



HODGES

U N I V E R S I T Y

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Hodges University

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Hodges University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor’s, and Master’s Degrees.

GENERAL INFORMATION

HISTORY OF THE UNIVERSITY

Hodges University is a comprehensive institution of higher learning named after its benefactors, Earl and Thelma Hodges. Founded in January 1990 as International College, the College changed its name to honor the Hodges in May 2007 and moved to university status. Policies concerning the University are formulated by the Board of Trustees.

The University offers associate, baccalaureate, and master-level degree programs in a variety of disciplines. In addition to granting degrees, the University offers Continuing Education Programs such as instruction in English as a Second Language and lifelong learning classes for senior citizens. Specifically designed programs and special courses are also available to businesses and professional firms seeking instruction or personalized seminars.

The University is a nonprofit, tax exempt institution, whose purpose is to provide postsecondary education opportunities to students from the general Southwest Florida community in a traditional classroom setting and online educational opportunities for students in any location. The main campus of the University is located at 2655 Northbrooke Drive, Naples, Florida 34119 (telephone 239-513-1122).

An additional campus center was opened for classroom instruction in nearby Fort Myers in 1992. This campus, now located at 4501 Colonial Boulevard, Fort Myers, Florida 33966 (telephone 239-482-0019), is easily accessible from I-75, the main highway artery between Naples and Fort Myers. The University also establishes learning sites as the need arises. Currently, the University operates learning sites at South Florida State College in Avon Park, Pasco-Hernando Community College in New Port Richey, Brooksville and Spring Hill, and Florida Keys Community College in Key West.

ACCREDITATION, LICENSURE, AND RECOGNITIONS

Hodges University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor's and Master's Degrees. For questions about the accreditation of Hodges University, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500. All other inquiries regarding Hodges University's educational programs, admissions requirements, financial aid, etc., should be directed to Hodges University and not to the Southern Association of Colleges and Schools Commission on Colleges. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Hodges University has received specialized accreditation for its business and business-related programs through International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. The following degree programs are accredited by the IACBE: Bachelor of Science degrees in Accounting, Business Administration, and Management and the Master of Business Administration, Master of Public Administration, and Master of Science in Management.

Hodges University is licensed in accordance with the Florida Statutes Title XLVIII, K-20 Education Code, Ch. 1000-1013. For further information about Hodges University, contact the Department of Education in Tallahassee, Florida.

MEMBERSHIP

Hodges University is a member of the Independent Colleges and Universities of Florida (ICUF), which is comprised of 31 private colleges and universities, varying in classification from small liberal arts colleges to major research universities.

Hodges University is also a member of the Alliance of Educational Leaders, which is comprised of the chief executive officers of regionally accredited public or private colleges or universities chartered or licensed in the State

of Florida and operating in Southwest Florida, and the superintendents of the school systems of Lee, Charlotte, Collier, Glades, and Hendry counties.

Hodges University is an institutional member of Servicemembers Opportunity Colleges (SOC), an association of over 1,900 colleges and universities providing service members unique flexibility in obtaining a college education.

The University or members of the University hold membership in many other organizations related to the programs of study or student services offered at the University, as well as civic organizations that support institutions of higher learning in Southwest Florida.

RECOGNITIONS

The University is recognized by various Federal and State agencies that require official documentation for the recognition of student academic achievement. The University or the University's accreditation is recognized officially by the following agencies:

U.S. Citizenship and Immigration Services, Department of Homeland Security
Florida Board of Accountancy
Bureau of Educator Certification
Florida State Approving Agency for Veterans Affairs

BENEFACTORS

In 2007, International College was renamed Hodges University in honor of its main benefactors, Earl and Thelma Hodges. The Hodges have been long-time residents of Naples, and long-time supporters of Hodges University.

The contributions of Earl and Thelma Hodges are significant, spanning nearly 50 years of service in Southwest Florida. Their generous gifts of time, effort and funds have strengthened the business environment, the role of charitable organizations, and families.

The Hodges are perhaps best recognized as owners of the Earl G. Hodges Funeral Chapel in Naples, which provided more than 40 years of business and service to the local community. The Hodges have had a number of other successful business interests both in and out of state and have been actively involved in a countless number of local causes.

Earl Hodges passed away in 2013. His generous support of the students who attend Hodges University will be remembered for many years to come.

ENDOWMENTS AND MAJOR GIFTS

The Lavern Norris Gaynor President's Chair

Lavern Norris Gaynor, a member of the Hodges University President's Society and the initial recipient of the Hodges University Humanitarian of the Year Award, has generously established the Lavern Norris Gaynor President's Chair. Mrs. Gaynor is well known in the Naples Community for her philanthropy, as was her late husband, George Gaynor, whose name appears on the first building established at the Naples Campus. This is the first President's Chair to be endowed in the State of Florida. This endowment will provide continuing support for unique visionary opportunities established by the Office of the President.

The Johnson School of Business and the Johnson Endowed Professorship Fund

Through a generous gift from the late Kenneth O. Johnson, the School of Business at Hodges University has been named the Johnson School of Business. Mr. Johnson was a founding member of the Hodges University Foundation Board and the American Military Veterans Educational Fund Committee, which provides scholarships to military

Hodges University

veterans. Prior to his retirement, Mr. Johnson was a senior level executive in the Texas Oil Industry, and throughout his retirement, he continued to advise energy companies on business strategy. Mr. Johnson also provided funding for the Johnson Endowed Professorship Fund. This endowment will provide perpetual funding to facilitate faculty scholarly research and professional development in a variety of areas for faculty within the School of Business.

The Nichols School of Professional Studies

Through a generous gift from Jerry and Arlene Nichols, the School of Professional Studies has been named the Nichols School of Professional Studies. The Nichols have been long time supporters of Hodges University and its mission of serving the adult student population. In 2008, Jerry and Arlene were selected as the Hodges University Humanitarians of the Year to recognize their philanthropic support of not-for-profit organizations in the Naples Community, including the Boys & Girls Club of Collier County, Junior Achievement, Community Foundation of Collier County, Quest for Kids, American Red Cross, and the Ronald McDonald House and Care Mobile. The Nichols have also supported the American Military Veterans Education Fund, which provides scholarship assistance to returning veterans seeking higher education at Hodges University. After Arlene's untimely passing, Jerry continues to give back to the community through his commitment to education and various children's initiatives.

The Fisher School of Technology

Through a generous gift from John W. Fisher III, the School of Technology has been named the Fisher School of Technology. Fisher is an alumnus of Hodges University, graduating in 1996 with a Bachelor's degree in Business Management and was honored as the university's Alumnus of the Year in 1999. He is the son of John W. Fisher, chairman emeritus and former president of the packaging manufacturer Ball Corporation and former chairman of the Ball Foundation and the namesake of several well-respected institutions including Ball State University. A resident of Naples, Fisher is semi-retired from the hotel/restaurant supply workforce and currently is a rental property owner/manager. He actively pursues his goal of helping provide a good education to anyone with a thirst for knowledge. Fisher is a member of the Hodges University President's Society. A veteran of the U.S. Air Force, he also serves as a member of the American Military Veterans Education Fund Cabinet.

The Frances Pew Hayes Center for Lifelong Learning

The late Frances Pew Hayes, the 2002 recipient of the Hodges University Humanitarian of the Year Award, was well known for her philanthropic support of children, the arts and education. Her legacy continues today through the Frances Pew Hayes Family Foundation, which has generously endowed the Center for Lifelong Learning, now named The Frances Pew Hayes Center for Lifelong Learning. This endowment will provide continuing support for exceptional lifelong learning programs.

PHILOSOPHY AND OBJECTIVES OF HODGES UNIVERSITY

Hodges University is a private, nonprofit, coeducational institution dedicated to the development of students as self-actualized persons and to providing education for students of all faiths, ages and life circumstances. Hodges University seeks to foster in its students measurable objective educational outcomes as a result of meeting its mission.

These educational outcomes are:

- * Critical Thinking
- * Effective Communication
- * Initiative
- * Leadership Ability
- * Research Ability

Hodges University provides a learning environment that promotes an appreciation for:

- * Adaptability to Change
- * Social Responsibility
- * A Global Perspective
- * Excellence
- * Lifelong Learning

Hodges University bases its educational programs on the following philosophy:

That Hodges University, as an open, creative and community-conscious educational institution, must fulfill its mission in the climate of a changing world. That each student, as a unique person, deserves a program of studies and varied experiences for personal growth without regard to race, color, gender, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the University's respect for personal dignity.

That Hodges University can best serve its students and the community by providing professional programs of study that afford life and career enrichment.

MISSION

The Mission of Hodges University is to offer Associate, Baccalaureate and Graduate degrees as well as other programs that enhance the ability of students to achieve personal or professional objectives.

MISSION PRINCIPLES

To achieve its Mission, Hodges University supports the following principles:

- Hodges University is a teaching institution that emphasizes the practical application and advancement of knowledge in career-oriented programs.
- Hodges University encourages scholarly activity among its faculty.
- Hodges University is a student-centered institution of higher learning that primarily focuses on the needs of adult learners.
- Hodges University provides contemporary programs, experiential delivery systems, and distance learning.
- Hodges University, as a nonprofit institution of higher learning, serves as an educational and community resource for Southwest Florida.
- Hodges University encourages and supports cultural diversity and inclusion.

NOTICE OF NONDISCRIMINATION

Hodges University does not discriminate on the basis of race, color, national origin, sex, disability or age in the provision of educational opportunities or employment opportunities and benefits. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX should be directed to the Title IX Coordinator, Dr. Marcia Turner, Hodges University, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122. Inquiries concerning Section 504 or the American Disabilities Act should be directed to the ADA Coordinator, April Brown, Hodges University, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122.

ADMISSIONS REQUIREMENTS

GENERAL ADMISSIONS REQUIREMENTS

The graduate programs at Hodges University are comprised of advanced academic work and therefore admission is only granted to applicants who display a high probability of success. Some programs require foundation courses which are listed under the program description. Eligibility for admission is determined by the Graduate Committee based on prior academic performance, writing ability, and computer applications proficiency. Applicants interested in taking classes on campus are required to visit the school, meet for a personal interview with one of the University admissions coordinators, and discuss plans and career goals. Applicants interested in taking only online classes are required to visit the Hodges University Website and follow the online student instructions.

All applicants for residency classes/programs must have legal status in the United States either by birth, citizenship, or appropriate INS documentation. All applicants for online programs who live in the United States must also have legal status in the United States as stated above.

The University reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the University.

APPLICATION FOR ADMISSION

After the interview process is completed, an application for admission needs to be filed with the University along with a non-refundable application fee. A bachelor's degree from an accredited college or university is required along with official transcripts from all prior colleges and universities. These transcripts must demonstrate at least a 2.75 GPA in the last 60 credits of college level work. Two letters of recommendation are to be included with the application for admission.

ASSESSMENT PROCESS

Students making application to enter a graduate program at Hodges University are assessed by the Graduate Committee on the basis of a weighted formula focusing upon three criteria:

Grade Point Average
Entrance Essay Score
Computer Test Score

The criteria are combined to produce a graduate admissions index score. Students are expected to have an index score of 3.0 or above to be admitted to a graduate program at the University.

An additional requirement for students applying for the Clinical Mental Health Counseling Program includes a panel interview with the CMHC Admissions Committee who will make the final admissions decision.

NON-DEGREE SEEKING STUDENTS

Students with a bachelor's degree from an accredited institution who wish to enroll in graduate level courses but do not want to earn a degree must complete an application and satisfy the University's graduate admissions requirements specified on pages 6-7 in the Graduate Bulletin. Students with a master's degree from an accredited institution who wish to enroll in graduate level courses but do not want to earn a degree must complete an application.

FAMILIARITY WITH UNIVERSITY REGULATIONS

On or before entrance, each student is provided access to the Graduate Bulletin and various brochures and other publications which set forth the policies and regulations under which the University operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

HODGES UNIVERSITY STUDENT IDENTIFICATION CARDS

All students are required to obtain and visibly display their Hodges University Identification Card while on campus. Distance education students are required to obtain an ID Card for purposes of a picture ID and to access library services and privileges. The bar code on the reverse side of the ID card will provide students with the access to these services and privileges. Students are strictly prohibited from loaning or sharing their ID cards with anyone, and if lost, the student must immediately report the loss to the bookstore personnel who will replace the card. Replacement of ID cards will be at the expense of the student.

LIBRARY

The mission of the Hodges University Library is to support the University in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the University and at remote sites, to provide opportunities for students to learn from many different information formats, and to provide life skills through access to information and resources.

The Terry P. McMahan Library at the Fort Myers and Naples campuses provide a physical and virtual library support system to all students, whether they are attending classes on campus, at a learning site, or taking courses online.

The library subscribes to an extensive list of resources, both physical and electronic. The electronic resources include both general and subject specific databases that support the entire curriculum. The library's web page <http://hodges.edu/library/> serves as a central access tool for print and electronic resources, including e-journals, e-books, electronic government documents, streaming video, and print materials.

As a result of the emphasis on electronic delivery of information, high priority is placed on training by the Library faculty. Information literacy programs and electronic access training are offered through scheduled classes, online research guides and tutorials, personal appointments and chat sessions through Ask A Librarian at <http://www.askalibrarian.org/hodges>.

INFORMATION TECHNOLOGY DEPARTMENT

The Department of Information Technology is dedicated to guiding the selection, procurement, development and implementation of innovative technological enhancements, to ensure a positive experience, and to provide exemplary customer service for the University community.

It is each student's responsibility to read, understand, and abide by the Acceptable Use of Technology Resources policies. These policies are provided to students during the orientation process and are available on the University website. These policies are strictly enforced and are subject to change without notice.

All students receive Hodges University email accounts their first semester. University faculty and staff email students exclusively through these accounts.

As a student at Hodges University you may periodically receive text messages from administration and/or faculty. Depending on your cellular plan, some of these messages may incur charges with your carrier. For those messaging systems that may incur charges, the first message you receive will give you the option to opt-out of receiving future text messages.

ONLINE LEARNING

Online Learning initiatives at the University are supervised by the Dean of Online Learning and Information Resources who monitors the integration of online courses and programs with the academic process. Online courses and programs are presented using Blackboard Learn, the University's learning management system. Students enrolled in online degree programs of study are required to take all of their courses online. Students taking online courses are required to become familiar with the Blackboard Learn platform before they begin their courses.

All online courses taught at Hodges University require a proctored final exam. Students are required to take final exams through the ProctorU online service (requiring a webcam) during the dates listed in the MyHUgo portal. Each online course has an associated proctoring fee (see Tuition and Fees Schedule). The instructions for the ProctorU final exam process are available at the ProctorU portal (www.proctoru.com/hodges). Students schedule their preferred testing time slots directly with ProctorU five weeks prior to final exam dates. Students may incur a nominal fee should they cancel and re-schedule their time slots.

FINANCIAL ASSISTANCE PROGRAMS

The Institution is in compliance with all requirements for eligibility to award Student Financial Aid under Title IV, Federal Higher Education Act (Financial Assistance). Currently, graduate students may be eligible for Federal Stafford Student Loans. If the student is eligible, an appropriate award package will be developed. Students selected for verification will be contacted by telephone, letter, or email within two weeks of submission of the student's financial aid paperwork. The Financial Aid Office will not disburse any financial aid funds to a student's account until the required documentation is received. The required documentation has to be received by the Financial Aid Office within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the paperwork is received.

Students are cautioned that all awards are made based on the availability of program funds to the University and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the University has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. To be eligible for state and federal aid funds, student must meet the "Standards of Academic Progress" listed herein.

No students may receive financial aid if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

DIRECT LOANS

The Federal Direct Loan Program, available to eligible students, is a low-interest loan to help pay for the cost of education. Maximum loan limits, set by Federal law, are applied based upon the student's yearly progress at the University.

Repayment of the Federal Direct Loan generally begins six months after the student has graduated, left school, or dropped below a half-time class schedule.

There are two types of Federal Direct Loans:

- Subsidized - Federal government pays the interest to the lender while the student is in school.
- Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

THE FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work Study (FWS) is a need-based, federal financial aid program that provides part-time employment to students needing financial assistance as well as encouraging recipients to participate in community service activities. Additionally, by providing a wide range of employment opportunities, FWS helps students gain work experience that complements and reinforces their educational and career objectives.

Under this program, funds are administered according to regulations and guidelines established by the Congress of the United States and the Department of Education. To ensure that Hodges University remains in compliance with federal regulations, updated guidelines have been established.

A student must first qualify for Federal Work-Study funds. To determine eligibility, a possible participant must complete a Free Application For Student Aid (FAFSA). Eligibility will then be determined. Students are compensated through financial aid funds as determined by the Financial Aid Office. A FWS can be assigned to any department in accordance with the guidelines provided by the Financial Aid Office. Work-Study students may also have access to student records as approved by their supervisors, but they are prohibited from accessing information in the Student Information System (SIS). Work-Study students may not attend employee meetings or functions. Work-Study students are to be provided with guidelines from the Financial Aid Office, as well as from their supervisors, so that their duties and responsibilities are clearly understood. College Work-Study timesheets are processed through the payroll office and are monitored by the Financial Aid Office for accuracy.

VETERANS SERVICES

Hodges University believes that our active military members and returning veterans deserve the support and the educational programs to assist them in fulfilling their personal and professional objectives. The Veterans Services Center located on the Ft Myers campus houses the Director of Veterans Services who oversees all campuses to ensure all of our veteran students receive adequate service.

VETERANS BENEFITS

Hodges University provides courses of study which have been approved for the GI Bill. Each campus has a dedicated Certifying Official to assist veterans in understanding their VA educational benefits.

MILITARY TUITION DISCOUNT

Hodges University offers a tuition discount to qualified active duty military personnel.

