

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

For more than a century, the School of Continuing and Professional Studies has been transforming the trajectory of student lives, driving professional and personal pursuits with high-quality academic offerings and engaging learning environments. A forward-thinking, responsive school, we have designed academic programs to meet market needs and offer online coursework to deliver the flexibility our students need. We have emerged a highly ranked, national leader in online education, and we've created spirited learning environments where students develop tangible skills they can apply in today's workplace.

SCPS offers undergraduate programs to propel careers, enrich lives, and power social mobility, empowering adult learners through an accessible, impactful, and holistic education that positions them for success. With fully online classes and flexible 8-week schedules, students are able to balance their degree pursuits with life's other responsibilities. And with courses led by scholars and active practitioners in their respective fields, students will gain the relevant knowledge and practical skills to advance in their career.

Note: The following program is no longer accepting new students:

- Strategic Digital Communication BA (SDCM-BA) - Expected Discontinuation Term: Fall 2026

Undergraduate Programs

- Applied Psychology (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/applied-psychology-ba/>)
- Applied Psychology/Public Service Leadership (BA/MA) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/applied-psychology-public-service-leadership-ba-ma/>)
- Applied Studies (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/applied-studies-ba/>)
- Computer Science Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/computer-science-certificate/>)
- Cybersecurity Technology Management Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/cybersecurity-technology-management-certificate/>)
- Environmental Policy/Public Policy (BA/MPP) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/environmental-policy-public-policy-ba-mpp/>)
- Environmental Science/Public Policy (BS/MPP) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/environmental-public-policy-bs-mpp/>)
- Environmental Studies/Public Policy (BA/MPP) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/environmental-studies-public-policy-ba-mpp/>)
- Information Technology (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/information-technology-ba/>)
- Information Technology (BA/MS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/information-technology-bams/>)
- Information Technology/Computer Science (BA/MS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/information-technology-computer-science-ba-ms/>)
- Information Technology/Information Technology Leadership and Strategy (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/information-technology-information-technology-leadership-strategy-ba-mps/>)
- Information Technology/Instructional Design (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/information-technology-instructional-design-ba-mps/>)
- Introduction to Data Science Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/introduction-data-science-certificate/>)
- Management (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/management-ba/>)
- Management/Information Technology Leadership and Strategy (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/management-information-technology-leadership-strategy-ba-mps/>)
- Management/Instructional Design (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/management-instructional-design-ba-mps/>)
- Management/Public Service Leadership (BA/MA) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/management-public-service-leadership-ba-ma/>)
- New Media Communication Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/new-media-communication-certificate/>)
- Organizational Development and Leadership Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/organizational-development-leadership-certificate/>)
- Organizational Psychology Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/organizational-psychology-certificate/>)
- Paralegal Studies (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/paralegal-studies-ba/>)
- Strategic Digital Communication (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/strategic-digital-communication-ba/>)
- User Experience Design Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/user-experience-design-certificate/>)
- Web Design and Development Certificate (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/web-design-development-certificate/>)
- Web Technologies (BA) (<https://catalog.luc.edu/undergraduate/continuing-professional-studies/web-technologies-ba/>)
- Web Technologies/Information Technology Leadership and Strategy (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/web-technologies-information-technology-leadership-strategy-ba-mps/>)
- Web Technologies/Instructional Design (BA/MPS) (<https://catalog.luc.edu/undergraduate/accelerated-bachelors-masters-program/web-technologies-instructional-design-ba-mps/>)

Undergraduate Policies and Procedures

Please see Undergraduate Policies and Procedures (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>) for academic policies that supersede those of academic units within the University.

University Policies

Please see University Policies for academic policies that supersede those of academic units within the University

School of Continuing and Professional Studies Policies

The policies outlined here are additional policies that apply to all SCPS undergraduate students, both degree- and certificate-seeking students. All university policies outlined in the Undergraduate Academic Standards and Regulations section of the Academic Catalog apply to all undergraduate students, including SCPS students.

Academic Advising

The Senior Academic Advisor is the primary academic advisor for all undergraduate SCPS students, both degree- and certificate-seeking.

Upon admission, degree-seeking students are required to meet with an academic advisor and discuss the overview of their academic plan. Degree-seeking students then meet with their primary academic advisor during their first session to create a degree outline. Throughout their time, students may schedule advising appointments with their assigned academic advisor regarding any registration or enrollment questions.

