lutheran Worship** **credits: 1**  
 The nature and purpose of worship in the Lutheran service including the developmental study of hymns and liturgy.
- MUS341 Instrumental Techniques: Brass** **credits: 2**  
 Students gain fundamental skills for playing brass instruments. Application to development of school instrumental programs.
- MUS342 Instrumental Techniques: Woodwinds** **credits: 2**  
 Fundamental knowledge and skills for playing and teaching woodwind instruments. Application to development of school instrumental programs.
- MUS351 Introduction to MIDI Technology** **credits: 2**  
 This course will introduce the student to MIDI (Musician Instrument Digital Interface) technology for basic sequencing, recording, and score production. These techniques will be applied in the production of original compositions and arrangements. Prerequisite: MUS202
- MUS352 Music Technology** **credits: 2**  
 This course will introduce the student to various forms of music technology for basic sequencing, recording, score production, and sound amplification. These techniques will be applied in the production of original compositions, improvisations and arrangements. Prerequisite: MUS201A
- MUS446 Service Playing & Literature** **credits: 2**  
 Examination and evaluation of materials useful for service playing and choir accompaniment; development of requisite technique through practical application. Prerequisite: ORG401
- MUS483 Recital Repertoire** **credits: 2**  
 A concentrated semester of study in a principal instrument or voice culminating in the senior recital. Prerequisites: Senior standing & instructor's permission
- MUS484 Senior Recital** **credits: 2**  
 A concentrated semester of study in a principal instrument or voice, culminating in the senior recital; this serves as the senior project for music majors and music education majors. Prerequisite: Senior Standing
- NAT281A Investigate Energy, Temperature & Heat** **credits: 3**  
 This course serves as a vehicle for development of skills necessary in scientific inquiry and reasoning with an emphasis on physics.
- NAT281B Chemistry in Context** **credits: 3**  
 This course serves as a vehicle for development of skills necessary in scientific inquiry and reasoning with an emphasis on chemistry.
- NAT281C Investigation of a Changing Earth** **credits: 3**  
 This course serves as a vehicle for development of skills necessary in scientific inquiry and reasoning with an emphasis on earth science.
- NAT282 Biology & Whole Person** **credits: 3**  
 A theoretical and practical study of human wellness and fitness with special reference to human anatomy and physiology and human behavior as it contributes to optimum physical, mental, and spiritual well-being.
- ORGxxx Organ Lessons** **credits: 1**  
 Beginning through advanced organ lessons.
- PERxxx Percussion Lessons** **credits: 1**  
 Beginning through advanced percussion instrument lessons.
- PHI212 Bioethics** **credits: 3**  
 Covers the important issues in bioethics - euthanasia, abortion, cloning, stem cell research, etc. Students will explore the issues and learn the theories used to evaluate them. (ADP)
- PHI321 History/Problems of Western Philosophy** **credits: 3**  
 Students will examine the history and development of Western philosophy from ancient Greece to the present. In addition to a chronological overview of the development of Western thought, students concentrate on the leading intellectual issues, question, and thinkers that have shaped the Western world.