YELLOW RIBBON PROGRAM

Hodges University participates in the Yellow Ribbon Program. Only veterans entitled to receive 100% benefit rate of Post 911 G.I. Bill or their designated transferees may receive the funding. Yellow Ribbon is an agreement with the VA which will match and issue payment directly to the institution.

THE HODGES UNIVERSITY SCHOLARSHIP PROGRAM

Hodges University offers private and institutional scholarships to assist and reward students financially. The goal of the Hodges University scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue University studies. **All Hodges University students at the current Graduate Bulletin tuition rate may apply for a scholarship.** Donors may specify additional stipulations regarding eligibility.

For additional information on scholarships, students should contact the Financial Aid Office for application information. The Executive Vice President of Administration serves as the Chair of the Hodges University Scholarship Committee; students may also contact the Dean of Students for personal advice concerning the scholarship process.

PRIVATE GRADUATE SCHOLARSHIPS

Scholarships are provided to Hodges University students according to guidelines established, in most cases, by the sponsors. Applications must follow the guidelines prescribed by the sponsor.

The Florida Institute of Certified Public Accountants (FICPA) Scholarship

The Florida Institute of Certified Public Accountants (FICPA) Scholarship assists students who are enrolled in the MBA Program or the 5-year accounting track, and who are working toward qualifying to sit for the Florida C.P.A. exam.

The Florida Bankers Educational Foundation

The Florida Bankers Educational Foundation offers a \$2,500 (\$5,000 maximum total) scholarship loan/grant for graduate students who work for, or plan to work for, a Florida bank.

Institutional Scholarships

Institutional scholarships are provided by the University to encourage continuing students to undertake graduate studies.

The Graduate Courses Scholarship

In order to encourage the pursuit and completion of a graduate program, Hodges University provides a special Graduate Courses Scholarship for students who have been awarded a bachelor's degree from Hodges University. All graduates of Hodges University Baccalaureate programs who are paying the full tuition rate will be granted a \$100 per credit hour scholarship on all graduate courses taken at Hodges University. An application for this scholarship is not required. Compliance is noted by the Business Office during registration.

VETERAN SCHOLARSHIPS

Hodges University offers private and institutional scholarships to assist and reward veteran students financially. The goal of the Hodges University Veteran Scholarship Program is to supplement the resources of veteran students to the extent possible to enable them to begin or to continue university studies. Only honorably discharged veterans may qualify for a veteran scholarship and others will be advised to apply for a regular student scholarship. A veteran cannot receive a regular scholarship and a veteran scholarship. Donors and Hodges University may specify additional stipulations regarding eligibility.

Veteran Support Scholarships:

Jerry F. Nichols Veterans Accounting Scholarship
The Earl and Thelma Hodges Scholarship
The John and Joanne Fisher III Scholarship
The Schoen Family Scholarship
The Bob Janes Memorial Scholarship
The SAVE Fund (Scholarship Assistance for Veterans Education)
Active Duty Military Scholarship

SCHOLARSHIPS FOR DEPENDENTS AND SPOUSES OF VETERANS

Students who are currently receiving the Chapter 35 G.I. Bill benefit qualify for this scholarship.

The Save-2 Fund (Ch. 35 dependents and spouses)

For additional information on veteran scholarships, students should contact their designated Certifying Official for their campus or the Director of Veterans Services.

STUDENT ACCOUNTS

All student accounts are due and payable at the time such charges are incurred. University regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

REFUND POLICY

The operating budget of the University provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The University anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

STUDENT RESPONSIBILITY, REFUND APPEALS PROCESS

It is the responsibility of the student to notify the Registrar's Office in writing if the student wishes to cancel or withdraw. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal a calculation of a refund, the appeal is to be filed in writing with the Business Office for its review. If the appeal is not resolved at this level, the student may appeal in writing to the Vice President of Financial Services. If the appeal remains unresolved, the final appeal is to the Executive Vice President of Administration whose decision is final.

CANCELLATION POLICY

Within 3 days of the date the student executes an enrollment agreement, he/she may cancel his/her enrollment and receive a full refund of any tuition or fees paid, minus the application fee, which is non-refundable.

FAILURE TO ENTER

If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable). A student is considered to have entered a class if he/she attends a classroom session or participates in an online assignment.

DROP/ADD

For semester long courses, the first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student's status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

For mini-term courses, a course may not be added after the term begins; however, a course may be dropped during the first week of the term. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the mini-term. At the end of the first week of the mini-term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

WITHDRAWAL

The student must report to the Registrar's Office to withdraw from the University. The date the student notifies the Registrar's Office of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata

basis (rounded up to the nearest 10%) through 50% of the term, plus an administrative fee of \$100. After 50% of the term, 100% of tuition and fees will be charged. Please consult the Academic Calendar for withdrawal dates for specific terms.

PROCESSING OF REFUNDS

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the University after funds have been returned to Federal programs.

Refunds of tuition and/or other refundable charges due students will be made within forty-five (45) calendar days of the student's official date of withdrawal. Refunds for the student who fails to notify the University of withdrawal will be processed within the earlier of forty-five (45) calendar days from the day the University determines that the student has withdrawn or forty-five (45) calendar days from the end of the trimester. Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Direct Loans received by the student for the period.
- b. To eliminate outstanding balances on subsidized Federal Direct Loans received by the student for the period.
- c. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- d. To repay required refunds of other Federal, State or private institutional student financial assistance received by the student.
- e. To the student.

PAYING STUDENT CREDIT BALANCES

The University's policy on paying all Student Credit Balances is modeled after the requirements of Title IV Student Credit Balances. A Title IV credit balance occurs whenever the University credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The University pays the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds no later than 14 days after the credit balance occurs.

RESERVATIONS AS TO PROGRAMS AND CHARGES

The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number.

STUDENT RECORDS

All educational records of students enrolled at the University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property of the University and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., University officials, federal educational and auditing officials, and requests related to the application for, or receipt of, financial assistance). Release of directory information does not require student consent and includes the name, University email address, address, telephone numbers, date of birth, student ID number, major field of study, dates of attendance, degrees, awards received (Dean's List, Honor Roll, Academic and Extracurricular Awards), enrollment status (full-time, part-time, less than part-time), any photo or video a student appears, grade/class level (freshman,

sophomore, junior, senior, graduate student, ESL), and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

TRANSFER CREDITS

Acceptance of graduate transfer credits is contingent upon applicability to the program and may only be approved by the Graduate Program Director. No more than 9 semester hours of credit may be accepted subject to the following restrictions:

1. Transfer credits must be completed within the previous five (5) years at an accredited institution with a grade of B (3.0) or higher. Pass or Satisfactory grades will not be accepted for transfer.
2. Graduate credit based upon internships, externships, portfolio, or other experiential learning bases will not be considered for transfer.
3. Graduate credits earned after entry into the program will not be considered for transfer.
4. Course and credit transfer requests are subject to the approval of the Graduate Program Director for each program. Such decisions are not subject to appeal.

Transfer credits will not be considered for courses that are offered at the University in an accelerated wheel format.

INTERNATIONAL STUDENTS

When international students apply for admission in a program approved by U.S. Citizenship and Immigration Services (USCIS), official transcripts of completed secondary and applicable postsecondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, credit hours and grades received from each course. All international students enrolling in any program must provide evidence of a successful command of English as determined by the following: a minimum score of 61 on the TOEFL iBT or a passing score on any assessment examinations used by Hodges University. A Form I-20 (Certificate of Eligibility for Non-immigrant (F-1) Student Status for Academic and Language Students), issued in SEVIS, will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and pre-payment of full-time fees and tuition for at least one academic term. The international student should first contact the University for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of \$50 is required for international applicants. With the above exceptions, the conditions for admission of international students are identical to those for United States citizens.

F-1 students are required to maintain full-time status while enrolled at Hodges University. Full-time status is defined as at least 9 semester hours of credit each semester. F-1 students taking 9 semester hours of credit are permitted to enroll in only one online course per semester. F-1 students taking more than 9 semester hours of credit may enroll in more than one online course per semester.

TRANSIENT STUDENTS

Students in good academic standing and enrolled in graduate programs at other postsecondary institutions may enroll at Hodges University for specific course work. The regulations of the primary college or university will apply and verification of credit acceptance must be obtained prior to enrollment. Transient students must provide a statement of good standing from their primary institution along with a letter granting permission to enroll in certain courses which must be approved by the appropriate Graduate Program Director.

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE - Class Audit Refresher Education is a program designed to upgrade enrolled graduate students who have successfully completed courses taken at Hodges University or are graduates of the University. CARE allows enrolled graduate students or graduates to take refresher courses studied at Hodges University with no tuition

charges, as long as there are seats available in the selected courses. Book charges and fees remain in place. The courses will allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories are constantly changing, this is a benefit to both students and to their current employers. There is no time limit or limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar's Office.

INTELLECTUAL PROPERTY POLICY

Hodges University defines intellectual property as a product of the intellect that has commercial value. Intellectual property is typically divided into two categories: Industrial property which includes patents, software, industrial designs, and geographic indications of source; and Copyright which includes literary and artistic works.

Students may produce intellectual property while attending Hodges University. All work completed or submitted toward fulfillment of course requirements by students is the property of Hodges University, including any software development or any work submitted as part of a class exercise or group activity. Hodges University reserves the right to utilize any work so submitted in any way it deems appropriate. Intellectual property produced by students outside of course requirements that does not use University funds, space, or facilities remains the property of the students.

ALUMNI ASSOCIATION

Membership in the Alumni Association is open to all former graduates of Hodges University. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the University. The Alumni Association helps pool resources, broadens the professional network, and supports currently enrolled students, in addition to supporting the University. Contact for the Alumni Association is through the Office of University Advancement.

CAREER DEVELOPMENT, COUNSELING AND SUPPORT SERVICES

The Dean of Students oversees Career Development, Counseling, and Disability Support Services. Assisting the Dean of Students are the Counselors and the Career Development Coordinator located at the Naples and Fort Myers campuses.

CAREER DEVELOPMENT SERVICES

The Office of Career Development provides a wide range of services to students and graduates. The staff offers both one-on-one and group advisement on topics such as career decision-making, career assessment, resume and cover letter preparation, interviewing skills and techniques, and job search strategies. Job placement assistance is also available in that the office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers.

Students with a criminal record may not be eligible to apply for certain jobs, such as criminal justice positions or positions in the medical field. The University will not provide placement assistance for students convicted of a felony.

Outreach services include participation in local career fairs, presentations in classes, and meetings with prospective employers. Office hours of staff are posted at each campus. While students are seen on a walk-in basis, appointments are strongly encouraged. Services provided by the Office of Career Development are available at no cost to all registered students and graduates.

COUNSELING SERVICES

Counseling Services are available to address student needs in career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The office also maintains a list of

area resources and occasionally refers individuals to outside agencies for assistance. Two counselors, both Florida licensed mental health professionals, are available to all students with offices at both campuses; office hours are posted at each location. Walk-in services are available, but appointments are recommended. Services are offered at no cost to Hodges University students. Students may schedule a confidential counseling appointment directly with the Counselor by telephone or e-mail. Voice mail is also available and student requests receive a prompt response.

THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

Hodges University is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in its educational programs.

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 USC 12102(2)). The University does not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the requisite and essential functions of the educational activities. Reasonable accommodations will be made available unless doing so would present undue hardship to the University. It is the responsibility of the student with special access needs to inform the University of these special needs and to provide the requisite supporting documentation.

Notification to students of Hodges University compliance with the ADA appears herein and in the Student Handbook. The ADA Coordinator for the University is the Director of Counseling who is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in the Student Handbook. Copies of the University ADA Policies and Procedures are available in the Registrar's Office and the Admissions Office.

DISABILITY SUPPORT SERVICES

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Director of Counseling to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. The Office of Counseling also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Director of Counseling four weeks prior to scheduled activities.

ACADEMIC POLICIES AND INFORMATION

THE OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is responsible for the general oversight of all academic programs, including registration activities. The Executive Vice President of Academic Affairs and Provost oversees the academic programs and faculty, and the Vice President of Student Records Management oversees class schedules and registration policies and procedures.

GRADUATE GRADING POLICY

Academic achievement is based on the following grading system:

<u>Grade Evaluation</u>		<u>Grade Points per Credit Hour</u>
A (90-100)	Superior Performance	4
B (80-89)	Satisfactory Performance	3
C (70-79)	Below Average Performance	2
D (60-69)	Unacceptable Performance	1
F (below 60)	Failure	0
WF	Withdraw Failing	0
WP	Withdraw Passing	Not Calculated
P	Pass	Not Calculated
S	Satisfactory	Not Calculated
U	Unsatisfactory	Not Calculated
AU	CARE Program	Not Calculated

GRADE APPEALS AND GRADE CHANGES

Students dissatisfied with their grades should first contact their instructor and if the dispute cannot be resolved at this level, students should then contact their Program Chair, Director or Dean. If the issue still remains unresolved, then students may fill out an Academic Petition through the Registrar's Office to have their grade appeal reviewed by the Executive Vice President of Academic Affairs. The decision of the Executive Vice President of Academic Affairs and Provost is final.

Grade changes are approved by an Academic Dean upon recommendation of the faculty. Grade changes must be resolved and recorded during the term immediately following the term the original grade was earned. No grades will be changed following graduation.

CALCULATION OF GRADE POINT AVERAGE

Hodges University uses two grade point average calculations to determine a student's academic progress. The cumulative grade point average (CGPA) is used to calculate a student's progress for his/her entire collegiate academic performance. The institutional grade point average (IGPA) is used to calculate the qualitative standard for a student's academic progress while attending Hodges University. A student's IGPA is used to determine academic status, probation, suspension and dismissal. Application of the Repeat Policy may change the GPA calculation.

To compute grade point average, take the number of semester credit hours per course and multiply that number by the equivalent grade points listed above. A 3 credit hour course times the 4 grade points received for an A will earn a total of 12 grade points. A 3 credit course in which a C grade (grade point value of 2) has been accomplished will earn a total of 6 grade points. The total grade points earned are 18 and are divided by the 6 credit hours taken to date and produces a grade point average of 3.0. To compute cumulative grade point average (CGPA), use the total number of courses taken during a student's collegiate academic performance, calculate the corresponding grade

points earned, and divide the grade points by the number of credits earned. To compute the institutional grade point average (IGPA), use the total number of courses taken during each term at Hodges University, calculate the corresponding grade points earned, and divide the grade points by the number of credits earned at Hodges University.

ACADEMIC PROGRAM PLANNING

The student and graduate advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the *Approved Program of Study* require the approval of the Program Director/graduate advisor.

Registration occurs prior to the beginning of each term. New students receive academic advisement and register with the Registrar's Office. Continuing students register online with recommendations from their Program Director or Academic Advisor in the Registrar's Office approximately one month in advance of the last day of the semester. It is the responsibility of the student to follow the correct course of study as listed herein. Students who do not register during posted registration dates may be subject to a late registration fee.

SCHEDULE CHANGES/ADD-DROP

For semester long courses, the first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

For mini-term courses, a course may not be added after the term begins; however, a course may be dropped during the first week of the term. The desired change must be communicated to the Registrar's Office. At the end of the first week of the mini-term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class.

For semester long courses, a student who does not attend the first three weeks of a course will be withdrawn from that course by the Registrar's Office and may not be reinstated. For mini-term courses, a student who does not attend the first two weeks of a course will be withdrawn from that course by the Registrar's Office and may not be reinstated. Exceptions to this policy may only be approved by the Executive Vice President of Academic Affairs and Provost.

The University is in session throughout the year except for holidays and vacations as listed on the Academic Calendar.

ACADEMIC CALENDAR DEFINITION

The University operates on a trimester calendar, i.e., three 15-week semesters (terms) each calendar year. The University also offers two 7 ½ week mini-terms each semester.

SEMESTER HOUR OF CREDIT

A semester hour of credit is equivalent to approximately 15 lecture class hours of instruction with appropriate out-of-class study. Laboratory hours count a minimum of 30 class hours as equal to one semester hour of credit and internships count a minimum of 45 class hours to equal one semester hour credit. A class hour of instruction is a 50 minute period. For every class hour of instruction, it is expected that the typical student will average approximately two hours per week outside the classroom in preparation for the course; for online courses, it is expected that students will average three hours per week per credit hour of instruction in preparation for the course.

COURSE OPTIONS

Students may take courses at Hodges University in a traditional classroom setting, online, or a combination thereof. Blended classes typically alternate meeting times and places and include an online component.

FACULTY-ASSISTED COURSES

Courses listed in the Graduate Bulletin may be offered in a tutorial setting when approved by the Program Director. Weekly sessions are held with an assigned faculty member with a minimum of a midterm and final evaluation required.

ACADEMIC LOAD

A graduate student taking nine or more credit hours in an appropriate program is defined as a full-time student. A normal course load for full-time graduate students is 9 credits per term. Students wishing to take more than 6 credits in a mini-term or more than 12 credits in a full term must obtain permission from their Graduate Program Director.

COURSE WAIVER POLICY

A required course, or courses, may be waived by the Program Director/Dean if evidence of substantially equivalent academic preparation is provided and program degree credit hour requirements are not reduced.

ACADEMIC INTEGRITY

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing are serious offenses, contrary to policy, and could result in cause for dismissal. Students are required to sign an Academic Honesty Policy during the orientation process.

ACADEMIC GOOD STANDING

A graduate student is considered to be in good academic standing if he/she maintains a minimum institutional grade point average (IGPA) of at least a 3.0 and completes his/her program of study as listed in the “MINIMUM ACADEMIC ACHIEVEMENT” chart below.

INSTITUTIONAL GOOD STANDING

Students are expected to possess a character that adheres to common acceptable standards of good conduct. Examples of situations that have an impact on good conduct include but are not limited to:

- * Not delinquent in tuition and fees due to the University.
- * Not in default in any federal loan program.
- * Never been subjected to any disciplinary action by the University.
- * Never been convicted of a felony.
- * Not listed on any official source as a sexual offender and/or predator.