The University uses LOCUS and particularly the Academic Requirements Report (ARR) as an official record of all courses completed and to be completed by the student. The Microsoft Excel electronic audit is also used as a tool to assist students in devising a graduation plan.

A file review is completed for all degree-seeking students who have earned 90+ credits to ensure that the classes necessary for graduation have been or will be completed. A graduation audit is completed and sent to all students who have completed a mandatory graduation application for their review.

Academic Standing

A cumulative GPA of at least 2.0 is required for a student to be considered in good academic standing. The following policies, and the university policies, apply to all SCPS undergraduate students, both degree- and certificate-seeking students.

Academic Probation

The review for academic standing is completed at the end of the term (fall and spring 16-week semester and 12-week summer semester) and not at the end of each 8-week session. When a student's cumulative GPA falls below 2.0 at the end of the term, they will be placed on academic probation and are required to complete an Academic Improvement Plan (<https://forms.gle/18CkFWtUWWWa5C487/>), and, may be restricted in enrollment. All students should be aware of the Academic Standing policies of the University as found in the Academic Catalog. SCPS follows the University policy parameters for academic probation, continued on probation, and dismissal for poor scholarship.

Students must be in good academic standing, cumulative GPA of 2.0 or higher, to graduate and have their degree and/or certificate conferred.

Dismissed for Poor Scholarship

Students who do not meet the requirements of academic probation and do not return to good academic standing will be dismissed for

poor scholarship. SCPS follows university standards, as outlined in the academic catalog, for readmission consideration.

Once the requirement is met for readmission, students must apply for admission to SCPS, submitting official transcripts from all other schools. Grades from other institutions do not apply toward the computation of your Loyola GPA. Re-admission is not guaranteed and is subject to review. If a dismissed student is readmitted, it will be under the terms of continued academic probation and/or any other conditions established by the School of Continuing and Professional Studies Dean's Office.

Admission

Admission on Condition (Unofficial Transcripts)

Conditional admission may be offered to those who have submitted unofficial (self-submitted) or in-progress transcripts (applicant is still enrolled at previous institution at the time of admission). These admitted students must request that official transcripts be submitted to gradapp@luc.edu before the end of the first term of enrollment, or a hold will be placed on their account so that they may not register for future terms.

Admission on Probation

Admission on probation may be offered to students who do not meet the academic requirements for admission. These students will have the opportunity to demonstrate their ability to succeed academically while on academic probation.

For **undergraduate students**, the terms for admission on probation are as follows:

- Students must pass CPST 200 Introduction to Degree Completion in their first session.
- Students must earn a cumulative grade point average of 2.5 in their first 12 credit hours of coursework.

At the completion of their first 12 credit hours, the student's record will be reviewed to determine if the GPA and CPST 200 requirements have been met and their status updated to one of the following:

- **Good academic standing.** If the student achieves the required 2.5 GPA on the 12 credit hours and their cumulative GPA is 2.0 or higher.
- **Continued on probation.** If the student achieves the required 2.5 GPA on the 12 credit hours but still needs to bring their cumulative GPA to 2.0 or higher, they will be given the opportunity to continue to improve their GPA with future enrollment.
- **Dismissal for poor scholarship.** If the student fails to earn a 2.5 GPA on the 12 credit hours, they will be dismissed from the university.

For **graduate students**, the terms of admission on probation are as follows:

- Students must earn a cumulative grade point average of 2.8 (good academic standing) by the end of their first semester.

At the completion of their first semester, the student's record will be reviewed to determine if the GPA requirement has been met and their status updated to one of the following:

- **Good academic standing.** If the student achieves the required 2.8 cumulative GPA or higher.
- **Dismissal for poor scholarship.** If the student fails to earn a 2.8 cumulative GPA, they will be dismissed from the university.

Admission on Probation (Paralegal Studies Certificate Students)

Students who do not meet the 2.5 minimum undergraduate GPA requirement for the post-baccalaureate certificate programs may be admitted on probation if the admission committee agrees that the student has the potential for success in paralegal studies at this level. These students will have the opportunity to demonstrate their abilities by achieving a 2.5 minimum GPA in the first two sessions of study. At that point, their files will be reviewed for a change in status to unconditional admission or dismissal for poor scholarship.

Auditing a Course

All degree and non-degree seeking students auditing a course must first receive approval from the SCPS Assistant Dean. Course auditing will be allowed only in rare and special circumstances. Students auditing a course will be assessed tuition on a per-credit basis at 50% of the normal tuition rate.