- PHI322 Issues in Western Philosophy** **credits: 3**  
An introduction to selected central issues and problems in Western philosophy. Students will analyze and discuss these key issues based on the reading of primary sources.
- PHI355 Argument Analysis** **credits: 3**  
Students in this course will learn to use the tools and methods of classical logic and rhetoric to recognize, analyze, and construct the types of arguments encountered in the contemporary world.
- PHI483 Senior Project** **credits: 1**  
Students combine research and practical implementation of theories and concepts to develop an individual project. Senior standing is required.
- PHY211 Physics I** **credits: 4**  
This course covers forces, vectors, acceleration, gravitation, work, power, circular motion, fluids, vibrating bodies, wave motion, temperature, thermal expansion, heat transfers, and thermodynamics. Prerequisite: Sufficient high school physics & pre-calculus or instructor's permission
- PHY212 Physics II** **credits: 4**  
Students explore reflection, refraction, optical instruments, spectra, diffraction, polarization, electrical circuits, currents, energy and power, magnetism, and induction. Prerequisite: PHY211
- PHY223 Mechanics, Sound, & Heat** **credits: 5**  
A first, calculus-based course for physical science and engineering students. Topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, oscillations, waves, and sound. Prerequisites: MAT221 & sufficient high school physics or instructor's permission
- PHY224 Electricity, Magnetism, & Light** **credits: 5**  
A continuation of PHY223 for physical science and engineering students. Topics include static and current electricity, magnetism, induction, and geometric and physical optics. Prerequisites: MAT222 & PHY223
- PHY483 Senior Project** **credits: 2**  
A culminating experience in which the student uses the skills and knowledge acquired in her or his previous preparation in the execution of an original (to the student) project dealing with an issue, question or problem of importance in the natural sciences or mathematics. Results of the project are communicated in an oral public presentation and a written paper. Prerequisites: Senior standing & instructor's permission & 24 credits completed in Natural Science major
- PIAxxx Piano Lessons** **credits: 1**  
Beginning through advanced piano lessons. Prerequisite: Instructor's permission
- POS101 American Government** **credits: 3**  
This course focuses on the political theory, structures, and functions of the American political system.
- POS311 Urban Government** **credits: 3**  
Students explore the development of urban government, urban systems, reorganization, reform, community power, policy issues. Prerequisite: POS101
- POS361 Civil Rights & Civil Liberties** **credits: 3**  
Increases understanding of rights within the context of politics and of the basic structure and operation of the American constitutional approach to rights and liberties. Prerequisite: POS101
- PSA204 Introduction to Public Administration** **credits: 3**  
Gives a comprehensive overview of the administrative and management responsibilities in the field of public safety and examines the complexities of public administration. Topics include the historical development and current practice of public organizations, leadership, decision-making, and problem solving. (ADP)
- PSA401 Financial Management & Budgeting** **credits: 3**  
Examines the basic concepts and practices of budgeting and financial management in public service agencies, including the analytical and operational skills. Emphasis is on the administration of a budget as a tool for planning, cost control and analysis, and financial reporting. (ADP) Prerequisites: MAT101 and ACC310
- PSA421 Theories of Public Administration** **credits: 3**  
This course explores contemporary theory and practice in public safety leadership. Focus is on application of theoretical concepts to actual administrative/leadership situations through discussions of case studies of national, state and local government agencies. (ADP) Prerequisite: PSA204
- PSA445 Strategic Management Planning** **credits: 3**  
Examines both the theory and the application of strategic management tasks for public safety administrators. Emphasis includes environmental scanning, transforming strategic plans into policies and programs, management tactics, and assessing organizational performance and outcomes. (ADP) Prerequisite: PSA204