STANDARDS OF ACADEMIC PROGRESS

In compliance with federal financial aid regulations, Hodges University requires satisfactory progress towards a degree as an eligibility requirement for state and federal financial assistance. Following the conclusion of each grading period, the grades of each student will be evaluated by the Registrar’s Office. As a result of this evaluation, it may be necessary to reschedule the student or to place the student on a status of academic probation, final academic probation, academic suspension, or academic dismissal.

All students must meet minimum standards of academic achievement and successful course completion while enrolled. There are two standards that must be met: a qualitative standard and a quantitative standard. The qualitative standard requires a student to achieve a minimum institutional grade point average (IGPA) of 3.0 each semester at Hodges University. Grades of WF or F, and repeated courses (see Repeat Policy) will count in this calculation. The quantitative standard requires students to complete their graduate program of study within 150% of the normal timeframe allotted for completion of the program and within fifteen or eighteen semesters. Transfer credit hours that meet degree requirements will reduce the normal time frame by one semester, although not in computation of institutional grade point average. Once the maximum timeframe has been reached, the student will no longer be eligible for financial aid. When a student completes one degree program and pursues a second degree program, the quantitative standard is based on credits attempted and earned in the new program of study.

The Registrar’s Office will notify and counsel each student to ensure that all steps are being taken to assist the student in reaching good academic standing. The qualitative standard will be calculated at the end of each term by reviewing the IGPA. The quantitative standard is reviewed after the student has attempted six semester hours and each semester thereafter.

MINIMUM ACADEMIC ACHIEVEMENT

Evaluation points and minimum program completion rates are listed. The qualitative standard (3.0 IGPA) is evaluated at the end of each semester. Those students who have earned 20 or more credits must have a minimum completion rate of 67%. Students will no longer be in good academic standing if they fail to achieve these minimums.

Cumulative Credit Hours Attempted	Cumulative Credit Hours Earned	Quantitative Standard – Minimum Completion Rate
6	3	50%
15	9	60%
20	13	65%
30	20	67%
45	30	67%
60	40	67%

MAXIMUM PROGRAM LENGTH

Students must complete their program within a maximum time frame (measured in attempted semester hours and maximum number of semesters) and must earn (receive a passing grade) a minimum percentage of all attempted semester hours. Students will be warned when approaching the maximum semester hours attempted. Failure to complete the program within 150% of the total required credit hours may result in dismissal of the student.

Semester Hours Required in Program	Maximum Semester Hours Attempted	Maximum Number of Semesters
30	45	15
36	54	15
39	57	15

42	63	15
60	90	18

ACADEMIC PROBATION

Academic probation status is determined at the end of each term and therefore all grade changes approved after the end of each semester will not change a student's academic probation status. In the event a student does not earn a 3.0 IGPA and/or his/her completion rate is less than the chart indicates, the student will be placed on academic probation which will serve as a financial aid warning. While on academic probation, a student remains eligible for Title IV financial aid funds. All students placed on academic probation will be notified and counseled by the Registrar's Office. An academic plan is created to ensure the student can return to academic good standing. Students are expected to sign a probation contract after counseling. If academic progress is not met after the next semester, the student will have to appeal to the Financial Aid Office to continue to receive financial aid.

FINAL ACADEMIC PROBATION

A student on academic probation who fails to progress as stipulated in the academic plan during the grading period of academic probation or has not earned the quantitative minimum standard, will be placed on final academic probation. All students placed on final academic probation will be notified and counseled by the Registrar's Office with the steps necessary to continue enrollment. An academic plan is created to ensure the student can return to academic good standing. Students on final academic probation, if otherwise eligible, may not be eligible to receive state and federal financial aid. All students must submit a written Student Appeal for Final Academic Probation with supporting documentation. Appeals may only be submitted in certain circumstances for recipients of federal financial aid and must be submitted before the first day of the semester. If the appeal is denied by the Financial Aid Office, the student would be responsible for payment of all tuition and fees for the following semester. Subsequent appeals will be reviewed if the terms of the Academic Plan have been met during continued enrollment. Should the student fail to remedy the situation during the term of final academic probation, the student may be suspended or dismissed.

ACADEMIC SUSPENSION

A student placed on academic suspension may not return for further study for at least one trimester and should work with faculty to determine if a grade change is possible. A written request to reenter must be submitted to the Academic Dean along with a new Appeal for Final Academic Probation if requesting financial aid. If the request to return is approved, then the student may resume training for one trimester with a status of final academic probation. The Appeal for Final Academic Probation must be approved in order to receive federal financial aid. Only those students, whose grade point average could improve to a 3.0, may reapply for admission. The student will be placed on final academic probation and must achieve an IGPA of 3.0 or better and meet the terms listed on the academic plan or the student may be dismissed. Students who are suspended due to failure to receive the required grade in a course they have taken three times may reapply for admission if it is determined that it is possible for them to achieve the required grade for the course upon reentry. If the student does not achieve the required grade for the course in the term of reentry, the student may be dismissed.

Students who are academically suspended may not use campus resources during suspension; i.e., the library, computer labs, student development services, academic achievement services, etc. Students on academic suspension may not participate in student club functions or workshops.

DISMISSAL

Dismissal from a program is a final action and a student who has been dismissed based on the standards above is not permitted to reenter that program at the University.

MITIGATING CIRCUMSTANCES AND THE APPEALS PROCESS

Students who receive financial aid and wish to appeal their satisfactory academic progress status may complete a Student Appeal for Final Academic Probation through the Registrar's Office for review and consideration by the Financial Aid Office and/or the Vice President of Student Financial Services. The appeal must include an academic plan and documentation to support extenuating or mitigating circumstances which caused an adverse effect on the student's academic progress. Students who do not receive financial aid and wish to appeal their satisfactory progress status may complete a Petition to the Academic Dean through the Registrar's Office for review and consideration for occurrences beyond the control of the student. The appeal must include an academic plan and documentation to support extenuating or mitigating circumstances which caused an adverse effect on the student's academic progress.

REPEAT POLICY

A graduate student may repeat a course taken at the University in which he/she received a grade of C, D or F in order to improve the cumulative grade point average. The student may only repeat the same course two times for the forgiveness policy to apply and credit will automatically be given for the last grade earned when repeating a course. Students may repeat courses up to 6 semester credit hours. Repeated courses will appear on the student's academic transcript. Repeated grades will be substituted for previous course grades of C, D or F in the calculation of the student's cumulative grade point average for the equivalent of 6 semester hours.

Students who do not receive the required grade after attempting a course for the second time (C, D or F) will be required to submit a petition to the Academic Dean who supervises the course before they can register for the same course a third time. If permission is granted, the student will be required to attend weekly meetings while taking the course for the third time. Students can retake a passed course (grade of C or D) once to improve the initial grade and receive Title IV funds. If the student does not receive the required grade after the third attempt, the student will be suspended in accordance with the terms set forth under ACADEMIC SUSPENSION.

WITHDRAWAL POLICY

If a student misses four consecutive times in a semester long course or two consecutive times in a mini-term course, he/she will be dropped from the course. A student will be withdrawn from Hodges University if he/she is no longer enrolled in any courses.

When a student is dropped from a course for lack of attendance or at his/her request, he/she may receive either a WP or WF grade. A WP grade may be issued for courses last attended within the first six weeks of a semester long course or within the first three weeks of a mini-term course and does not carry a grade point value. WP grades may also be issued for documented extenuating or mitigating circumstances that have been approved by an Academic Dean and/or the Executive Vice President of Academic Affairs and Provost. A WF grade is given to a student who withdraws from a course after the sixth week and before the 11th week of a semester long course or before the sixth week of a mini-term course and carries a grade point value of 0. Refer to the student calendar for exact dates each semester.

If students are unofficially withdrawn or dropped from all classes because of non-attendance and are registered for a class starting later in the semester, a Title IV refund calculation must be done unless the school obtains a written confirmation from the student at the time of the withdrawal that he or she will attend a class that begins later in the same payment period or semester. Even though a refund calculation will be done, the student is still officially enrolled. The credit values of WP and WF grades will be counted as part of the credits attempted at each of the

evaluation points in the quantitative standard.

TRANSCRIPT INFORMATION

Upon written application by the student to the Registrar's Office, the University will furnish transcripts of each student's scholastic record. These transcripts will state, "Issued to student." No transcript may be issued for a student who is in arrears. Official transcripts requested by students to be sent to other educational institutions are not given to students or mailed to private addresses, but are mailed directly to the institutions. During peak periods, particularly at the end of each trimester, there may be a two-week delay. Transcripts are processed in the order in which requests are received.

INSTRUCTIONAL METHODOLOGY

The graduate faculty utilizes a variety of instructional methods, including traditional classroom lecture sessions, readings, classroom discussion, online discussions, student facilitation, interactive learning, computerized learning resources, case studies, research projects, team activities, simulations, and cohort online study activities. The objective of employing varied instructional methods is to enrich the student with multiple approaches to understanding and solving problems that are encountered in the workplace.

MULTIPLE DEGREES/CHANGE OF DEGREE PROGRAMS

Additional master's degrees may be awarded to a student who has completed all of the requirements for all degrees. Students must complete all of the requirements for the first degree, and a minimum of 12 additional credits for each additional degree thereafter.

If a student changes programs of study (majors), the credits attempted and grades earned that do not count toward the student's new major will not be included in the calculation of a student's academic standing.

GRADUATION REQUIREMENTS

To qualify for a master's degree, students are required to accomplish the following:

1. Meet the program minimum semester hour requirements with a grade point average of at least a 3.0 (CGPA, IGPA, and GGPA of 3.0) with no course grade below a C, in accordance with the terms set forth in the student's Approved Program of Study:

Program of Study

	<i><u>Credit Hours</u></i>	<i><u>Residency Requirements</u></i>
Master in Clinical Mental Health Counseling	60 credits	51 credits
Master of Accountancy	30-39 credits	21-30 credits
Master of Business Administration	36-42 credits	27-33 credits
Master of Information Systems Management	30-36 credits	21-27 credits
Master of Legal Studies	30 credits	21 credits
Master of Professional Studies	30 credits	21 credits
Master of Public Administration	30 credits	21 credits
Master of Science in Management	30-36 credits	21-27 credits

2. Successfully complete one of the following with a B or better as indicated on the Approved Program of Study: a capstone project, a comprehensive exam, or required internships.
3. Successfully complete The Professional Portfolio.
4. Meet all program requirements within fifteen semesters. Students enrolled in the Master in Clinical Mental Health Counseling degree program must meet the program requirements within eighteen semesters.

5. Satisfy all financial obligations with the University.

All students seeking a master's degree must abide by all University rules and regulations, including satisfactory progress, attendance, and conduct, and pass all required final examinations in all courses for which earned credits are awarded.

Students are responsible for meeting the requirements of the Graduate Bulletin in effect at entrance or reentrance. The student may elect to change to the requirements of a new Bulletin and then must meet all requirements of the new edition.

GRADUATION

Commencement exercises are held once a year. All students completing their degree requirements are included in the graduating class of that year. All students receiving degrees are expected to participate in the commencement exercises. All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. All students must pay the graduation fee in order to receive their transcript or degree. It is each student's responsibility to notify the Registrar's Office by completing an "Intent to Graduate" form at the beginning of his/her last trimester.

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the required credits for graduation with the following graduation grade point average (GGPA) are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

THE PROFESSIONAL PORTFOLIO

Graduate students must successfully complete a Professional Portfolio as a requirement of graduation. The Professional Portfolio documents student achievement of the Hodges University five educational outcomes. The definitions of these outcomes are as follows:

Critical Thinking: Thoughtful judgment or reflective decision-making through recognizing, defining, and analyzing issues, drawing logical well-supported conclusions, and applying reason to solve quantitative problems.

Effective Communication: The process of transmitting ideas verbally, nonverbally, and through the use of technology.

Initiative: The self-motivation and determination to begin or follow through with a plan or task.

Leadership Ability: The capability to guide or influence others to accomplish goals.

Research Ability: The capacity to obtain, analyze, and utilize relevant and credible information in an ethical manner.

PROGRAMS OF STUDY

The Programs of Study offered at Hodges University are assigned according to discipline to a School within the University as follows:

Fisher School of Technology

Master of Information Systems Management

Johnson School of Business

Master of Accountancy

Master of Business Administration

Master of Public Administration

Master of Science in Management

Nichols School of Professional Studies

Master in Clinical Mental Health Counseling

Master of Legal Studies

Master of Professional Studies

ACADEMIC PROGRAMS

MASTER IN CLINICAL MENTAL HEALTH COUNSELING (MCMHC)

Graduates of the program will be prepared for professional counseling positions in the Mental Health and Substance Abuse fields. The Master in Clinical Mental Health Counseling is specifically designed for graduates of the program to be eligible for candidacy for licensing as a Mental Health Counselor in the State of Florida. Students in the program will begin to develop their professional identity with a strong awareness of professional ethics, and a Master's Degree level knowledge base and skill set in order to work with individuals, families, groups and the community at large. MCMHC graduates will be required to complete the core counseling skill courses and a series of electives. Courses may be offered in the classroom or online.

MCMHC PROGRAM OF STUDY

The MCMHC Program of Study consists of three parts, all designed to assist the student to be able to apply for Florida State Licensing as a Mental Health Counselor. The State Licensing Content Component provides the essential coursework necessary for a master degree prepared therapist. The Internship component allows the student to experience the profession in a community setting with supervision. The Elective Component allows the student to select additional courses that will allow further specialization and the continued building of a professional identity. These three components prepare the student to apply as a Registered Mental Health Counselor Intern with the State of Florida upon graduation. Students will also complete a Professional Portfolio as a requirement to graduate.

MCMHC ACADEMIC COURSE STRUCTURE

Graduates of the MCMHC program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

<u>State Licensing Content Component</u>		<u>Semester Hour Credit</u>
PSY5000	Counseling Theories and Practice	3
PSY5004	Human Growth and Development	3
PSY5400	Diagnosis and Treatment of Psychopathology	3
PSY5020	Group Theories and Practice	3
PSY5001	Individual Evaluation and Assessment	3
PSY5030	Career and Lifestyle Assessment	3
PSY5500	Research and Program Evaluation	3
PSY5010	Social and Cultural Foundations of Counseling Practice	3
PSY5300	Counseling in Community Settings	3
PSY6301	Substance Abuse Theory and Prevention Methodology	3
PSY6000	Legal, Ethical and Professional Standards of Counseling Practice	3
PSY6302	Human Sexuality	3
PSY6001	Professional Portfolio	0
Total State Licensing Content Component		36

		<u>Semester Hour Credit</u>
	<u>Internship Component</u>	
PSY5999	Practicum 200 Hours (Min. 40 clock hours direct / 45 hours of Hodges group supervision)	3
PSY6501	Internship Level 1 (267 Hours) (Min. 80 clock hours direct / 45 hours Hodges group supervision)	4
PSY6502	Internship Level 2 (267 Hours) (Min. 80 clock hours direct / 45 hours Hodges group supervision)	4
PSY6503	Internship Level 3 (267 Hours) (Min. 80 clock hours direct / 45 hours Hodges group supervision)	4
	Total Internship Component	15
	<u>Elective Component</u>	
	<i>Students will select three elective courses from the choices below:</i>	
PSY6010	Family Treatment	3
PSY6100	Strength Based Assessment and Counseling	3
PSY6401	Advanced Addiction Treatment Methodologies	3
PSY6500	Direct Supervision and Administration	3
PSY6020	Group Therapy	3
PSY6004	Child Therapy	3
	Total Elective Component	9
	Total Semester Hours for Graduation	60

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, evaluation of counseling skills, and other measures deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by completion of a professional portfolio.

ESTIMATED DEGREE COMPLETION TIME

With a full time graduate load, most students will complete the program in ten terms contingent on availability of courses.

MASTER OF ACCOUNTANCY (MAcc)

The Master of Accountancy (MAcc) at Hodges University is an accelerated program of study which can be completed in one year, offering rigorous specialized instruction designed to prepare students to enter the profession and succeed. In addition to acquiring specialized expertise in accounting theories and topics, students develop the quantitative, analytical, communication, and research skills demanded of accounting professionals in business, public accountancy, and industry today.

The MAcc program is suitable for either full-time or part-time study. The curriculum consists of 7 ½ week courses offered in a blended in-class/online format as well as semester-length online courses. The 7 ½ week blended in-class/online format requires extensive outside study and preparation for comprehensive in-class development of the material in addition to an online meeting each week. Full-time students can expect to complete the program in one year.

To be admitted to the program, students are required to have completed undergraduate coursework in the following content areas: Federal Income Tax I & II, Intermediate Accounting II, Cost Accounting and Control, Advanced Financial Reporting and Analysis I, Accounting Information Systems, Independent Auditing, and Principles of Finance. Students who complete their undergraduate degree in accounting at Hodges University, an equivalent degree from an accredited institution, or any undergraduate degree along with the accounting and finance prerequisites will meet all requirements to begin the Master of Accountancy degree. However, students without an undergraduate degree/equivalent in accounting or lacking foundational prerequisites may be required to incorporate additional courses to complete the Master of Accountancy program. In such cases, admittance to the program will require the approval of the Program Director and/or Johnson School of Business Dean. Applications with substantial deficiencies in foundational prerequisite courses should contact the Program Director to determine the best strategy to satisfy the deficiencies.

MAcc PROGRAM OF STUDY

Accounting Core Component – 24 Credits

The Accounting Core Component courses are designed to expand critical thinking and research competencies required of practitioners in regulated professions. Courses focus on ethical and legal issues related to the regulated practice environment and research skills unique to accounting, tax, and finance professionals. The Accounting Core Component includes advanced accounting specialization courses providing students an opportunity to explore professional certification/designation requirements. Students will have the opportunity to develop and apply skill-sets related to various accounting specializations. These competencies and skill-sets will support student certification and specialization goals and further differentiate them from their peers by demonstrating specialized expertise.