Students must complete the University's undergraduate audit request form, email it to the Assistant Dean, and on approval it will be submitted to the Office of Registration & Records. This form is found on the Registration & Records website here: <https://www.luc.edu/regrec/aboutus/forms/>

The completed form must be received by the SCPS Dean's office before the audit deadline as stated on the academic calendar on the SCPS website. SCPS will not approve a request received after the deadline. Please note: Paralegal (PLST) courses may not be audited.

All university policies on auditing undergraduate courses apply and can be found in the academic catalog.

Class Attendance / Student Accountability Expectations of Students

Students are expected to treat their classroom and SCPS community obligations as they would treat any serious professional engagement. In addition to adhering to the university's undergraduate attendance policy, students must follow the SCPS attendance guidelines outlined in the SCPS policy catalog. The following expectations apply to all students within the SCPS community at all times:

- Students are expected to behave ethically and respectfully within the SCPS community, and according to the Academic Integrity policy and Community Standards as found in the Academic Catalog.
- Students must use and check Loyola email and Sakai for all correspondence with SCPS faculty and staff.
- Students are responsible for reviewing and understanding University and SCPS policies and calendars.
- Students should meet regularly with their academic advisor

Students should also adhere to the following expectations before and during their courses:

Before classes:

- Complete Mastering Learning Tools (new degree-seeking students).
- Attend the SCPS orientation, when applicable.
- Purchase books or obtain course materials prior to the start of the course.

- Review the syllabus carefully prior to the start of the course and contact instructor with questions.
- Enroll prior to the session/term start date. Late enrollment is highly discouraged. Instructors are not required to make accommodations or accept late assignments due to late enrollment.
- Students who have accessibility needs must work with the Student Accessibility Center (SAC) prior to the start of class. Students should start the process with SAC at least two months prior to the start of the 8-week session.

During Classes:

- Adhere to deadlines and timetables established by the instructor and submit work on time. Any variations/conflicts must be communicated in advance and approved by the instructor.
- Proactively communicate with instructors and academic advisor about any concerns, difficulties, or scheduling conflicts or missed sessions of the course.
- Prepare thoroughly for each session in accordance with the instructor's request.
- Arrive promptly for the start and remain until the end of each synchronous class meeting.
- Participate fully and constructively in all class activities and discussions.
- Display appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, the cultural, religious, sexual, and other individual differences in the University community.
- Provide constructive feedback to faculty members regarding their performance, through the university's formal course evaluation, administered at the end of each 8-week session.

Class Attendance/Student Accountability

Due to the intensive nature of each course, students' success in SCPS courses will heavily depend on their attendance and participation in the course. The choice to pursue a degree or certificate will likely involve adjusting one's schedule to avoid conflicts whenever possible. The value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor and will be stated in the syllabus.

Courses may include both synchronous and asynchronous components. Asynchronous coursework is independent coursework students complete within a certain time frame, but students are not required to be online at a specific day or time. Synchronous coursework refers to online meetings that occur at a designated date and time as set by the course instructor. Required synchronous meetings will be communicated in advance of a student registering for a course and are included within the SCPS course schedule and are held in the evening (6-9pm, CST) or on Saturdays (9am-Noon, CST).

Students are expected to be present for every required synchronous meeting of the course. If they are unable to attend a class meeting or if they will be late for a class, they must notify the instructor in advance of the absence. Requests for missed class meetings should only occur for circumstances that are truly unavoidable and students are responsible for reaching out to their instructor in advance of the start of the session.

Each course's instructor reserves the right to make judgment on accepting and/or making up assignments missed because of class absence for a required meeting. That policy will be clearly expressed

in the course syllabus. Unexcused absences may result in failing the course. Please understand, if an instructor allows an excused absence, even with an approved modification to the required meetings for a course, any change to the required components of a course will impact the student's experience and can impact a student's learning and performance.

Understanding When a Class Begins

All classes start with the start of the 8-week session and not when the first required meeting date is scheduled for the course. Any required meeting a class has, whether it is a synchronous meeting for an online class or an on-campus meeting, will be clearly listed within the SCPS course schedule for the semester.

Non-Participation in Class and Withdrawal

Students must withdraw from a course within LOCUS to be considered withdrawn. Non-participation in a class, without formal withdrawal in LOCUS, does not constitute a withdrawal from a course. Students who do not withdraw from a course in LOCUS will have their grade computed on the basis of the work completed and may receive an 'F' grade.