- PSA484 Senior Project I** **credits: 2**  
 Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part one of the seven chapter senior project. (ADP) Prerequisites: GST150 and GST151
- PSA485 Senior Project II** **credits: 3**  
 Combines research and practical implementation of theories and concepts to solve a work-based problem that demonstrates their successful integration and application of knowledge, and results in a major written and oral report. Students complete part two of the seven chapter senior project. (ADP) Prerequisites: BUS402 and PSA484
- PSY101 General Psychology** **credits: 3**  
 A basic introduction to the major concepts of psychology, such as developmental processes, learning, memory, motivation, perception, states of consciousness, biological processes, social processes, stress, abnormal behavior, and therapeutic approaches.
- PSY211 Child Psychology** **credits: 3**  
 Students make a critical examination of theories, methods, and findings on human growth and development during childhood. Includes physical, cognitive, emotional, moral, and social development. Prerequisite: PSY101 or EDU220
- PSY212 Adolescent Psychology** **credits: 3**  
 This course presents critical examination of theories, methods, and findings on human growth and development during adolescence. Includes physical, cognitive, emotional, moral and social development. Prerequisite: PSY101 or EDU220
- PSY214 Psychology of the School Aged Child** **credits: 4**  
 Students make a critical examination of theories, methods, and findings on human growth and development during childhood and adolescence. Includes physical, cognitive, moral and social development of children aged 5-18. Prerequisite: PSY101 or EDU220
- PSY290 Field Experience I** **credits: 0**  
 The student is expected to spend at least 20 hours helping one or more persons by applying relevant psychological principles. Off-Campus Ministries, tutoring someone with special needs, working at a camp, or visiting a confined person are possibilities. Prerequisite: Instructor's permission
- PSY332 Psychological Testing & Measurement (w)** **credits: 3**  
 Students examine the uses, development, and evaluation of psychological tests of achievement, aptitude, interests, intelligence, and personality characteristics. Includes relevant legal and ethical issues. Prerequisites: PSY101 & ENG101 & MAT261
- PSY341 Cognitive Psychology** **credits: 3**  
 Students investigate the processes of perception, learning, memory and critical thinking. Prerequisite: PSY101
- PSY342 Social Psychology (w)** **credits: 3**  
 This course is a study of the influences of social situations on the individual's behaviors, feelings, and thoughts. Prerequisite: PSY101 & ENG101
- PSY343 Physiological Psychology** **credits: 3**  
 Students explore the interaction of biological and psychological processes. Prerequisite: PSY101
- PSY361 Abnormal Psychology** **credits: 3**  
 This course presents psychological research and theory related to abnormal behavior, focusing on recognized forms of psychological disorders. Prerequisite: PSY101
- PSY362 Personality Psychology** **credits: 3**  
 A study of classical, modern, and Biblical theories of personality and relevant research studies is presented. Prerequisite: PSY101
- PSY411 Introduction to Counseling** **credits: 3**  
 Students examine the theories and techniques of counseling. Prerequisite: Instructor's permission
- PSY421 Human Sexuality** **credits: 3**  
 This course presents an examination of human sexuality through developmental and sociocultural lenses. Prerequisite: PSY101
- PSY483 Senior Project** **credits: 3**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- PSY490 Psychology Internship** **credits: 1**  
 An active participation in a program or agency which applies psychological principles to help solve personal or societal problems. Prerequisite: Instructor's permission
- REL241 Biblical Literature I - Old Testament** **credits: 3**  
 This course explores Old Testament Biblical literature within its historical, cultural, and geographical settings in order to understand its message to God's people then and now. Skills of Biblical interpretation are emphasized. Prerequisite: BIV131

- REL242 Biblical Literature II - New Testament** **credits: 3**  
 The New Testament text, and the world behind it, and the principles for interpreting this religious literature are studied to determine its historical meaning and contemporary applications. Prerequisite: BIV131
- REL303 Foundations of Christianity** **credits: 2**  
 Introduces the foundations of the Christian faith and Luther's explanation of the Christian life. Particular emphasis is given to the proper distinction between Law and Gospel. (ADP)
- REL305 Faith, Values & Leadership** **credits: 2**  
 Integrates the dimensions of faith and the resultant values that influence behaviors, decision-making, and effectiveness of leaders. Christian beliefs and doctrines will be reviewed for their impact on leadership, followership, and service. (ADP) Prerequisite: REL303
- REL321 History of Christian Thought** **credits: 3**  
 An historical survey of Christian thought, placed in the context of the Church's history, from the second century into the 20th century. The course examines the issues, events, and personalities in the ancient, medieval, Reformation, and modern periods. Prerequisites: REL241 & REL242
- REL330 World Religions** **credits: 3**  
 This is a study of the major non-Christian religions, their terms, texts and religious beliefs. Points of contact or conflict with basic Christian affirmations are discussed. Prerequisites: REL241 & REL242
- REL356 Biblical World (w)** **credits: 3**  
 Students will study the geography, literature, culture and religions of the ancient world in order to gain a greater appreciation of the text and message of the Christian Bible. Prerequisites: ENG101 & REL241 & REL242
- REL430 Persons Bible/Church History** **credits: 3**  
 The course will focus on the historical setting, life and work of various important persons of the Bible or church history. The specific person or persons for each offering of this course may vary and will be announced. Prerequisites: BIV132 or (REL241 & REL242)
- REL441 Christian Ethics (w)** **credits: 3**  
 Current ethical issues are researched and discussed in light of the Biblical perspectives. Comparisons are made with finds and alternatives set forth by professionals in various fields. Prerequisites: ENG101 & Junior standing
- REL445 Ethics & Leadership** **credits: 2**  
 Develops an understanding of the values that undergird the essential elements of and the mechanisms for establishing an ethical leadership environment. (ADP) Prerequisites: REL303 and REL305
- REL483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- SOC101 Introduction to Sociology** **credits: 3**  
 This course provides a systematic analysis of basic sociological concepts: culture, society, socialization, social processes, social control, social institution and social change.
- SOC211 Social Problems** **credits: 3**  
 Some major social issues in contemporary America: crime and delinquency, addiction, racial and ethnic problems, various personal problems, and other social disorganization problems are discussed. Prerequisite: SOC101
- SOC321 Cultural Anthropology** **credits: 3**  
 Students explore the interplay of natural environment, social organization and culture. Emphasis is on the diverse ways that ethnicity emerges as various human groups adjust to locale in which they live. Prerequisite: SOC101
- SOC333 Families in Society** **credits: 3**  
 The purpose of this course is to provide students with an understanding of families within the ecological contexts in which they exist. Student will connect their own experiences with family to new information and perspectives in order to broaden their understanding of the role of family within society as a whole. Prerequisite: SOC101
- SOC345 Adulthood & Aging** **credits: 3**  
 This course focuses upon multiple disciplines in order to better understand adulthood and aging in our society. Prerequisite: SOC101
- SOC355 American Racial & Cultural Minorities** **credits: 3**  
 Explores racial and cultural minorities in the modern world with particular references to U.S. racial myths, doctrines, and historical movements; conflict and accommodation; with proposed solutions to ethnic conflict.