The Accountancy Capstone Project course demonstrates critical thinking and research competencies in a comprehensive analysis integrating knowledge and skill-sets developed through the program courses.

Elective Component – 6 Credits

The MAcc elective courses provide the student with an opportunity to select courses in a specific area of accounting and finance to meet the individual goals of the student.

Concentration Component Alternative – 9 credits

As an alternative to electives, or in partial fulfillment of the Elective Component, students may declare an area of concentration where they wish to develop additional specialized expertise to fulfill personal or career interests. A concentration requires a total of 9 credits in the concentration, beyond the required core courses. The addition of a concentration increases the total credit hours required for graduation from 30 to 39.

MAcc ACADEMIC COURSE STRUCTURE

Graduates of the MAcc program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

		<u>Semester Hour Credit</u>
<u>Accounting Core Component</u>		
ACG6000	Accounting Trends & Techniques	3
ACG6010	Accounting, Tax, and Financial Research Techniques	3
ACG6020	Forensic Accounting	3
ACG6030	International Accounting & Tax	3
ACG6070	Internal Auditing	3
ACG6080	Tax Practice and Representation	3
ACG6090	Contemporary Issues in Managerial Accounting	3
ACG6950	Accountancy Capstone Project	3
ACG6001	Professional Portfolio	0
Total Accounting Core Component		24
<u>Elective Component (choose two)</u>		
ACG6040	Government and Not For Profit Accounting	3
ACG6060	Estate and Gift Tax Planning	3
ACG6100	Legal Environment of Business & Professional Regulation	3
FIN6406	Financial Analysis for Management	3
FIN6800	Fraud Examination	3
Total Elective Component		6
<u>Concentration Component Alternative (9 credits)</u>		
Concentrations are fulfilled by taking at least three advanced courses in the Concentration discipline. These courses can be used as a partial fulfillment of the Elective Component. Selection of a concentration increases the total Credit hours required for graduation from 30 to 39.		
<u>Finance (choose three)</u>		
FIN6500	Banking Principles and Theory	3
FIN6605	International Financial Management	3
FIN6816	Investment Management	3
FIN6900	Business Valuations	3
<u>Fraud and Financial Forensics (choose three)</u>		
FIN6800	Fraud Examination	3
FIN6910	Occupational Fraud and Abuse	3
FIN6920	Financial Statement Fraud	3
FIN6930	Fraud and Forensic Accounting and the Digital Environment	3
FIN6940	Fraud Investigative Methods	3
Minimum Elective/Concentration Component		6-9
Total Semester Hours Required to Graduate		30-39

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by the Accountancy Capstone Project and a Professional Portfolio.

ESTIMATED DEGREE COMPLETION TIME

The MAcc program is designed to be completed in three full-time terms contingent on availability of courses.

MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration (MBA) is a general business degree program, intended to prepare graduates for roles in business and nonprofit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as planning, decision making, environmental scanning, financial analysis, marketing, global business, and business research are included in the MBA program of study. MBA graduates must satisfactorily complete the MBA Comprehensive Examination and Professional Portfolio. The MBA Program can be completed in an online format, an in-class format, or a combination of both.

MBA PROGRAM OF STUDY

Business Core Component - 33 Credits

The Business Core courses include several advanced business courses constituting a core set of advanced business competencies required of all MBA graduates. Business Core courses are designed to develop competencies which the business community requires of MBA graduates and skills that differentiate the MBA graduate as an executive level decision maker.

Elective Component - 3 Credits

The MBA Elective courses provide the student with an opportunity to select a course in a specific area of business and management to meet the individual needs of the student.

Concentration Component Alternative - 9 Credits

As an alternative to electives, or in partial fulfillment of the Elective Component, students may declare an area of concentration where they wish to develop special expertise to fulfill personal or career interests. A concentration requires a total of 9 credits in the concentration, beyond the required core courses.

MBA ACADEMIC COURSE STRUCTURE

Graduates of the MBA program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

		<u><i>Semester Hour Credit</i></u>
	<u>Business Core Component</u>	
GEB5200	Business Administration Concepts & Theory I	3
GEB5300	Business Administration Concepts & Theory II	3
GEB5226	Research Methods	3
BUL6445	Legal Environment of Business	3
ECO6705	Applied Economics	3
FIN6406	Financial Analysis for Management	3
GEB6376	Professional Ethics, Social Responsibility and Diversity	3
GEB6895	Strategic Business Management	3
MAN6107	Executive Leadership	3
MAN6601	Global Dimensions of Management	3
MKT6816	Strategic Marketing Methods	3
GEB6001	Professional Portfolio	0
GEB6999	MBA Comprehensive Exam	0
	Total Business Core Component	33

Semester Hour Credit

Elective Component

3

An elective may be selected from current MBA courses upon approval from the student's Program Director or Academic Advisor and Dean.

Concentration Component Alternative (9 credits)

Concentrations are fulfilled by taking at least three advanced courses in the concentration discipline. Selection of a concentration increases the total credit hours required for graduation from 36 to 42.

Accounting

ACG6010	Accounting, Tax, and Financial Research Techniques <i>and select <u>two</u> of the following:</i>	3
ACG6000	Accounting Trends and Techniques	3
ACG6020	Forensic Accounting	3
ACG6030	International Accounting	3
ACG6040	Government and Not for Profit Accounting	3

Finance

ACG6010	Accounting, Tax, Financial Research Techniques <i>and select <u>two</u> of the following:</i>	3
FIN6500	Banking Principles and Theory	3
FIN6605	International Financial Management	3
FIN6816	Investment Management	3

International Business

Select three of the following:

ECO6825	Economic Impact of Global Commerce	3
FIN6605	International Financial Management	3
GEB6007	Seminar in Business Intelligence	3
GEB6600	Global Environment and Latin America	3
MKT6830	International Marketing	3

Management

MAN6930	Seminar in Management <i>and select <u>two</u> approved 5000 or 6000 level courses of the student's choice from the MSM program</i>	3 6
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Marketing

MKT6930	Seminar in Marketing <i>and select <u>two</u> of the following:</i>	3
GEB6007	Seminar in Business Intelligence	3
MKT6700	Marketing Research	3
MKT6830	International Marketing	3

Minimum Elective/Concentration Component

3-9

Total Semester Hours Required for Graduation

36-42

OTHER CONCENTRATION OPTIONS

Three approved 5000 or 6000 level courses of the student's choice are required if the student is interested in a concentration other than those listed, such as public administration, computer information technology, etc. These choices are subject to approval of the student's Program Director or Academic Advisor and Dean. Students must meet all prerequisites to qualify.

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by a successful completion of a Comprehensive Examination and a Professional Portfolio.

COMPREHENSIVE EXAMINATION

The comprehensive examination for the MBA students is an important element for measuring the quality of the program. The MBA comprehensive examination measures the comprehension and integration of every core course in the MBA degree.

ESTIMATED DEGREE COMPLETION TIME

A full-time student may complete the MBA Program within six terms (two calendar years) contingent on availability of courses.

MASTER OF INFORMATION SYSTEMS MANAGEMENT (MIS)

The Master of Information Systems Management (MIS) is designed as a comprehensive and contemporary study of the management and utilization of the various aspects of information systems. The program is geared toward students who have an interest and/or experience in the field of information systems and who have a desire to take advanced or graduate level courses to improve their education, enhance their opportunities for advancement, or better prepare for a career change. Concentrations are offered to allow the student to focus on specific interests or types of information systems.

The MIS program is suitable for either full-time or part-time study. The curriculum consists of 7 ½ week courses offered in a blended in-class/online format as well as semester-length online courses. The 7 ½ week blended in-class/online format requires extensive outside study and preparation for comprehensive in-class development of the material in addition to an online meeting each week.

MIS PROGRAM OF STUDY

The MIS Program consists of five components: Common Body of Knowledge (CBK) courses, Core courses, Integration courses, Concentration courses, and Capstone course. Students who have not taken a Computer Applications course are required to pass a test-out to demonstrate competency of this skill set. Depending upon the concentration chosen, the entire degree can be completed online. Local students may also be able to complete some of the courses in the classroom. Most, but not all, concentrations can be completed online; local students will have a wider range of options. The CBK courses are designed to provide a basic foundation of academic preparation for advanced course work, and assume that the student has little or no prior academic preparation in the area of study. The CBK courses are considered minimum preparation before advanced study may proceed. Students who have demonstrated specific competencies in undergraduate course work may be granted waivers for courses in the CBK component. Equivalency waiver requirements are shown under the CBK Waiver Policy.

MIS ACADEMIC COURSE STRUCTURE

Graduates of the MIS program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

		<u><i>Semester Hour Credit</i></u>
<u>Common Body of Knowledge (CBK) Component</u>		
ISM5021	Management Information Systems	3
ISM5610	Project Management	3
	Total Common Body of Knowledge Component	0-6
<u>MIS Core Component</u>		
ISM5120	IT Policy & Strategy	3
ISM5625	Portfolio Management	3
CIT6130	Legal & Ethical Aspects of Computing	3
	Total MIS Core Component	9
<u>MIS Integration Component</u>		
	<i>Choose <u>three</u> of the following:</i>	
ISM6122	Integrating the Enterprise	3
ISM6124	Integrating the IT Function	3

		<u>Semester Hour Credit</u>	
ISM6126	Integrating Information Technologies	3	
ISM6128	Integrating & Securing the Infrastructure	3	
	Total MIS Integration Component		9

MIS Concentration Component

Three courses (at least one advanced) are required. Courses must be chosen with and approved by the Graduate Program Director and Dean. Note that not all concentrations can be completed online. Students may propose their own concentration, requiring approval by the Graduate Program Director and Dean. The approved concentrations are as follows:

Information Assurance

(ISM 6128 required as an integration course)

ISM5830	Information Systems Security Compliance	3	
	<i>Choose <u>two</u> of the following(at least <u>one</u> CIT course):</i>		
CIT6221	Designing the Secure Network	3	
CIT6540	Software Systems Security & Privacy	3	
ACG6020	Accounting Forensics	3	
GEB6007	Seminar in Business Intelligence	3	

IT Management

CIT5521	System Analysis & Solution Architectures	3	
CIT6211	Managing Voice Data & the Mobile Network	3	
	<i>Choose <u>one</u> of the following:</i>	3	
ISM5310	E-Commerce		
ISM612x	Integration Elective		

Network Management

(networking experience and/or related undergraduate degree required)

ISM5200	Principles of Operating Systems	3	
CIT6211	Managing Voice Data & the Mobile Network	3	
CIT6221	Designing the Secure Network	3	

Software Systems

(software development experience and/or related undergraduate degree required; ISM6126 required as an integration course)

CIT5521	System Analysis & Solution Architectures	3	
CIT5531	Software Engineering	3	
	<i>Choose <u>one</u> of the following:</i>		
CIT6540	Software Systems Security & Privacy	3	
CIT6590	Software Systems Development Seminar	3	

Business Systems

GEB5200	Business Administration Concepts and Theory I	3	
MAN/GEB6xxx	Management/Business Elective	3	
	<i>Choose <u>one</u> of the following:</i>	3	
ISM5310	E-Commerce		
MAN/GEB5/6xxx	Management/Business Elective		

		<u>Semester Hour Credit</u>
Financial Systems		
GEB5300	Business Administration Concepts and Theory II	3
FIN6406	Financial Analysis for Management	3
FIN6xxx	Finance Elective	3
Marketing		
GEB5200	Business Administration Concepts and Theory I	3
MKT6xxx	Marketing Elective	3
	<i>Choose one of the following:</i>	3
ISM5310	E-Commerce	
MKT6xxx	Marketing Elective	
Public Administration		
PAD5200	Public Administration Concepts and Theory	3
PAD6xxx	Public Administration Elective	3
PAD6xxx	Public Administration Elective	3
Total MIS Concentration Component		9
<u>MIS Capstone Component</u>		
ISM6001	Professional Portfolio	0
ISM6950	Issues & Trends in IT Management	3
Total MIS Capstone Component		3
Total Semester Hours Required for Graduation		30-36

COMMON BODY OF KNOWLEDGE (CBK) WAIVER POLICY

A maximum of 6 credits of CBK course work may be waived by the Graduate Program Committee if the student has completed preparatory undergraduate course work with a grade of B or higher from an accredited institution within the past five years or has equivalent experience approved by the Program Director. Course waivers will only be considered if the student has met the minimum equivalency requirements shown below:

	<u>CBK Courses</u>	<u>Minimum Waiver Requirements</u>
ISM5021	Management Information Systems	3 credits of management information systems or 6 credits of any CS/CIS/CIT/MIS
ISM5610	Project Management	3 credits of project management

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, papers, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by successful completion of the capstone course and Professional Portfolio.

ESTIMATED DEGREE COMPLETION TIME

A full-time student requiring no CBK courses taking three courses per term may complete the Master of Information Systems Management in four terms. A part-time student taking two courses per term may complete the Master of Information Systems Management in five terms contingent on availability of courses.

MASTER OF LEGAL STUDIES (MLS)

The Master of Legal Studies (MLS) is designed to provide an advanced study of the specific skills necessary for professionals in a legal, business, government or other professional environment. Students are required to have college level work or documented experience in Introduction to Law and Legal Research and Writing. The program is designed with a focus on litigation preparation and conflict resolution. Participants in the program will develop a high level of analytical and critical thinking skills, effective writing, and the ability to create effective solutions for complex problems. MLS graduates are required to successfully complete prescribed course work in four advanced level general studies courses and either the General Legal Studies Track or the Conflict Resolution Track. The MLS Program can be completed in an online format, an in-class format, or a combination of both.

MLS PROGRAM OF STUDY

Master of Legal Studies Core – 12 Credits

The Master of Legal Studies courses are designed to provide students with a solid grounding in professional competencies that may be required in an advanced legal setting. Students will demonstrate their advanced knowledge and skill by completing a Professional Portfolio and a Master of Legal Studies Capstone course during their last semester.

Discipline Specific Tracks – 18 Credits

Students must select from either the General Legal Studies or Conflict Resolution Track. Each track consists of 18 credit hours and will be selected based on their wish to develop special expertise to fulfill personal or career interests.

MLS ACADEMIC COURSE STRUCTURE

Graduates of the MLS program must successfully complete the following degree components with a minimum grade of C in all course work and an overall GPA of 3.0.

		<u>Semester Hour Credit</u>
	<u>MLS Core Component</u>	
GEB5226	Research Methods	3
IDS6376	Professional Ethics, Social Responsibility and Diversity	3
IDS6410	Interpersonal Communication and Leadership	3
LEA6950	Master of Legal Studies Capstone	3
LEA6001	Professional Portfolio	0
	Total MLS Core Component	12
 <i>Students select one of the following tracks:</i>		
	General Legal Studies Track	
LEA5200	Litigation Methodology	3
LEA5250	Persuasive Writing	3
LEA5270	Electronic Age of Litigation	3
LEA6250	Administrative Law and Regulatory Process	3
LEA6220	Comparative Law	3
LEA6280	Legal Environment Seminar	3
	Total General Legal Studies Track	18

		<u>Semester Hour Credit</u>
Conflict Resolution Track		
LEA5200	Litigation Methodology	3
LEA5250	Persuasive Writing	3
LEA6310	Mediation and Arbitration	3
LEA5300	Advanced Family Law	3
LEA6350	Labor Relations, Negotiations, and Legal Issues in Human Resources	3
LEA6360	Theories of Conflict	3
Total Conflict Resolution Track		18
Total Semester Hours for Graduation		30

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course outcomes will be measured by examinations, projects, presentations, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program outcomes will be measured by a Capstone Project and a Professional Portfolio.

ESTIMATED DEGREE COMPLETION TIME

A full-time student may complete the Master of Legal Studies Program within four terms contingent on availability of courses.

MASTER OF PROFESSIONAL STUDIES (MPS)

The Master of Professional Studies (MPS) degree is designed to provide an advanced level of understanding in professional areas of study or for those students seeking a broad interdisciplinary approach to knowledge. Graduates of the program will be prepared for advanced positions in organizations that focus on a global environment and the ability to analyze issues through multiple lenses. Students in the program will be able to solve complex social, economic and political problems by learning how to think expansively, apply knowledge and integrate various resources. MPS graduates are required to successfully complete four professional studies core courses and select six courses from one of the professional tracks in psychology, education, professional leadership or an interdisciplinary track. Graduate students will integrate and apply knowledge from the professional core courses to the professional track. Students may also self design an interdisciplinary concentration under the direction and approval of the Program Director.

MPS PROGRAM OF STUDY

The MPS Program is a multi-faceted program that can be customized to meet academic and career needs. The program is designed to be delivered online and in an accelerated format. The program consists of 30 credit hours, or ten 3-credit courses, that can be completed in either 4 or 5 trimesters. Students taking classes in the accelerated format attend class one evening per week and earn six credits. This format requires extensive outside study and preparation for comprehensive in-class development of the material. The student must complete and pass the two accelerated courses each term or repeat both classes. Students taking classes online may take classes in a combination format (weekend classes and online classes) or totally online.

Students are required to take four professional core courses (12 credit hours) offered online or in the traditional classroom setting. These courses are offered as single classes over a 15 week semester. Students can choose one of the three professional tracks for the remaining courses or self-design an interdisciplinary track with the guidance of the Program Director. The professional tracks consist of six courses (18 credit hours) and are delivered in the accelerated format or online. Students selecting the psychology track are required to have college level work in general psychology.

The convenient schedule and the applicability to the workplace attract full-time working professionals who are interested in graduate education without interruption to their careers. The accelerated learning format is designed to facilitate success in a rapidly changing global work environment.

Professional Studies Core Component (12 Credits)

The Professional Studies Core Component courses are designed to provide the student with a solid background in competencies that complement the discipline-specific courses listed in the tracks within the program.