Paralegal Studies Attendance and Participation Policy

Regular class attendance is required for Paralegal Studies (PLST) classes. Absences in PLST courses are excused only for serious, unavoidable situations, and you are expected to notify the instructor in advance of your absence. Absences from classes rescheduled because of public holidays are not excused, as these dates are provided at the time of registration. If you stop attending a class but do not officially withdraw from it, your grade will be computed on the basis of what work you did complete; you may receive an F if that is the resulting grade.

This accelerated program of paralegal studies requires a heavy commitment of time and energy. We are all balancing personal and professional demands. Our responsibility to you is specifically to prepare you for a paralegal career. When you miss a class, you lose the benefit of our knowledge and experience in the legal workplace, as well as our personal interest in your progress. Your absence may also be unfair to a group project.

In particular, your absence from class generally cannot be excused because of your job responsibilities. You are expected to register for a reasonable course load in light of other demands on your time.

Your success in this program will depend heavily on your attendance and participation in the classroom. The instructor has the discretion to decide whether to accept a late assignment or allow a makeup assignment, and if so to impose a deduction in the grade for that assignment. Also, the value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor.

Any student who has more than two absences, excused or unexcused, in a single 8-week session course will not be allowed to continue in that course without the Director's permission. The student will receive a final course grade calculated on the basis of zero scores on all subsequent tests and assignments.

The student must petition the Director for this permission in writing within three business days of the third absence. Relevant factors will include the student's performance in the class, the teacher's assessment of the student's ability to master the missed classes and assignments, and the reason for the absences. As noted above, absences from classes

rescheduled because of holidays are not excused, as these dates are provided at the time of registration.

If some of the student's absences are excused, the student will have the opportunity to withdraw from the course, as long as the deadline for dropping a course has not yet passed. The student's grade will then be recorded as W. However, the student is still responsible for the course tuition in accordance with the University's official withdrawal schedule.

Please note that teachers may continue to use class attendance as part of the grading criteria. Also, it is at the teacher's discretion to consider absent a student who arrives late to class or leaves early.

If you cannot attend a class, you are expected to make arrangements to obtain notes and assignments from other students, and to submit any assignments due by the appropriate deadline. It is not appropriate to expect your teacher to give you his or her class notes; this would be unfair to the students who attended the class. Nor is it appropriate to ask the teacher to review or summarize the class for you. Of course, you may ask the teacher questions after you have reviewed the material.

Students who miss exams or quizzes in a PLST course must immediately send a message requesting a makeup to both the instructor and the Director. The makeup will be allowed only on agreement of the Director and instructor that a serious, unavoidable situation (such as illness, family emergencies, or religious holidays) caused the absence. The Director and instructor have the discretion to impose a deduction in the grade for that exam or quiz.

The makeup exam or quiz must then be taken as soon as possible, before the next class meeting, and during regular office hours, 8:30 am to 5 pm. You will be expected to rearrange your work or personal schedule to accommodate the makeup. To schedule a makeup exam or quiz, please contact the Institute Office, 312-915-6820.

You may be asked to provide documentation of the reason for your absence before you will be allowed to make up any quiz or exam. A request to make up more than one missed quiz or exam within two 8-week sessions generally will not be approved by the Director.

Course Registration

Students register for courses via the University's LOCUS system. Registering for a course is the only way to guarantee a place in a course. Registration after the session start date will incur a late registration fee. SCPS does not operate waitlists for any of its courses.

When registration opens for a semester, SCPS students are advised to enroll in all sessions within that semester. For example, for fall and spring 16-week semesters, students should enroll in both 8-week session I and session II. Students who do not enroll in all available sessions may encounter billing and/or financial aid issues for the semester.

A student must be registered in a course before attending any classes or participating in the course. No student may register for a course after the late registration period.

Late Enrollments

Students may enroll in a course after it has begun only during the add/drop period in Week 1 of each 8-week session during the fall and spring semesters. The add/drop period for summer session courses are shorter, about 1-2 days. Late registration fees apply to enrollment completed during the add/drop period. Students should consult the academic calendar on the SCPS website to learn the dates for add/drop.

Students are strongly discouraged from enrolling after the start of an 8-week session as late enrollment may lead to missed class sessions and assignments. Students are responsible for informing instructors immediately of their late enrollment. Instructors are not required to make accommodations or accept late assignments due to late enrollment. Additionally, students should be aware that it takes up to 24 hours for a student to be uploaded into a course's Sakai site after enrollment in LOCUS.

Directed Study

A directed study course is a version of an existing course run with fewer than 6 students.