- SOC361 Criminology & Delinquency** **credits: 3**  
 The study of the processes by which society defines crime and delinquency. Further study of the various forms of crime and delinquency which characterize the social order. Prerequisite: SOC101 or INS181
- SOC483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisite: Senior standing & instructor's permission
- SOC490 Sociology Internship** **credits: 1**  
 Intern experience in social welfare or related institutions. May be taken to maximum of 16 credit hours. Prerequisite: Instructor's permission
- SPA101 Elementary Spanish I** **credits: 3**  
 Introduction to Spanish vocabulary, grammar, and syntax through listening, speaking, reading and writing.
- SPA102 Elementary Spanish II** **credits: 3**  
 Continuation of the study of Spanish grammar and syntax as well as development of vocabulary, through listening, speaking, reading and writing. Prerequisite: SPA101
- SPA380 Adv Spanish Comp/Conversation/Lit** **credits: 3**  
 A literature based course in which students will read Latin American short stories, poems, chronicles, and a novel to develop a greater understanding of Latin American culture and literary criticism. Prerequisite: SPA202
- SPA381 Adv Study in Spanish Language/Culture** **credits: 1**  
 Students compose a reflective and integrative essay in Spanish after spending a language-intensive semester abroad. Prerequisite: Instructor's permission
- SPA483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- SSC354 Research in Social Science (w)** **credits: 3**  
 This course is a study of the methods science applies to social and behavioral research; experimental design, survey research, participant observation, and other unobtrusive measures. Prerequisite: MAT261 & ENG101
- SSC451 Issues in Social Science** **credits: 3**  
 Students examine selected current issues in social science from multidisciplinary perspectives. May be repeated for additional credit when content varies.
- SSC483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Prerequisites: Senior standing & instructor's permission
- STRxxx String Lessons** **credits: 1**  
 This course number is a placeholder for music lessons until the appropriate skill level can be assigned.
- THY301 Christian Doctrine I** **credits: 3**  
 A detailed examination - on the basis of the Holy Scriptures and the Lutheran Confessions - of such matters as the nature of "doctrine" itself, God in His self-revelation (both general and special), the Holy Trinity, creation, anthropology, and particularly the Christological dimension of the doctrine of justification. Prerequisites: REL241 & REL242
- THY302 Christian Doctrine II** **credits: 3**  
 A detailed examination - on the basis of the Holy Scriptures and the Lutheran Confessions - of such doctrinal matters as the person and work of the Holy Spirit; sanctification as the particular sphere of the Spirit's activity; the means of grace as the instruments through which the Spirit engenders and sustains personal faith, and in the process effects a redeemed community, the holy Christian church. The doctrines of Holy Scripture and church and ministry are also explored. Prerequisite: THY301
- THY483 Senior Project** **credits: 1**  
 Students combine research and practical implementation of theories and concepts to develop an individual project. Senior standing is required.
- VOCxxx Voice Lessons** **credits: 1**  
 Beginning through advanced voice lessons.
- WWDxxx Woodwind Lessons** **credits: 1**  
 Beginning through advanced woodwind instrument lessons. Prerequisite: Instructor's permission

## Board of Regents

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Mr. Fred Watkins	Mentor, OH

## Faculty

**Ahlersmeyer, Thomas** **President**  
 Also Professor of Communication. Concordia Senior College, Ft. Wayne, B.A.; Concordia Seminary, Ft. Wayne, M.Div.; Bowling Green State University, Ph.D. At Concordia since 2003.