Discipline-Specific Tracks (18 Credits)

Students must declare which track they wish to develop special expertise to fulfill personal or career interests. Each track consists of 18 credits.

MPS ACADEMIC COURSE STRUCTURE

Graduates of the MPS program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

<u>Professional Studies Core Component</u>		<u>Semester Hour Credit</u>
GEB5226	Research Methods	3
IDS6376	Professional Ethics, Social Responsibility and Diversity	3
IDS6410	Interpersonal Communication and Leadership	3

		<u>Semester Hour Credit</u>	
IDS6950	Professional Studies Capstone Project	3	
IDS6001	Professional Portfolio	0	
	Total Professional Studies Core Component		12
	<i>Students select one of the following tracks:</i>		
	Education Track		
EDU5000	Foundations of Education	3	
EDU5001	Group Theory and Classroom Application	3	
EDU5100	Instructional Technology Tools and Management	3	
EDU6000	Multicultural Education	3	
EDU6001	Comparative Educational Delivery Systems	3	
EDU6130	Educational Leadership	3	
	Total Education Track		18
	Psychology Track		
PSY5004	Human Growth and Development	3	
PSY6201	Stress Management and Behavior	3	
PSY6300	Psychosocial Theory and Applications	3	
PSY6301	Substance Abuse Theory and Prevention Methodology	3	
PSY6302	Human Sexuality	3	
PSY6303	Gender and Society	3	
	Total Psychology Track		18
	Interdisciplinary Track		
	Students select 6 courses from any of the graduate programs offered at the University to design a degree plan for professional or personal improvement. This plan must be developed in conjunction with a faculty advisor and students must meet the prerequisites needed to take the courses that they include in their plan. Students may opt to take more than 30 credits to complete their degree in accordance with their stated objectives.		
	Total Interdisciplinary Track		18
	Total Semester Hours for Graduation		30

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by successful completion of a Capstone Project and a Professional Portfolio.

ESTIMATED DEGREE COMPLETION TIME

A student may complete the MPS program within four terms contingent on availability of courses.

MASTER OF PUBLIC ADMINISTRATION (MPA)

The Master of Public Administration (MPA) is a general public sector degree program, intended to prepare graduates for roles in government and nonprofit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as governmental and nonprofit administration, policy planning, decision making, environmental scanning, finance, budgeting, and research are included in the MPA program of study. MPA graduates are required to successfully complete prescribed course work in the Public Administration Core. All students must successfully complete a Professional Portfolio and comprehensive exam in order to graduate.

The MPA program is suitable for either full-time or part-time study. The curriculum consists of 7 ½ week courses offered in a blended in-class/online format as well as semester-length online courses. The 7 ½ week blended in-class/online format requires extensive outside study and preparation for comprehensive in-class development of the material in addition to an online meeting each week.

MPA PROGRAM OF STUDY

Public Administration Core

The Public Administration Core courses are designed to provide the student with a solid grounding in executive competencies that may be employed in advanced public administration. These courses are designed to develop competencies and legal awareness that the public sector requires of MPA graduates and skills that differentiate the MPA graduate as an executive level decision maker. The completion of core courses demonstrates the student’s proficiency in public administration knowledge. Students must successfully complete a comprehensive examination and Professional Portfolio as a requirement for graduation.

MPA ACADEMIC COURSE STRUCTURE

Graduates of the MPA program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

		<u><i>Semester Hour Credit</i></u>
	<u>Public Administration Core</u>	
PAD5200	Public Administration Concepts & Theory	3
GEB5226	Research Methods	3
PAD6000	Public Administration: Function and Structure	3
PAD6050	Management of American, State, and Local Government	3
PAD6107	Executive Leadership	3
PAD6250	Administrative Law and Regulatory Processes	3
PAD6260	Constitutional Law and Public Administration	3
PAD6270	Labor Relations, Negotiations, and Contract Issues in Human Resources	3
PAD6376	Professional Ethics, Social Responsibility and Diversity	3
PAD6406	Governmental Budgeting and Finance	3
PAD6895	Public Policy Analysis	3
PAD6001	Professional Portfolio	0
PAD6999	MPA Comprehensive Examination	0
	Total Public Administration Core	33
	Total Semester Hours Required for Graduation	33

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by a successful completion of a comprehensive Examination and a Professional Portfolio.

COMPREHENSIVE EXAMINATION

The comprehensive examination for the MPA students is an important element for measuring the quality of the program. The MPA comprehensive examination measures the comprehension and integration of every core course in the MPA degree.

ESTIMATED DEGREE COMPLETION TIME

A full-time student may complete the MPA program within five or six terms contingent on availability of courses.

MASTER OF SCIENCE IN MANAGEMENT (MSM)

The Master of Science in Management is a unique program of study, specifically designed to prepare working professionals for increasing responsibility in management positions in contemporary organizations. The program is designed to bridge the gap between theory and practice and develops competencies in decision making, leading people, developing team players, and facilitating change in today's diverse organizations and society. MSM graduates have the skills to think critically, create vision based on ethical values, discern the future, take risks, become global leaders, and institute change within their organizations. These management skills can be applied in a broad range of professional settings in both the private and public sectors, in production and service-oriented activities, and in traditional as well as high-technology environments. The MSM Program can be completed in an online format, an in-class format, or a combination of both.

The convenient schedule and the applicability of the learning to the workplace attract full-time working professionals who are interested in graduate education without interruption to their careers. The learning is current, streamlined, accelerated, and designed to facilitate success in a rapidly changing and increasingly global work environment.

MSM PROGRAM OF STUDY

The MSM Program is designed to be delivered online or in an accelerated class format. The curriculum consists of 7 ½ week courses offered in a blended in-class/online format as well as semester-length live and online courses. The 7 ½ week blended in-class/online format requires extensive outside study and preparation for comprehensive in-class development of the material in addition to an online meeting each week. The program consists of 30 credit hours with an additional 6 credit option for those students interested in relevant research opportunities.

Management Core Component (18 Credits)

The Management Core Component courses are designed to provide the student with a solid foundation in executive competencies that may be employed in advanced management situations. Courses are designed to develop competencies that the private and public sectors require of MSM graduates and skills that differentiate the MSM graduate as an executive-level manager.

Track Component (12 Credits)

Students must declare Executive Management, Human Resources Management, or General Management as an area of study where they wish to develop special expertise to fulfill personal or career interests. Each track consists of 12 credits.

MSM ACADEMIC COURSE STRUCTURE

Graduates of the MSM program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

<u>Management Core Component</u>		<u>Semester Hour Credit</u>
MAN5105	Strategic Human Resources Development	3
MAN5135	Management Performance Analysis	3
MAN6360	A Contingency Approach to Employee Relations	3
MAN6460	Analysis of Organizational Culture	3
MAN6950	Management Capstone Project	6
MAN6001	Professional Portfolio	0
Total Management Core Component		18

		<u>Semester Hour Credit</u>
<i>Students select one of the following tracks:</i>		
Executive Management Track		
MAN6200	The Evolution of Organization Dynamics	3
MAN6250	Leaders and Managers in the 21 st Century	3
MAN6410	Innovative Practices in a Diverse World	3
MAN6430	Developing and Managing Strategy in a Global Environment	3
Total Executive Management Track		12
General Management Track		
<i>Students select four courses from the MSM Tracks in consultation with and approval by the Program Chair.</i>		
Total General Management Track		12
Human Resources Management Track		
MAN6290	Managing the Dynamics of Organizational Change and Crises	3
MAN6225	Training, Development, and Motivation for Organizational Effectiveness	3
MAN6420	Strategic Recruitment, Selection, and Retention	3
MAN6440	Strategies of Human Resources	3
Total Human Resources Management Track		12
Optional Research Opportunity		
MAN6263/6	Special Research Topic in Management	3-6
Total Semester Hours for Graduation		30-36

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by the Management Capstone Project and a Professional Portfolio.

ESTIMATED DEGREE COMPLETION TIME

The MSM program is designed to be completed in five terms contingent on availability of courses.

COURSE DESCRIPTIONS

MASTER IN CLINICAL MENTAL HEALTH COUNSELING COURSES

- PSY5000 Counseling Theories and Practice 3 credits**
This course will cover the major counseling theories from Freud to the shorter term therapies prevalent today. Emphasis will be placed on the important tenets driving each theory, and how to put those to practical use. Students will be encouraged to identify the theories they are most comfortable with. The value of an eclectic theory base will be discussed.
- PSY5001 Individual Evaluation and Assessment 3 credits**
The course provides general information about assessment, including basic concepts, ethical and legal implications, and test construction, as well as the selection, administration, scoring, and interpretation of assessment instruments. A comprehensive exploration of the major areas of assessment will be incorporated. The role of clinical assessment as the main summary of all assessment will be emphasized. Tests and inventories in the areas of clinical, personality, behavioral, intelligence, aptitude, achievement, career, and couples and family assessment will be studied.
- PSY5004 Human Growth and Development 3 credits**
The focus of this course will be on human biopsychosocial development and change through the passages of life. There will be a focus on how this information applies to assessment and counseling throughout the lifespan. The developmental needs of each stage and community resources that can support these needs will be discussed. Applications to practice with children, adolescents, adults and older adults will be emphasized.
- PSY5010 Social and Cultural Foundations of Counseling Practice 3 credits**
This course addresses the needs and issues relevant to working with clients from diverse racial and ethnic groups. Diversity within these groups in the context of the counseling relationship as well as an understanding of ethnic psychology will be explored. Basic principles, sensitivities, and knowledge that will lay a foundation for becoming a culturally competent professional will be examined.
- PSY5020 Group Theories and Practice 3 credits**
This course is designed to give students an understanding of the role of theories in group counseling and the many process applications of groups with a variety of diverse populations and age groups. Emphasis will be placed on practical knowledge and techniques for effective group leadership. Both basic and advanced leadership skills for planning and implementing a group as well as specific strategies and skills for each stage of the group process will be covered.
- PSY5030 Career and Lifestyle Assessment 3 credits**
This course surveys the major theories of career development as well as standardized methods of assessing vocational interests and aptitudes. Practical application of concepts will be emphasized. Career counseling in educational settings, work settings, and career transitions throughout life will be examined. Emphasis will be placed on individual and group career counseling skills across diverse populations and focus on balancing all life roles in an ever changing world.
- PSY5300 Counseling in Community Settings 3 credits**
This course will provide an overview of the many facets of community counseling. A brief history, philosophy, current trends, professional identity, counseling in various settings, and ethical and legal issues in practice are explored. Focus will also be on the importance of self-awareness in becoming a successful community counselor through experiential learning.

- PSY5500 Research and Program Evaluation 3 credits**
The focus of this course is to provide practical skills evaluation research that focuses on intervention results and improvements. Basic statistics, research designs, research ethics, and program evaluation within the human services field is examined. Both qualitative and quantitative research methods will be explored. It also provides experience in performing data analysis. The emphasis will be on continuously improving practitioner and agency practice.
- PSY5400 Diagnosis and Treatment of Psychopathology 3 credits**
This course reviews current standards of diagnostic categorization and treatment options for each diagnosis. Students will use critical thinking in order to identify the differential diagnosis from the assessment data. Treatment options will be considered based upon effectiveness for that condition. Correct use of diagnosis requiring a split approach of use of diagnosis with professionals but reframing positively for clients will be discussed.
- PSY5999 Practicum 3 credits**
The practicum program provides the entry point for the internship program, utilizing classroom education in a practical setting. The student will be located on site at a human services placement and will actively engage clients in a professional capacity for at least 80 clock hours of the internship under professional supervision by the agency and the Hodges University Field Placement Coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (32 hours). These hours must be part of the 200 hours devoted on site or in the Hodges class during the semester. There will also be an orientation class, and students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisites: PSY6000, 24 course credits in the program completed, and permission of the Program Director and Dean.
- PSY6000 Legal, Ethical and Professional Standards of Counseling Practice 3 credits**
Standards for professional conduct in counseling are the focus of this course. Ethical and legal decisions that mental health counselors must make are explored. Professional issues in counseling from both an ethical and a legal point-of-view are examined. Difficult issues will be addressed and practical, realistic advice will be given through vignettes that showcase typical situations and dilemmas faced by practicing counselors. Prerequisite: PSY5000.
- PSY6001 Professional Portfolio 0 credits**
In this course students will produce a professional electronic portfolio that demonstrated their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability and Research Ability. Students are required to take this course in their last semester with the University and must complete this course in order to graduate.
- PSY6004 Child Therapy 3 credits**
Work with children and adolescents demands a specialized knowledge base and skill set. Problems of childhood and adolescence will be studied, and counseling techniques geared to the developmental level of the child will be outlined. Special emphasis will also be place on the engagement of parents in their child's therapy to avoid falling into the "identified patient" trap. Cultural factors in children and adolescent therapy will be stressed. Prerequisite: PSY5004.

- PSY6010 Family Treatment 3 credits**
Family therapy skills require an awareness of the family as a system. Basic methodologies of systems therapy will be discussed and emphasized through discussion, videotape and other methods. Methodologies stemming from the original Communication School, through the Structural and Insight approaches, to the Strategic Systems approach will be explored. Awareness of family diversity and cultural competence will be strongly emphasized. Prerequisite: PSY5010.
- PSY6020 Group Therapy 3 credits**
This course will explore the therapeutic factors of group therapy such as group cohesiveness, experiential learning, and transference work. Methods for design of the group and the formation of group rules and a trusting atmosphere will be explored. Issues in the formation of specific types of groups will be analyzed, and strategies for working with certain types of “problem” clients in groups will be presented. Prerequisite: PSY5020.
- PSY6100 Strength Based Assessment and Counseling 3 credits**
Current therapy modalities emphasize shorter term solutions and therapy length. Identification of client strengths, and use of the principle of Occam’s Razor both shorten the time necessary to assist a client to find solutions. This course will emphasize finding “solution talk” instead of “problem talk”, and will assist the student to find ways to creatively and credibly identify client strengths. Work with client emotions and behaviors will be emphasized also.
- PSY6211/3 Special Topics in Counseling Practice Variable credit**
This course will focus on a current counseling topic. The topic area will be determined by its timeliness as a trend, educational need and interests of the student population. Students will be expected to master the curriculum concepts in cognitive, affective and psychomotor taxonomies of learning and knowledge/skill acquisition.
- PSY6301 Substance Abuse Theory and Prevention Methodology 3 credits**
This course will focus on the history of substance abuse in our society, how it is defined, perceived, and accommodated. The various methods of prevention will be examined from a medical, psychological and social perspective. Student will conduct a case study using one of these methods to determine the efficacy of each.
- PSY6302 Human Sexuality 3 credits**
This course presents an investigation of sexuality within the larger context of the human experience. Emphasis is placed on the study of human sexual development, dimensions of sexual behavior, sex education, health issues, sexually transmitted diseases, and ethical and legal aspects of sexuality.
- PSY6401 Advanced Addiction Treatment Methodologies 3 credits**
Substance abuse therapy theory and technique has gone through a revolution of change, with Motivational Enhancement and Cognitive therapies demonstrating research based effectiveness along with 12 Step Enhancement and Harm Reduction methodologies. Also the increasing role of Pharmacotherapy and the essential nature of including Family Treatment methodologies in Substance Abuse treatment will be reviewed. Prerequisite: PSY6301.
- PSY6500 Direct Supervision and Administration 3 credits**
Supervision of therapists requires a new skill set and knowledge base due to the far reaching ramifications of supporting other therapists clinically. Models of supervision will be explored, and the significance of differing levels of expertness between supervisor and supervisee will be reviewed. Supervision within an agency structure considering all attendants ethical and liability concerns will be covered at length. Prerequisites: PSY5000, PSY6000.

- PSY6501 Internship Level 1 4 credits**
The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement and will actively engage clients in a professional capacity for at least 107 clock hours of the internship under professional supervision by the agency and the Hodges University Field Placement Coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (32 hours). These hours must be part of the 267 hours devoted on site or in the Hodges class during the semester. There will also be an orientation class, and students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: PSY5999.
- PSY6502 Internship Level 2 4 credits**
This course continues the student's practical education through immersion in the professional work world. The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement and will actively engage clients in a professional capacity for at least 107 clock hours of the internship under professional supervision by the agency and the Hodges University Field Placement Coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (32 hours). These hours must be part of the 267 hours devoted on site or in the Hodges class during the semester. There will also be an orientation class, and students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: PSY6501.
- PSY6503 Internship Level 3 4 credits**
The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement and will actively engage clients in a professional capacity for at least 107 clock hours of the internship under professional supervision by the agency and the Hodges University Field Placement Coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (32 hours). These hours must be part of the 267 hours devoted on site or in the Hodges class during the semester. There will also be an orientation class, and students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: PSY6502.

ACCOUNTANCY (MAcc) COURSES

- ACG6000 Accounting Trends and Techniques 3 credits**
This course is an Accounting Industry Special Topics survey course. The course focuses on trends and techniques in the accounting industry. The course specifically addresses current specialized industry accounting and auditing issues and techniques. Specific topics addressed may vary from term to term. Prerequisites: ACG3362, ACG4201, and ACG4632 or permission of Program Director or Dean.
- ACG6001 Professional Portfolio 0 Credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.

- ACG6010 Accounting, Tax, and Financial Research Techniques 3 credits**
This course is designed to provide a working knowledge of accounting, tax and financial research methodology. The course specifically addresses information gathering related to the accounting, tax, and financial industries and the professional and regulatory environment within which they operate. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director or Dean.
- ACG6020 Forensic Accounting 3 credits**
This course provides an in-depth study of forensic accounting and the important elements of fraud examination. The course provides a foundation for developing an effective awareness of the potential for and signs of fraud in financial statements and the financial environment. Prerequisites: ACG3362, ACG4201, and ACG4632 or permission of Program Director or Dean.
- ACG6030 International Accounting and Tax 3 credits**
This course is designed to provide a working knowledge of major accounting issues unique to multinational business enterprises. The course specifically addresses IASB standards, FASB pronouncements, and tax laws related to international activities. The focus will be on comparative accounting and harmonization, financial accounting and reporting, management accounting and control in foreign operations, and taxation of international activities. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director or Dean.
- ACG6040 Government and Not for Profit Accounting 3 credits**
This course incorporates the new standards, such as GASB 34, 54, and 63 for accounting students to learn the fundamentals of government and not-for-profit accounting with emphasis on governmental accounting. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director or Dean.
- ACG6060 Estate and Gift Tax Planning 3 credits**
The course introduces the student to the process of developing an estate plan. Topics covered include federal estate and gift taxation, techniques that reduce the size of the gross estate, wills, intestacy, probate, trusts, and more. Prerequisites: ACG3011 & ACG4011, or permission of Program Director or Dean.
- ACG6070 Internal Auditing 3 credits**
This course examines the internal auditor's roles, duties, and objectives in the ever-changing global operating environment. Prerequisites: ACG4400, ACG4201, and ACG4632 or permission of the Program Director and Dean.
- ACG6080 Tax Practice and Representation 3 credits**
This course is devoted to the complex area of tax practice and procedure. Topics address current issues and trends in the representation of taxpayers before the IRS, from initial contact through litigation. Prerequisites: ACG3011 and ACG4011 or permission of the Program Director or Dean.
- ACG6090 Contemporary Issues in Managerial Accounting 3 credits**
This course is an advanced-level examination of project management skills and managerial accounting principles integrated into a variety of today's competitive business environments. Prerequisites: ACG3362 and ACG4201 or permission of the Program Director or Dean.
- ACG6100 Legal Environment of Business and Professional Regulation 3 credits**
A comprehensive study of the legal process as it applies to business and professional regulation. The course focuses on the convergence of business law and professional regulation issues and also includes coverage of contracts, torts and the UCC.

- ACG6950** **Accountancy Capstone Project** **3 credits**
The Accountancy Capstone Project course demonstrates critical thinking and research competencies in a comprehensive analysis, integrating knowledge and skill-sets developed through the program courses. It provides an opportunity to integrate writing within the discipline skills with professional analysis of real-world situations in the accounting environment. Prerequisites: Must have completed 18 credits in graduate level accounting courses.
- FIN6406** **Financial Analysis for Management** **3 credits**
Corporate financial analysis and control of capital. The course develops decision making skills in the areas of projecting, securing, and control of long-term assets and funding, including analysis of the cost of capital. Prerequisites: GEB5300 for MBA students, ACG3121, and FIN3403 or permission of the Program Director or Dean.
- FIN6500** **Banking Principles and Theory** **3 credits**
A review of the concepts of banking principles and theory. This course offers an in-depth analysis of theory and the principles related to retail, business, and lending relations in banking today. Prerequisites: GEB5300 for MBA students, FIN6406, or permission of the Program Director or Dean.
- FIN6605** **International Financial Management** **3 credits**
A course in the current practices of international business finance. Key areas of study include multi-national business finance, the impact of monetary exchange rates, international money markets, foreign investment, economic systems, and import-export financing. Prerequisites: GEB5300 for MBA students, FIN6406, or permission of the Program Director or Dean.
- FIN6800** **Fraud Examination** **3 credits**
This course utilizes case studies to explore fraud fundamentals, broad categories of fraud, sub-schemes and the complex social factors behind fraudulent behavior. Prerequisites: GEB5300 for MBA students, ACG3121, FIN3403 or permission of Program Director or Dean.
- FIN6816** **Investment Management** **3 credits**
In depth study of marketable securities investment, including stock and bond markets, security price movements, portfolio selection, risk analysis of alternative investments, and current trends in the investment community. Prerequisites: GEB5300 for MBA students, FIN6406, or permission of the Program Director or Dean.
- FIN6900** **Business Valuations** **3 credits**
This course introduces business valuation concepts, theory and application. Using several small business case studies, students apply actual valuation concepts. Prerequisite: FIN6800 or permission of Program Director or Dean.
- FIN6910** **Occupational Fraud and Abuse** **3 credits**
Using case studies, this course, explores occupational frauds - schemes perpetrated by individuals using their occupation for personal enrichment through the deliberate misuse of their employing organization's resources. Prerequisite: FIN6800 or permission of Program Director or Dean.
- FIN6920** **Financial Statement Fraud** **3 credits**
The typical goal of fraudulent financial statement schemes is to mislead financial statement users about the profitability or viability of an organization. However, the methods of perpetuation and reasons for the schemes are different for commercial enterprises and nonprofit organizations. This course explores and differentiates the motives and methods of both types. Prerequisite: FIN6800 or permission of Program Director or Dean.

FIN6930 **Fraud and Forensic Accounting and the Digital Environment** **3 credits**
Desktops, laptops, tablets, smartphones, digital cameras, even watches and GPS devices can all be used to assist a fraud effort and all leave behind a digital trail. This course introduces essential knowledge needed when investigations turn up electronic evidence. It covers best practices in gathering and preserving electronic evidence including evidence collection, chain of custody, expert designation and analysis. Prerequisite: FIN6800 or permission of Program Director or Dean.

FIN6940 **Fraud Investigative Methods** **3 credits**
This course is a Fraud Investigation special situation survey course. The course focuses on trends and techniques in fraud investigation efforts. The course specifically addresses current specialized fraud investigation issues and techniques. For example: Investigating Money Laundering may be covered one term and Tracing Concealed Assets another term. Specific topics addressed may vary from term to term. Prerequisite: FIN6800 or permission of Program Director or Dean.

MASTER OF BUSINESS ADMINISTRATION COURSES

ACG6000 **Accounting Trends and Techniques** **3 credits**
This course is an Accounting Industry Special Topics survey course. The course focuses on trends and techniques in the accounting industry. The course specifically addresses current specialized industry accounting and auditing issues and techniques. Specific topics addressed may vary from term to term. Prerequisites: ACG3362, ACG4201, and ACG4632 or permission of Program Director and Dean.

ACG6010 **Accounting, Tax and Financial Research Techniques** **3 credits**
This course is designed to provide a working knowledge of accounting, tax and financial research methodology. The course specifically addresses information gathering related to the accounting, tax, financial industries and the professional and regulatory marketplace within which they operate. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director and Dean.

ACG6020 **Forensic Accounting** **3 credits**
This course provides an in-depth study of forensic accounting and the important elements of fraud examination. The course provides a foundation for developing an effective awareness of the potential for and signs of fraud in financial statements and the financial environment. Prerequisites: ACG3362, ACG4201, and ACG4632 or permission of Program Director and Dean.

ACG6030 **International Accounting** **3 credits**
This course is designed to provide a working knowledge of major accounting issues unique to multinational business enterprises. The course specifically addresses IASB standards, FASB pronouncements, and tax laws related to international activities. The focus will be on comparative accounting and harmonization, financial accounting and reporting, management accounting and control in foreign operations, and taxation of international activities. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director and Dean.

ACG6040 **Government and Not for Profit Accounting** **3 credits**
This course incorporates the new standards, such as GASB 34, for accounting students to learn the fundamentals of governmental and not-for-profit accounting with emphasis on governmental accounting. Prerequisites: ACG4011, ACG4201, and ACG4632 or permission of Program Director and Dean.

BUL6445	Legal Environment of Business A comprehensive study of the legal process as it applies to business enterprises. The political environment and the impact of public policy on business are studied and reviewed relevant to integrating public ideologies and expectations of the manager.	3 credits
ECO6705	Applied Economics An advanced study of the application of economic data in planning. Case studies are utilized to demonstrate the practical applications of economics by the executive in all facets of the enterprise. Prerequisite: GEB5300.	3 credits
ECO6710	Economic Development This course includes the process analysis, economic analysis and planning with emphasis on the application of decision-making tools and evaluating the results. An in-depth course on research, analysis, and implementation of the planning process plus concentration on community involvement in economic development.	3 credits
ECO6825	Economic Impact of Global Electronic Commerce A wide-ranging study of why innovation is the key variable in the international network economy. An interdisciplinary course, addressing the economic problems created by Internet commerce. Portions of the study also cover information technology hardware, banking, finance, and the baffling problem of how to price services in a distributed international environment.	3 credits
ENG5210	Professional Writing This course focuses on internal and external communication strategies needed in professional contexts. Emphasis will be placed on audience analysis, examination, revision, and creation of documents.	3 credits
FIN6406	Financial Analysis for Management Corporate financial analysis and control of capital. This course develops decision making skills in the areas of projecting, securing, and control of long-term assets and funding, including analysis of the cost of capital. Prerequisite: GEB5300.	3 credits
FIN6500	Banking Principles & Theory A review of the concepts of banking principles and theory. This course offers an in-depth analysis of theory and principles related to retail, business, and lending relations in banking today.	3 credits
FIN6605	International Financial Management A course in the current practices of international business finance. Key areas of study include multi-national business finance, the impact of monetary exchange rates, international money markets, foreign investment, economic systems, and import-export financing. Prerequisite: FIN6406.	3 credits
FIN6816	Investment Management In-depth study of marketable securities investment, including stock and bond markets, security price movements, portfolio selection, risk analysis of alternative investments, and current trends in the investment community.	3 credits
GEB5200	Business Administration Concepts & Theory I This course provides an introduction to the basic theories, concepts, principles and practices in management, marketing and information technology management. A grade of B or better is required for this course.	3 credits

- GEB5226 Research Methods 3 credits**
A study of the philosophy and methodology of conducting graduate research and reporting. Areas of study include primary and secondary data collection, on-line search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. This course must be taken during a student's first or second semester.
- GEB5300 Business Administration Concepts & Theory II 3 credits**
This course provides an introduction to the basic theories, concepts, principles and quantitative practices in financial accounting, managerial economics and statistics for managers. A grade of B or better is required for this course.
- GEB6001 Professional Portfolio 0 credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.
- GEB6007 Seminar in Business Intelligence 3 credits**
A seminar in business intelligence, utilizing contemporary texts and the Internet as the primary vehicles to explore economic espionage and the methods used to defend an organization's secrets. After learning to distinguish between legal intelligence gathering and illegal spying, students will undertake real-life assignments to gather competitive intelligence on domestic and foreign corporations and use it to develop competitive strategies.
- GEB6376 Professional Ethics, Social Responsibility, and Diversity 3 credits**
A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document a community service project or field research project during the term of study.
- GEB6600 Global Environment and Latin America 3 credits**
This course provides a survey of international business with concentration on Latin America. This includes the global impact of Latin America on world markets coupled with business opportunities resulting from this economic growth. Topics include concepts of international economics, marketing, the effects of currency; the development of forecasting techniques, and analytical process controls.
- GEB6801/3 Directed Study in Business Administration Variable credit**
An advanced directed study in an area of business that is of particular interest to the student, culminating in a significant contextual essay on the topic of study. The study will be conducted under the supervision of a graduate faculty member, who will specify readings, direct and evaluate the student's study activities and assess the accomplishment of the course objectives. This course may be taken for 1, 2, or 3 credits, but must be completed within one term. Prerequisites: Advanced graduate standing and permission of faculty advisor.

- GEB6895 Strategic Business Management 3 credits**
An integrative capstone course of study of the formulation and implementation of organizational strategy and policy by the chief executive. The course utilizes case studies to simulate actual business conditions and requires students to exercise advanced planning concepts to achieve the organization's objectives. Prerequisites: BUL6445, ECO6705, FIN6406, GEB5226, GEB6376, MAN6107, MAN6601, MKT6816.
- GEB6903/6 Directed Research Project 3 or 6 credits**
MAN6903/6 An advanced directed research project in an area of business or management that is of particular interest to the student. The research project will be conducted under the supervision of a faculty member. This course may be taken for 3 or 6 credits, but must be completed within one term. Prerequisites: Advanced graduate standing and permission of Program Director and Dean.
- GEB6999 MBA Comprehensive Examination 0 credits**
A non-credit requirement to pass the Master of Business Administration Comprehensive Examination after completion of the Business Core courses and as a qualifying condition for graduation. GEB6999 is not a course of study, but is an examination that is listed as a course number to assure documentation of successful completion. Prerequisites: BUL6445, ECO6705, FIN6406, GEB5226, GEB6376, GEB6895, MAN6107, MAN6601, MKT6816.
- MAN6107 Executive Leadership 3 credits**
Advanced studies in leadership theory and practice. Leadership models are studied within the context of a variable situational environment, coupled with the individual characteristics of the leader.
- MAN6130 Management Communications 3 credits**
A study of techniques, documents, processes, and procedures for effective managerial communication. Students will analyze and identify various modes of communication and practice delivery of executive direction and information in the most effective manner. The course will focus on written and oral communication techniques.
- MAN6245 Managing Organizational Behavior 3 credits**
Advanced concepts and practices in organizational behavior and its impact on outcomes are studied in group settings. Intragroup and intergroup behavior dynamics are studied for establishing the most effective approach to managing for optimal organizational results.
- MAN6311 Management of Human Resources 3 credits**
A survey course for line and staff management of human resources in a contemporary organization. The course includes human resource planning, recruitment, selection, training, and employee retention methods. Prerequisite: GEB5200.
- MAN6601 Global Dimensions of Management 3 credits**
A study of the considerations and complexities of managing an organization in a global business arena. International opportunities and threats are studied within the context of the varying roles of international management as impacted by the differing legal, economic, cultural, ethical, and regulatory environments. Prerequisite: GEB5200.
- MAN6603 Operations Management 3 credits**
A study of the theories and applications of operations management in the business enterprise. Topics include production, scheduling, quality control, resource allocation, time management, materials requirements planning, and systems analysis. Prerequisites: GEB5200, GEB5300.

- MAN6700 Professional Internship 3 credits**
A course of study that will afford students the direct real life professional experience in their field of study. The course will require participating students to work a total of one hundred thirty-five (135) hours. The instructor must meet the student's supervisor at least once to discuss student's work objectives and performance.
- MAN6911 Homeland Security Management 3 credits**
An analysis of the structures, motivations, and objectives of homeland security. Includes an in-depth analysis of the management tools available for the proactive defense of the civilian organizations within the United States.
- MAN6930 Seminar in Management 3 credits**
A seminar in management studies applied to relevant and current business topics. Contemporary cases are utilized to apply learning in this highly participative course. Prerequisite: GEB5200.
- MKT6700 Marketing Research 3 credits**
This course explores research applied to planning, analysis, and control marketing with emphasis on consumer needs, market position, competition, and advertising.
- MKT6816 Strategic Marketing Methods 3 credits**
An advanced study of strategic marketing methodology in complex consumer and industrial markets. Case studies of actual marketing problems will augment this study of the critical strategic component of marketing. Prerequisite: GEB5200.
- MKT6830 International Marketing 3 credits**
Advanced study in practices and policies employed in international business, focusing on all marketing issues facing the international manager, including advertising, international monetary payments, cultural differences, staffing, and multi-national promotional strategies. Prerequisite: GEB5200.
- MKT6930 Seminar in Marketing 3 credits**
A seminar in marketing studies to develop the application of marketing concepts. Contemporary case studies augment the participatory environment of this course. Prerequisite: GEB5200.

MASTER OF LEGAL STUDIES COURSES

- GEB5226 Research Methods 3 credits**
A study of the philosophy and methodology of conducting graduate research and reporting. Areas of study include primary and secondary data collection, online search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. This course must be taken during a student's first or second term.
- IDS6376 Professional Ethics, Social Responsibility and Diversity 3 credits**
A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document a community service project or field research project during the term of study.

- IDS6410 Interpersonal Communication and Leadership 3 credits**
This course centers on the connection between relationship building and leader effectiveness. Relevant issues drawn from communication theory, psychology, and sociology are explored as they relate to interpersonal leadership styles. Students also examine their own assumptions and beliefs about the impact of their communication style on others.
- LEA5200 Litigation Methodology 3 credits**
This advanced level course will provide students with a working knowledge of the methods of discovery along with actual document creation and practice of interrogatories, discovery, and other steps taken to obtain information for mediation and trial.
- LEA5250 Persuasive Writing 3 credits**
This course will provide students with an understanding of how to use persuasive writing to achieve necessary outcomes in letters, contracts, memorandums and court briefs. A writing course with an emphasis on how to use information to the benefit of the cause promoted.
- LEA5270 Electronic Age of Litigation 3 credits**
This course provides an in depth study of twenty first century litigation procedures. Technology has dramatically changed the face of litigation procedures and presentation. This course is designed to prepare students for the techniques and processes involved in today's litigation with a heavy emphasis on applicable technology and electronic tools.
- LEA5300 Advanced Family Law 3 credits**
This advanced level course is designed to educate the student in the terms of concepts involved with family law. In addition, the course will provide case studies on how to fairly distribute marital assets and provide for the care and custody of minor children affected by the dissolution.
- LEA6001 Professional Portfolio 0 credits**
In this course students will create an electronic portfolio that demonstrates their proficiency in the following areas: Legal writing, communication, critical thinking, research, and effective problem solving. Students are required to take this course their last semester in the MLS graduate program and must exhibit the ability to successfully demonstrate their abilities in the listed areas. This course is graded on a pass/fail basis.
- LEA6220 Comparative Law 3 credits**
An advanced level course intended to provide students with a comprehensive and comparative analysis of the legal approach to key areas of law within different legal systems.
- LEA6250 Administrative Law and Regulatory Process 3 credits**
Administrative law governs the procedures by which a variety of governmental entities – local, state, and federal – exercise their powers. This course is an advanced level study of agency and administration laws and how agency conflicts are resolved.
- LEA6280 Legal Environment Seminar 3 credits**
The Seminar is intended to provide students with an opportunity to engage in problem solving of various simulated legal issues. Students will learn how to address complicated legal scenarios, ask appropriate questions regarding the facts presented and submit their findings to the instructor for grading. This course will prepare students for professional employment in a legal environment that requires initial client contact. This course will develop a student's knowledge of whether there is a legal dispute, whether there is an appropriate legal remedy available, and whether the dispute could be adequately handled by the attorneys on staff. Prerequisite: LEA5200 and LEA5250, or permission of the Program Chair and Dean.