**Altevoigt, Brian** **Assistant Professor of Music**  
 University of Michigan, B.M.; University of Cincinnati M.M. At Concordia since 2003.

**Campbell, Robert** **Assistant Professor of English**  
 Susquehanna University, B.A.; University of Michigan, M.A. At Concordia since 1978.

**Doyle, Karna** **Assistant Professor of Family Life**  
 Eastern Michigan University, B.S. and M.S. At Concordia since 1999.

**Freudenburg, Ben** **Assistant Professor of Family Life**  
 Also Director of Family Life Program. Concordia College, Seward, B.S. in Ed and M.S. At Concordia since 2003.

**Genig, Dennis** **Vice President for Academics**  
 Also Associate Professor of Education. Concordia College, Ann Arbor, A.A.; Concordia University, River Forest, B.A.; University of Michigan, M.Ed. and Ed.D. At Concordia since 2004.

**Jones, Karen** **Instructor - Math**  
 Concordia College B.A. in Ed; University of Michigan, Dearborn, M.Ed. At Concordia since 2005.

**Kalmes, Michael** **Associate Professor of Political Science**  
 Concordia Teachers College, Seward, B.S. in Ed., University of Missouri, M.Ed. At Concordia since 1978.

**Kirchhoff, Daniel** **Assistant Professor of Kinesiology**  
 Concordia University, River Forest, B.A. and M.A. At Concordia since 2006.

**Looker, Mark** **Professor of English**  
 Concordia Teachers College, River Forest, B.A.; Washington University, M.A.; University of Michigan, Ph.D. At Concordia since 1975.

**McCormick, Robert** **Dean, School of Arts and Sciences**  
 Also Associate Professor of Music. University of Alabama, B.S. in Ed; George Washington University, M.A. in Ed; Catholic University of America, Washington D.C., D.M.A. At Concordia since 2001.

**Migan, Neal** **Assistant Professor of English**  
 Michigan State University, B.A. and M.A.; Purdue University, Ph.D. At Concordia since 2005.

**Niemiec, Chris** **Assistant Professor of Art**  
 Hillsdale College, B.A.; Art Academy of Cincinnati, M.A. in Ed. At Concordia since 2007.

**Parrish, Stephen** **Collection Management Librarian**  
 Also Associate Professor of Philosophy. Schoolcraft College, A.A.; Eastern University, B.S.; University of Michigan, A.M.L.S.; Wayne State University, M.A. and Ph.D. At Concordia since 1999.

**Penhallegon, Philip** **Assistant Professor of Religion**  
 Concordia College, Ann Arbor, B.A.; Concordia Seminary, St. Louis, M.Div. At Concordia since 2004.

**Pies, Timothy** **Professor - School of Adult and Continuing Education**  
 University of Michigan, B.A. and Ph.D.; Eastern Michigan University, M.A. At Concordia since 1986.

**Refenes, James** **Assistant Professor of Biology**  
 Concordia University, River Forest, B.A.; Cardinal Stritch College, M.Ed. At Concordia since 2004.