- LEA6310 Mediation and Arbitration 3 credits**
In this advanced level course students will learn the various processes of alternative dispute resolution, including mediation, arbitration, negotiations, and settlements. This course will prepare students for resolution of conflicts by analyzing the issues and finding viable, balanced settlement opportunities.
- LEA6350 Labor Relations, Negotiations, and Legal Issues in Human Resources 3 credits**
This course focuses on the interaction of management and labor in an organization and provides a comprehensive analysis of federal, state, and local laws as they affect the human resources function. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both organizational and work force needs while at the same time, resolving workplace disputes, negotiation, preventing litigation, and implementing and administering human resources policies and practices in compliance with applicable laws.
- LEA6360 Theories of Conflict 3 credits**
This course will provide a comprehensive examination of the disputes between parties and the psychological and social issues which fuel conflict. From the world stage to individual conflict, certain core parallels can be drawn regarding why people argue and why conflict can be difficult to resolve.
- LEA6950 Master of Legal Studies Capstone 3 credits**
The Capstone course is intended to provide students with an opportunity to engage in problem solving of various simulated legal issues. Students will learn how to address complicated legal scenarios, ask appropriate questions regarding the facts presented and submit their findings to the instructor for grading. This course will prepare students for professional employment in a legal environment that requires initial client contact. This course will develop a student's knowledge of whether there is a legal dispute, whether there is an appropriate legal remedy available, and whether the dispute could be adequately handled by the attorneys on staff. Prerequisite: LEA5200 Litigation Methodology and LEA5250 Persuasive Writing, or permission of the Program Director and Dean.

MASTER OF PROFESSIONAL STUDIES COURSES

- EDU5000 Foundations of Education 3 credits**
Students investigate and reflect on the greatest educational theorists from across the centuries and around the world. The focus will be on educational/learning theory, character development and intelligence assessments, the role of society and government in education, as well the role of educators as facilitators of learning.
- EDU5001 Group Theory and Classroom Application 3 credits**
This course explores theories of group dynamics and their applications to face-to-face and virtual learning environments. Instructional methods include reading, research, teamwork, skill training, discussion, and best practice forums. The focus of this course is to learn how to apply collaborative learning techniques to facilitate the social construction of knowledge through active learning in the classroom.

- EDU5100 Introduction to Technology Tools and Management 3 credits**
This course is designed to provide instruction on how to implement technology to support teaching methodology and improve learning outcomes. It blends educational theory with skills training, and is designed to teach the technology skills necessary to support the learning activities in both face-to-face and virtual environments. Instructional methods include reading, research, teamwork, skill training, discussion, and best practice forums. The course will place a heavy emphasis on technology skill building, with students spending a majority of the time working on projects that will enhance the delivery and organization of their courses.
- EDU6000 Multicultural Education 3 credits**
In this course, students critically evaluate education practices from the perspective of social justice, education equity and dedication to creating a multicultural educational experience. Emphasis is placed on the exploration of a learning environment in which students of all cultural and ethnic backgrounds can maximize their learning potential.
- EDU6001 Comparative Educational Delivery Systems 3 credits**
Educational delivery systems began as a “one size fits all” model. Today our educational models in both primary and secondary educational institutions range from the traditional to blended to online to home schooling. In this course, students will critically evaluate the various American educational delivery systems and review models from other countries.
- EDU6130 Educational Leadership 3 credits**
This course is designed to assist in the development of administrative leadership skills. The focus is on the knowledge and application of leadership skills necessary in an effective educational institution. Areas covered include situational leadership, organizational climate and culture, individual and group motivation, shared decision making and team building.
- GEB5226 Research Methods 3 credits**
A study of the philosophy and methodology of conducting graduate research and reporting. Areas of study include primary and secondary data collection, online search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student’s area of concentration. This course must be taken during a student’s first or second term.
- IDS6001 Professional Portfolio 0 credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University’s core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.
- IDS6376 Professional Ethics, Social Responsibility and Diversity 3 credits**
A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document a community service project or field research project during the term of study.
- IDS6400 Foundations of Professional Leadership 3 credits**
This course provides a comprehensive study of major leadership theories and research approaches. Students will focus on identifying and assessing their own leadership philosophy and then analyze the relationship between their philosophy and selective theories of leadership.

- IDS6405 Leadership and Organizational Culture 3 credits**
The focus of this course is on the operation of organizations as a people centered social system. Through research and discussions, students analyze professional operations, structures, power, culture, politics and group dynamics. Emphasis is on motivations, behavior and styles of leaders and their impact on an organization.
- IDS6410 Interpersonal Communication and Leadership 3 credits**
This course centers on the connection between relationship building and leader effectiveness. Relevant issues drawn from communication theory, psychology, and sociology are explored as they relate to interpersonal leadership styles. Students also examine their own assumptions and beliefs about the impact of their communication style on others.
- IDS6415 Transformational Leadership and Organizational Development 3 credits**
The focus of this course is on the role of leaders in motivating followers and facilitating change within an organization. Students will discover how to assess human potential and maximize employee involvement. Emphasis is on building learning organizations that help people understand, accept and become empowered through organizational change and development. Using case studies, students learn to identify the conditions for when, how and where transformational leadership is most needed.
- IDS6420 Gender and Leadership 3 credits**
This course examines factors that influence public acceptance of women in leadership positions. Students will review academic literature and empirical research to develop insight and skills for effective leadership. The focus of this course will be on gender differences in leadership styles and social and structural barriers to women assuming leadership positions in their communities, government, profit and nonprofit organizations.
- IDS6425 Global Leadership 3 credits**
The purpose of this course is to research and analyze challenging cross-cultural situations. Students will examine different customs, norms and expectations produced by inter-cultural encounters. Special attention will be given to developing effective leadership strategies for enhancing understanding among people of vastly different cultural backgrounds.
- IDS6430 Strategic Leadership 3 credits**
This course will focus on the comprehensive strategic decisions that leaders make in order to achieve and sustain an organization's competitive advantage. Students will learn how leaders discern a clear vision of the organization's optimum direction, and implement strategic goals and objectives, all in a rapidly changing environment. Students will draw upon knowledge and insights from their previous course work; as well as engage with new ideas, theories, and best practices by leaders today.
- IDS6950 Professional Studies Capstone Project 3 credits**
This course is the capstone assessment course for the Master of Professional Studies Program. It requires students to integrate knowledge gained from all program courses. Candidates will design and present a curriculum or program development project that integrates the principles, theories, and concepts of the core courses and student selected track (Education, Psychology, or Leadership).

- PSY5004 Human Growth and Development 3 credits**
The focus of this course will be on human biopsychosocial development and change through the passages of life. There will be a focus on how this information applies to assessment and counseling throughout the lifespan. The developmental needs of each stage and community resources that can support these needs will be discussed. Applications to practice with children, adolescents, adults and older adults will be emphasized.
- PSY6201 Stress Management and Behavior 3 credits**
This course is an in depth analysis of the physical, emotional and psychological effects of stress on individuals, organizations and institutions. In addition, effective management techniques for stress induced situations are extensively explored.
- PSY6300 Psychosocial Theory and Applications 3 credits**
In this course, students learn to relate social conditions to mental health. Students explore how societies and individuals within those societies impact human development, both from a positive perspective and a negative perspective. Examples in history that demonstrate how powerful influences take control over a society's perception of right and wrong will be studied. Students will learn applications that can be developed by a society to ensure a healthy and perpetual existence.
- PSY6301 Substance Abuse Theory and Prevention Methodology 3 credits**
This course will focus on the history of substance abuse in our society, how it is defined, perceived, and accommodated. The various methods of prevention will be examined from a medical, psychological and social perspective. Students will conduct a case study using one of these methods to determine the efficacy of each.
- PSY6302 Human Sexuality 3 credits**
This course presents an investigation of sexuality within the larger context of the human experience. Emphasis is placed on the study of human sexual development, dimensions of sexual behavior, sex education, health issues, sexually transmitted diseases, and ethical and legal aspects of sexuality.
- PSY6303 Gender and Society 3 credits**
In this course, students will review a wide variety of theoretical positions about the meaning and origins of gender and examine the role of gender in our most central social institutions: relationships, work, school, media, and culture.

MASTER OF PUBLIC ADMINISTRATION COURSES

- PAD5200 Public Administration Concepts and Theory 3 credits**
This course provides an introduction to the basic theories, concepts, principles and quantitative practices in public and not-for-profit management. A grade of B or better is required for this course.
- GEB5226 Research Methods 3 credits**
A study of the philosophy and methodology of conducting graduate research and reporting. Areas of study include primary and secondary data collection, on-line search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. This course must be taken during a student's first or second semester.

- PAD6000 Public Administration: Function and Structure 3 credit**
An overview of the public administration sector and its impact on the community, the nation, and the individual. The course examines the function of various governmental units and their interrelationships with other governmental branches and units, the constituencies, and special interest groups.
- PAD6001 Professional Portfolio 0 credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.
- PAD6050 Management of American, State, and Local Government 3 credits**
Examination of administrative, fiscal, legal, and structural factors that affect government. This course identifies the source of political power in governmental agencies. An in-depth analysis of structure, policy, and procedures that causes government to function.
- PAD6107 Executive Leadership 3 credits**
Advanced studies in leadership theory and practice. Leadership models are studied within the context of a variable situational environment, coupled with the individual characteristics of the leader.
- PAD6250 Administrative Law and Regulatory Processes 3 credits**
This course covers the fundamental concepts of administrative law including enabling statutes, the Administrative Procedures Act, rule-making, investigatory power, enforcement, and adjudication functions.
- PAD6260 Constitutional Law and Public Administration 3 credits**
This course provides essential coverage of government powers, structures, and civil liberties provided for in the United States Constitution and interpretative cases, and their effects on the laws, rules, and procedures of governmental entities and agencies.
- PAD6270 Labor Relations, Negotiations, and Contract Issues in Human Resources 3 credits**
This course includes the fundamental concepts of hiring, equal employment opportunity, wages, occupational safety, health care, pensions, training, and labor contract relations. The focus is on human resources management with some discussion on human resources information systems. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both organizational and work force needs while at the same time, resolving workplace disputes, negotiation, preventing litigation, and implementing and administering human resources policies and practices in compliance with applicable laws.
- PAD6376 Professional Ethics, Social Responsibility, and Diversity 3 credits**
A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible organizational behavior. The student is required to complete and document a community service project or field research project during the term of study.
- PAD6406 Governmental Budgeting and Finance 3 credits**
A survey of finance conventions and budgetary processes for public sector organizations. The course will cover sources of public funds and how the legislative process allocates financial resources to various agencies via a budgeting process. Prerequisite: PAD6000.

- PAD6895 Public Policy Analysis 3 credits**
A course of study that evaluates the best alternatives in establishing public policy in view of the often conflicting forces affected by policy. Students will study case applications in the establishment of public policy and exercise their own skills in proposing simulated responses to needs for new policy. Prerequisites: PAD6000, PAD6406.
- PAD6999 MPA Comprehensive Examination 0 credits**
A non-credit requirement to pass the Master of Public Administration Comprehensive Examination after completion of the Public Administration courses and as a qualifying condition for graduation. PAD6999 is not a course of study, but is an examination that is listed as a course number to assure documentation of successful completion. Prerequisite: Completion of all courses required for graduation.

MASTER OF INFORMATION SYSTEMS MANAGEMENT

- CIT5521 Systems Analysis & Solution Architectures 3 credits**
This course covers the analysis of business requirements and the definition of technical solutions architectures. Issues to be covered include security, performance, maintenance, extensibility, integration into existing applications, data models, and conceptual and logical design. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT2510 or ISM5021.
- CIT5531 Software Engineering 3 credits**
This course addresses the classic issues of software engineering, including hardware considerations, system life cycle, project planning, metrics for software productivity and quality, requirements analysis, design, and language selection. Alternative approaches, including object-oriented, prototyping, data flow, and data structures are compared. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT5521.
- CIT6130 Legal & Ethical Aspects of Computing 3 credits**
This course presents an overview of legal, ethical, and moral considerations for computing professionals. Topics to be covered include liability and ethical considerations in systems development; intellectual property rights; privacy and security considerations; risk management; computer and Internet crime; and professionalism and professional certifications and licensing. Prerequisite: ISM5021.
- CIT6211 Managing Voice Data & the Mobile Network 3 credits**
In this course students will examine key technical and technical management issues in the management of business telecommunications and networking. The emphasis will be on the new technologies that are quickly redefining the “network” and creating new challenges for technical and business management. These issues and technologies will include: evolving telecommunications business applications; convergence of telecommunications industry with computer and entertainment industries – computer, PDA and cell phone; digital telephony and Voice over IP; emerging telecommunications technologies such as Bluetooth, 3G and beyond wireless systems; telecommunications technology and the virtual organization; multi-media telecommunications and networking. Prerequisite: ISM5200 or CIT5521 or equivalent experience and Permission of Program Director and Dean.

- CIT6221 Designing the Secure Network 3 credits**
Computer networks have become a critical component of the daily operations of most businesses, government entities, and other institutions. As the boundaries between private networks and the public Internet have become blurred, the level of threat to confidentiality, privacy and information security has escalated dramatically. In this course, students will learn the “best practice” network security design principles and how they may be applied to create a more secure network environment for a modern global enterprise. Prerequisite: ISM5830 or ISM5200 or CIT5521.
- CIT6540 Software Systems Security & Privacy 3 credits**
This course considers computer security and privacy from a software systems point of view. Specific topics to be covered include assurance, confidentiality, integrity, risk, and vulnerability, along with existing technologies that can be used to make software systems more secure. Both theory and practice will be considered. Security and privacy legislation will also be covered. Prerequisite: CIT5521 or ISM5830 or ISM6128.
- ISM5021 Management Information Systems 3 credits**
A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. Graduate research skills will be practiced and evaluated through an additional assignment.
- ISM5050/1 Directed Study 3 credits**
ISM6050/1
The Directed Study is intended to allow the student to pursue a specific topic in detail. The topic may be one that is not offered in a regularly scheduled course, or it may be an alternative to a regularly scheduled course. The 5000-level Directed Study (5050 and 5051) is for introductory-level graduate work, and may be taken in lieu of a core course with the approval of the Graduate Program Director. The 6000-level Directed Study (6050 and 6051) is for advanced work, and may be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific topic; approval of the Graduate Program Director and Dean is required.
- ISM5120 IT Policy & Strategy 3 credits**
This course focuses on the activities of organizations in relation to the use, creation, and exploitation of technology, and considers many key theories and tools that CIO’s may use. It examines well-established information technologies as well as emerging technologies and the evolving reality of technological innovation in leading companies and industries by the use of case studies. Prerequisite: ISM5021 or equivalent.
- ISM5200 Principles of Operating Systems 3 credits**
This course provides an introduction to computer and network operating systems. Students will examine the role operating systems play in modern computer-based business information systems. Students will learn how the operating system contributes to the over-all development of an information system that can provide a competitive advantage in today’s fast-paced business environment. The course will focus on the components that constitute operating systems and on the facilities and services provided by these systems. Students will be taught how to differentiate between the various types of operating systems and to select an appropriate system to support an organization’s information-processing needs. Topics to be covered include resource allocation and scheduling, file management, storage management, and hardware support for operating systems. The course includes a survey of currently available operating systems such as Windows Server 2003, Linux/UNIX, Novell, as well as the current situation for mainframe and mid-level systems.

- ISM5310 E-Commerce 3 credits**
Broad survey of theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, legal, taxation, and ethical issues. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: ISM5021 or equivalent.
- ISM5610 Project Management 3 credits**
Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project; project integration, scope, time, cost, quality control, and risk management; managing the changes in organizations resulting from introducing or revising information systems; identifying project champions, working with user teams, training, and documentation; the change management role of the IT specialist. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: ISM5021 or equivalent.
- ISM5620 Advanced Project Management 3 credits**
This course will focus on some of the more advanced and challenging topics in project management including: procurement, human resource management, risk identification and mitigation, and managing outsourced projects and off-shore staff. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: ISM5610.
- ISM5625 Portfolio Management 3 credits**
This course focuses on managing project portfolios and programs from a strategic organizational perspective. Emphasis is placed on the integration of portfolio and project management throughout the organization. The course will emphasize how to understand and exploit the strategic management of portfolios, projects and program management. Concepts and processes with linkage to strategic management, such as quality management, concurrent engineering, just-in-time delivery, and quality control will also be examined. Prerequisite: ISM5610.
- ISM5830 Information Systems Security Compliance 3 credits**
This course will provide an in depth study of the managerial and procedural aspects of effectively securing enterprise information systems. Topics in this course will include security policies and best practices, asset classification and control, personnel security, business continuity management, regulatory compliance, operational security, and information security program lifecycles. The course will include an analysis of current practices and procedures in securing critical information infrastructures, with an emphasis placed on emerging trends and opportunities for research in the management of information security. Graduate research skills will be practiced and evaluated through an additional assignment.
- ISM6001 Professional Portfolio 0 credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.
- ISM6060 Special Topics 3 credits**
ISM6061 Special Topics is intended to allow specific topics that are not a part of the regularly scheduled courses to be offered on a "one time" basis. May be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific project. Approval of the Graduate Program Director and Dean is required.

- ISM6122 Integrating the Enterprise 3 credits**
This course presents IT integration from a non-technical department head point of view, with the primary emphasis being the role of information systems in transforming organizations and industries. An integrated view of the organization from an external and internal perspective is presented. IT's internal role in integrating the enterprise through a cohesive set of business processes and functional applications to meet business needs is explored, as is enterprise resource planning and enterprise functionality. Collaborative systems and consideration of external relations with suppliers, outsourcers, and customers are also covered. This course will help the student to learn what to build rather than how to build it, and how to communicate technical ideas to non-technical users and managers. Prerequisite: ISM5021.
- ISM6124 Integrating the IT Function 3 credits**
This course presents IT integration from the CIO's perspective, with the primary emphasis being the tactical/operational responsibilities and roles of the CIO. Topics include governance considerations that link the IT-business organizations, current/emerging issues in creating and coordinating the key activities necessary to manage the tactical and strategic operations of the IT function, and coordinating skills and organizational IT infrastructure. Prerequisite: ISM5021.
- ISM6126 Integrating Information Technologies 3 credits**
This course presents IT integration from the IT department's perspective, emphasizing the development of an integrated technical architecture (hardware, software, networks, and data) to serve organizational needs in a rapidly changing competitive and technological environment. Topics include technologies for intra- and inter-organizational systems and current / emerging architectures and technologies with an emphasis on methods that create vertical (within a technology type) and horizontal (across technology types) integration. Prerequisite: ISM5021.
- ISM6128 Integrating & Securing the Infrastructure 3 credits**
This course considers infrastructure strategies with an emphasis on agile (reusable and adaptive) infrastructures geared toward the electronic business (e-Business). Securing the infrastructure, and the business information that it entails, will be explored from a management perspective. Prerequisite: ISM5021.
- ISM6950 Issues and Trends in IT Management 3 credits**
This course will examine current issues, trends, and developments that are likely to impact the management of information technology in today's business environment in both the short and long term. It also serves as a capstone course for the Master of Information Systems Management Program, bringing together the concepts and cumulative body of knowledge from the core, the integration component, and the concentration component. Specific emphasis will be given to the areas of critical thinking, effective communication, research ability, leadership ability, and initiative in regards to maximizing the competitive advantage of information technology in the enterprise. This course is normally taken during the student's final term. Prerequisite: Completion of MIS core and integration component. Corequisite: Completion of concentration component.

MASTER OF SCIENCE IN MANAGEMENT COURSES

- MAN5105 Strategic Human Resources Development 3 credits**
This course examines the major functions of human resources development including theory, processes, and skills from a strategic perspective. Also examined are special human resources challenges faced by contemporary organizations in a rapidly-changing, global environment.

- MAN5135 Managerial Performance Analysis 3 credits**
This course presents quantitative and qualitative management concepts and tools needed for effective business planning and decision making. Topics are presented from a managerial perspective and include industry and environmental analysis, financial statement analysis and interpretation, organizational management planning and forecasting, and strategy formulation.
- MAN6001 Professional Portfolio 0 credits**
In this course students will produce an electronic professional portfolio that demonstrates their mastery of Hodges University's core competencies of Critical Thinking, Effective Communications, Initiative, Leadership Ability, and Research Ability. Students are required to take this course their last semester with the University and must successfully complete this course in order to graduate.
- MAN6200 The Evolution of Organizational Dynamics 3 credits**
This course focuses on the structure of organizations and how organizational change and evolution is managed. It examines the characteristics of traditional forms of organization and explores trends in organizational structure. Forces such as an increased focus on ethical behavior and contemporary leadership styles are examined.
- MAN6225 Training, Development, and Motivation for Organizational Effectiveness 3 credits**
This course focuses on adult learning and motivation to create and facilitate effective and efficient training and development for individuals and groups in an organization. Topics include managing the training function, roles and competencies of trainers, assessing training needs, program development, methods of intervention, and evaluation of training.
- MAN6250 Leaders and Managers in the 21st Century 3 credits**
This course focuses on classical and contemporary leadership concepts and explores new demands and relevant strategies for leaders in the 21st century. Students will examine the decision-making roles of the manager/leader/facilitator in light of personal, organizational, and societal needs judged by standards of effectiveness and ethicalness to determine what leads to outstanding performance as a general manager.
- MAN6263/6 Special Research Topic in Management 3 or 6 credits**
Students may select a topic of interest which is related to the management core or one of the specialty tracks. The topic is to be selected in consultation with and approved by the Program Director. This course may be taken more than once. Prerequisites: Advanced graduate standing and permission of the Program Director and Dean.
- MAN6290 Managing the Dynamics of Organizational Change and Crises 3 credits**
This course focuses on organizational planned and unplanned change and crises and their impact on employees and their ability to be motivated and productive in volatile corporate environments. Knowledge and methods from the behavioral sciences and contemporary organizational change literature are examined.
- MAN6360 A Contingency Approach to Employee Relations 3 credits**
This course focuses on the theoretical issues and concepts associated with contemporary and classic employee relations. Topics covered include theories of the employment relationship, conflict resolution, the impact of multi-national organizational culture, negotiation, and labor unions.

- MAN6410 Innovative Practices in a Diverse World 3 credits**
This course provides the opportunity for the study of issues in leadership and management focusing on different themes, topics, or current events which are of consequential interest to leaders and managers in contemporary organizations. These include diversity, ethical decision making, sustainability, and social responsibility.
- MAN6420 Strategic Recruitment, Selection, and Retention 3 credits**
This course develops a strategic framework for providing corporations with the human resources needed to achieve corporate goals. Topics include strategies for short- and long-range human resource planning, recruiting and selection, development, motivation, evaluation, remuneration, employee separations, and retention.
- MAN6430 Developing and Managing Strategy in a Global Environment 3 credits**
This course focuses on formulating and implementing effective and ethical long-range organizational plans and examines how the various functional areas work together to craft those strategies. Similarities and differences between domestic and multi-national organizational strategy are examined.
- MAN6440 Strategies of Human Resources 3 credits**
This course integrates strategic organizational planning and human resources. It emphasizes the importance of integrating human resources activities in the context of organizational strategic planning, development, and execution.
- MAN6460 Analysis of Organizational Culture 3 credits**
This course requires students to perform an original research project to examine the theories and methods utilized to evaluate and assess the impact of cultures and sub-cultures in organizations. Perspectives investigated can be used to understand how culture develops and evolves in both domestic and multi-national organizations to influence planning, strategy implementation, and resource allocation.
- MAN6903/6 Directed Research Project 3 or 6 credits**
An advanced directed research project in an area of management that is of particular interest to the student. The research project will be conducted under the supervision of the Dean and/or the Program Director. This course may be taken for 3 or 6 credits, but must be completed within one term. Prerequisites: Advanced graduate standing and permission of the Program Director and Dean.
- MAN6950 Management Capstone Project 6 credits**
This course is the capstone course for the Master of Science in Management Program. Its main focus is for students to demonstrate they have achieved the goals for learning established by Hodges University and the Management Department. The student will demonstrate and apply his or her command, analysis, and synthesis of knowledge, skills, abilities, and theoretical concepts fostered throughout the Program to a project which serves as an instrument of evaluation.

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James Stamper, Belmont University, Nashville, TN

Sandra Stilwell, Stillwell Enterprises

PRESIDENT'S SOCIETY

Randolph D. Brock III	Earl G. Hodges (In Memoriam)
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Barbara Burris	Michael London
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John W. Fisher III	Jerry F. Nichols
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Terrance Flynn	Gary Tripp
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Lavern Norris Gaynor	Peter Thomas
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ADMINISTRATION

President	Jeanette Brock
Executive Vice President of Administration and Secretary	Joseph D. Pepe
Executive Vice President of Academic Affairs and Provost	Kim Spiezio
Vice President of Finance and Human Resources and Treasurer	Erica Tillery
Vice President of Information Technology & Facilities Management	David Rice
Vice President of Institutional Effectiveness and Research.....	Diane Ball
Vice President of Student Financial Services	Joseph Gilchrist
Vice President of Student Records Management.....	Carol Morrison
Vice President of University Advancement.....	Phil Memoli
Dean of the Fisher School of Technology	Albert Ball
Dean of the Johnson School of Business	Nancey Wyant
Dean of the Nichols School of Professional Studies.....	Karen Locklear
Dean of the School of Allied Health.....	Charlene Harrison
Dean of Liberal Arts	Elsa Rogers
Dean of Students.....	Marcia Turner
Dean of Online Learning and Information Resources	Charlene Wendel

GRADUATE ACADEMIC DEPARTMENT DIRECTORS

MAcc Program Director	Melinda Schneider
MBA/MPA Program Director	Aysegul Timur
MCJ Acting Director	Karen Locklear
MIS Program Director	Joe Feliciano
MLS Program Director.....	Andrew Weyl
MCMHC Program Director.....	Mary Nuosce
MPS Acting Program Director	Karen Locklear
MSM Program Director.....	Nancey Wyant

GRADUATE PROGRAM COMMITTEE:	Joe Feliciano	Melinda Schneider
	Karen Locklear	Kim Spiezio
	Kelly Miller	Aysegul Timur
	Carol Morrison	Andrew Weyl
	Mary Nuosce	Nancey Wyant
	Christy Saunders	

Please check the directory on the Hodges University Website for a complete listing of staff members.

GRADUATE FACULTY

Achilles, Wendy	Ph.D. M.S. B.S.	Virginia Commonwealth University Eastern Carolina University Eastern Carolina University	MBA Program Part-Time
Arway, Rosemary	Ed.D. M.S. B.A.	Argosy University University of Bridgeport Iona College	MCJ Program Full-Time
Bailey, M. Beth	Ph.D. J.D. B.A.	Sam Houston State University University of Georgia Valdosta State College	MCJ Program Full-Time
Ball, Albert	Ph.D. M.S. B.S.	Nova Southeastern University Hodges University Hodges University	MIS Program Full-Time Dean
Ball, Diane	Ph.D. M.A. B.M.	Nova Southeastern University Johnson and Wales University University of Massachusetts at Lowell	MIS Program Full-Time
Batiato, Dolores	D.B.A. M.P.A. B.A.	Argosy University Golden Gate University Eckerd College	MSM Program Full-Time
Cole, Donald G.	Ed.D. M.S. B.S.	Nova University Montclair State College Montclair State College	MIS Program Full-Time
Cooper, Jay	J.D. B.A.	University of Miami Old Dominion University	MLS Program Part-Time
Dew, Katherine	Ph.D. M.B.A. B.A.	Walden University Babson College Colby College	MBA Program MPA Program Full-Time
Ehart, Charles	D.P.A. M.A. B.S.	Nova Southeastern University Bowie State College Mount Saint Mary's College	MPA Program Vice Chair Full-Time
Feliciano, Joe	D.P.S. M.S. B.S.	Pace University Long Island University Hawaii Pacific University	MIS Program Director Full-Time
Forrer, Donald	D.B.A. M.S. B.A.	Nova Southeastern University Central Michigan University Capital University	MBA Program Full-Time

Hodges University

Ginsberg, Kenneth	J.D. M.C.J. B.S.	Seton Hall Hodges University Fairleigh Dickinson	MBA Program Full-Time
Griz, William	Ph.D. B.S.	Michigan State University Michigan State University	MPS Program Full-Time
Hardt, Frederick	J.D. B.A.	University of Wisconsin University of Wisconsin	MLS Program Part-Time
Hodge, James	J.D. B.S.	University of Akron University of Akron	MLS Program Full-Time
Hofmann, Thomas	Ph.D. M.S.W. B.S.	Northcentral University University of Wisconsin – Milwaukee University of Wisconsin – Milwaukee	MCMHC Program Full-Time
Hunter, Cathrine	L.L.M J.D. B.S.	University of Florida Stetson University University of South Florida	MBA Program MPA Program Full-Time
Karastamatis, Peter	D.B.A. M.B.A. B.S.	Argosy University Nova Southeastern University Old Dominion University	MBA Program Full-Time
Kelley, Patricia	D.P.A. M.S. B.S.	University of Baltimore University of Maryland University of Maryland	MPA Program Part-Time
Kessler, Thomas	D.B.A. M.B.A. B.S.	Nova Southeastern University University of Baltimore Golden Gate University	MBA Program MPA Program Part-Time
Kest, Ray	Ph.D. M.B.A. B.B.A.	Walden University University of Toledo University of Toledo	MBA Program Full-Time
Krzycki, Leonard	Ph.D. M.S. B.S.	Florida State University University of Nebraska University of Nebraska	MCJ Program Full-Time
Landrum, Gene	Ph.D. B.B.A.	Walden University Tulane University	MBA Program Professor Emeritus
Locklear, Karen	Ph.D. M.Ed. B.S.	Union Institute and University National Louis University Florida Metropolitan University	MPS Program MCJ Program Director - Dean Full-Time
McKenzie, Karen	D.M. M.S.A. B.A.	University of Phoenix Central Michigan University University of Detroit	MSM Program MBA Program Full-Time

Nelson, Michael	Ph.D. M.S. B.S.	University of Central Florida Florida Institute of Technology Southeast Missouri State University	MIS Program Full-Time
Nichols, Kathleen	Ph.D. M.B.A. B.A. B.S.	University of Wisconsin-Madison Lakeland College Lakeland College Iowa State University	MAcc Program Part-Time
Nuosce, Mary	Ph.D. M.S. B.S.	University of Akron University of Akron University of Dayton	MCMHC Program Director, Full-time
Ramim, Michelle	Ph.D. M.B.A. B.S.	Nova Southeastern University Florida International University Barry University	MIS Program Part-Time
Rivera, Miguel	D.B.A. M.B.A. B.B.A.	Argosy University Inter-American University of Puerto Rico George Fox University	MAcc Program Full-Time
Rogers, Elsa	Ph.D. M.A. B.A.	University of Louisiana at Lafayette University of Memphis University of the West Indies	MBA Program MPA Program Full-Time
Schneider, Melinda	Ph.D. M.B.A. B.S.	Walden University Nova University University of Florida	MAcc Program Director, Full-Time
Schnurbush, Kim	Ph.D. M.S. B.A.	Sam Houston University Fitchburg State College University of New Hampshire	MCJ Program Full-Time
Small, David	Ph.D. M.S. B.A.	Marquette University Minnesota State University, Mankato University of Wisconsin-Whitewater	MCMHC Program Full-Time
Smith, Earl	Ph.D. M.S.W. B.A.	University of Pittsburg Marywood University Thiel College	MPS Program Full-Time
Smith, Thomas Michael	D.B.A. M.B.A. B.S.	Argosy University Nova Southeastern University University of Alabama	MSM Program Full-Time
Smith, Susan	Ph.D. M.L.I.S. B.A.	University of Texas University of Oklahoma University of Oklahoma	MBA Program MPA Program Full-Time
Timur, Aysegul	Ph.D. M.B.A. B.S.	University of South Florida University of Istanbul University of Istanbul	MBA Program MPA Program Director, Full-Time

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Watts, Tom (Jake)	Ph.D. M.L.S. B.A.	University of Alabama University of Texas University of Miami	MIS Program Full-Time
Weyl, Andrew	JD B.A.	Hamline University Gustavus Adolphus College	MLS Program Director, Full-Time
Williams, Anthony	D.B.A. M.B.A. B.S.	The National Graduate School The National Graduate School Southern Illinois University	MSM Program Part-Time
Wyant, Nancey	Ph.D. M.S. B.S.	Walden University LaRoche College LaRoche College	MSM Program Director - Dean Full-Time

ACADEMIC CALENDAR

WINTER TERM 2014

January 13	Winter Term and Mini-Term A Begins
January 20	Martin Luther King Holiday
January 21	Last Date to Register for Winter Term
February 14	Last Day to drop a class or withdraw from Mini-Term A
March 4	Mini-Term A Ends
March 5	Mini-Term B Begins
March 17	Summer 2014 Scholarship Deadline
March 24	Last Day to drop a class or withdraw from Winter Term
April 8	Last Day to drop a class or withdraw from Mini-Term B
April 18-20	Spring Holiday
April 26	Winter Term and Mini-Term B Ends

SUMMER 2014

May 12	Summer Term and Mini-Term A Begins
May 19	Last Date to Register for Summer Term
May 26	Memorial Day Holiday
June 13	Last Day to drop a class or withdraw from Mini-Term A
July 1	Mini-Term A Ends
July 2	Mini-Term B Begins
July 4	Independence Day Holiday
July 14	Fall 2014 Scholarship Deadline
July 21	Last Day to drop a class or withdraw from Summer Term
August 5	Last Day to drop a class or withdraw from Mini-Term B
August 23	Summer Term and Mini-Term B Ends

FALL TERM 2014

September 8	Fall Term and Mini-Term A Begins
September 15	Last Date to Register for Fall Term
October 10	Last Day to drop a class or withdraw from Mini-Term A
October 28	Mini-Term A Ends
October 29	Mini-Term B Begins
November 10	Winter 2015 Scholarship Deadline
November 17	Last Day to drop a class or withdraw from Fall Term
November 27-30	Thanksgiving Holiday
December 2	Last Day to drop a class or withdraw from Mini-Term B
December 20	Fall Term and Mini-Term B Ends
December 24-January 1	Winter Holiday

TUITION AND FEES SCHEDULE

TUITION

Basic Tuition for all Credit Hour Courses \$660.00 per credit hour

OTHER FEES AND CHARGES:

Application Fee (Non-Refundable) \$50.00

Reentry Fee (Applies to students returning after two or more terms of nonattendance; Non-Refundable \$50.00

Online Proctoring Fee (per each online course) \$40.00

Student Services Fees Payable Each Semester

Library \$75.00

Registration Fee \$50.00

Student Service Fee \$50.00

Technology Fee \$75.00

Student ID Card Replacement Fee..... \$5.00

Graduation Fee \$150.00

Late Registration Fee \$25.00

Late Intent to Graduate Fee \$25.00

Withdrawal Fee: An administrative withdrawal fee of \$100.00 will be charged a student withdrawing from the University as described under the published University refund policy.

Books and supplies are sold as needed and are available in the University virtual bookstore or may be purchased from other booksellers. There is no requirement to purchase books and supplies in the University virtual bookstore.

Please check with your Program Chair or Director for changes to faculty and staff.