- Rockrohr, Carl** **Dean, School of Religion and Social Sciences**  
 Also, Assistant Professor of Religion. Concordia University, Mequon, B.A.; Concordia Seminary, St. Louis, M.Div and S.T.M, PhD.  
 At Concordia since 2005.
- Schulz, Charles** **Assistant Professor of Religion**  
 Concordia University, Ann Arbor, B.A.; Concordia Seminary, St. Louis, M.Div. and S.T.M.; Washington University, M.A.  
 At Concordia since 2001.
- Schumacher, Richard** **Instructor - Education**  
 Also Coordinator of Secondary Education. Concordia University, Ann Arbor, B.A. and M.S in Ed. At Concordia since 2008.
- Shuta, Richard** **Professor of Religion**  
 Valparaiso University, B.A.; Concordia Seminary, Ft. Wayne, B.D.; Drew University, M.Ph.and Ph.D. At Concordia since 1976.
- Skov, Neil** **Professor of Physics, Computer Science**  
 Concordia Teachers College, Seward, B.S. in Ed.; University of North Dakota, M.S.T.; University of Michigan, M.S. and Ed.D.  
 At Concordia since 1975.
- Steinkellner, Beth** **Professor of Art**  
 SUNY College, Oneonta, B.A.; Northern Illinois University, M.F.A. At Concordia since 1997.
- Waterman, Glenda** **Assistant Professor of Communication**  
 Eastern Michigan University, B.S. and M.A. At Concordia since 2000.
- Winterstein, Charles** **Senior Vice President, Institutional Advancement**  
 Also Assistant Professor of Education. Concordia Teachers College, River Forest, B.A.; Concordia University, River Forest, M.A.  
 At Concordia since 2003.
- Wolf, Matthew** **Assistant Professor of Music**  
 Concordia University, River Forest B.M. in Ed., Central Michigan University, M.M. At Concordia since 2007.

## Guest Faculty

- Brewer, Jennifer** **Instructor - Education**  
 Also Coordinator of Elementary Education. Washtenaw Community College, A.A.; Eastern Michigan University, B.A. and M.A. At Concordia since 2008.
- David, Larry** **Instructor - Math**  
 University of Michigan, B.S. and M.S. At Concordia since 2007.
- Draper, Brian** **Instructor - HAAB School of Business and Management**  
 Michigan State University, B.A.; Northwestern Univ., M.B.A.; Thomas M. Cooley Law School, J.D. At Concordia since 2007.
- Gonzalez, Jorge** **Instructor - HAAB School of Business and Management**  
 Industrial Engineering, Universidad de los Andes, Bogata, B.S.; Harvard Business School, M.B.A. At Concordia since 2001.
- Jackson, Omari** **Instructor – Criminal Justice**  
 University of Michigan, B.A.; University of Salford, M.S. At Concordia since 2007.
- Larmouth, Eleanor** **Assistant Professor of Education**  
 University of Minnesota, Duluth, B.S. in Ed; University of Minnesota, M.A. in Ed; University of Nebraska, Omaha, M.S.; University of Nebraska, Ph.D. At Concordia since 2006.
- Perez, Karen** **Instructor - Psychology**  
 Concordia University, Chicago, B.A. in Ed.; Wayne State, M.A.; Kennedy Western University, Ph.D. At Concordia since 2005.

## Emeriti

- Allen, Ron** **Professor of Biology**  
 At Concordia from 1978-2008.
- Aufdemberge, Theodore** **Professor of Geography**  
 At Concordia from 1964-1999.
- Beyer, Marilyn** **Associate Professor of English**  
 At Concordia from 1969-1999.
- Buesing, Richard** **Assistant Professor of Education**  
 At Concordia from 1992-2006.
- Foelber, Paul** **Professor of Music**  
 At Concordia from 1963-1991.
- Fricke, John** **Professor of Biology**  
 At Concordia from 1974-1999.

**Heckert, Jakob**

At Concordia from 1976-1997.

**Kenney, Donald**

At Concordia from 1989-1999.

**Klintworth, Kathryn**

At Concordia from 1992-2005.

**Lipp, Carolyn**

At Concordia from 1970-2005.

**Marino, Quentin**

At Concordia from 1968-1994.

**Marschke, Paul**

At Concordia from 1985-2002.

**Mossman, Donald**

At Concordia from 1965-2003.

**Schmaltz, Norman**

At Concordia from 1963-1995.

**Sprink, Jeanette**

At Concordia from 1991-1996 & 2000-2006.

**Sturmfels, John**

At Concordia from 1965-1997.

**Uhl, Albert "Bud"**

At Concordia from 1989-1999.

**Von Fange, Erich**

At Concordia from 1962-1988.

**Wilbert, Warren**

At Concordia from 1986-1993.

**Professor of Biblical Languages**

**Assistant Professor of Lifelong Learning**

**Professor of English**

**Professor of Music**

**Associate Professor of Music**

**Professor of History**

**Professor of Social Science**

**Professor of History**

**Associate Professor**

**Professor of Art**

**Assistant Professor of Lifelong Learning**

**Professor of Education**

**Professor of Lifelong Learning**



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