Students in a directed study course must provide evidence of learning as in a regular course, i.e., they must meet learning outcomes and the minimum expectation for meetings and/or interactions with the instructor, depending on the number of credits needed. The course format and time frame may be variable and will be determined between the student and the instructor.

Students will pay regular tuition per credit for a directed study course.

Paralegal Studies (PLST) courses are not offered in a directed study format.

Double Dipping

Students are permitted to complete multiple programs (i.e. certificates, majors), even if program requirements overlap.

The exception to this is for students completing an individualized concentration (typically linked to the BA in Applied Studies). Students completing an individualized concentration may not double dip. Meaning courses that satisfy Core or other program requirements cannot be applied toward your individualized concentration.

For students completing multiple programs, conferral of your degree or certificate will not be done until program requirements for all programs have been completed. Please understand, while certificate requirements may be completed prior to finishing degree requirements, we are not able to confer the certificate at an earlier point in a student's time at Loyola. Conferral for all programs is completed at the same time.

Full Time Status / Registration Limits

To be considered a full-time student, SCPS students must be enrolled for 12 credit hours per 16-week semester.

Students are not required to meet or maintain full-time status to be in good standing. However, some financial aid (student loans and scholarships), employer tuition reimbursement policies, and other situations may require full-time status in an educational program. It is recommended that students confirm the number of courses they are enrolled in for a given semester with Financial Aid to adjust their budgets accordingly.

SCPS students, except for paralegal certificate-seeking students, may register for no more than 9 credit hours in any one 8-week session. Students wanting to take more than the 9 credit hours in any 8-week session must submit the Session Over Limit Registration Appeal form (<https://sites.google.com/view/scps-share-site/scps-students/student-forms/?authuser=0>).

Paralegal Studies Certificate Registration Limit

Paralegal students may register for no more than 6 semester hours of courses (three 2-hour courses) in any one 8-week session. Certificate students must be enrolled half-time (three 2-hour courses) in any semester in which they obtain financial aid; the Fall I and Fall II sessions together are considered the Fall Semester, and the Spring I and Spring II sessions together the Spring Semester. The Summer Session is considered a separate semester.

Grade and Grading Policies

The University uses letter grades and plus/minus indicators to indicate the quality of a student's achievement in a course. The chart below shows the standardized grading scale used by all SCPS faculty for converting numerical scores into letter grades. No "A+" or "D-" grade is available.

Grade	Grade Points
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0

Minimum Grade Requirements

Minimum grades are also required in certain courses, as noted in the chart below:

CPST 200 - Minimum required grade of "P"

CPST 201, CPST 397, and UCWR 110 - Minimum required grade of "C-"

Classes taken for LUC Core or IAI - Minimum required grade of "D"

Major Classes - Minimum Required grade of "C-"

Certificate or Concentration Classes - Minimum required grade of "C-"

*If the student's grade is NP, the student must repeat the class and earn a passing (P) grade.

No Record (NR) Grade

The notation "NR" is assigned in LOCUS for any course in which the student is enrolled but has not participated. Criteria for determining participation includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question or discuss a matter related to the course.

- For online or blended course, participation and attendance is defined as any class activity, including logging into the course on Sakai and accessing any of the course materials.

Pass/No-Pass Option

Students may take a course on a pass (P)/no pass (NP) basis. SCPS students adhere to university policy and students should review the policy and process found in the Academic Catalog. The pass/no pass option is not available for program required courses (major, certificate, etc.)

CPST 200 Introduction to Degree Completion is graded P/NP and is counted in the total attempted credit hours.

Students should be aware that the appearance of "P" and "NP" grades on their transcripts may have an adverse effect on transferring to other schools and acceptance by graduate or professional schools.

Incomplete (I) Grade

SCPS expects students to complete all coursework by the end of the session or term during which a course is taken. However, if a student and the instructor make arrangements in advance, a student may receive a grade of Incomplete (I) at the end of the session/term. The student is to complete the outstanding work and submit it to the instructor according to a schedule approved by the instructor, subject to the following SCPS policies.

A grade of Incomplete for a course is assigned at the instructor's discretion, when justified by unexpected, disruptive situations or circumstances beyond the student's control. These may include personal illness or injury, a death in the immediate family, a natural disaster, or other such emergency. Documentation may be required, at the instructor's discretion.

Incomplete requests should only be submitted where a student has completed a significant portion of the course, and required coursework, and circumstances prevent the student from finishing remaining requirements by the end of the class. For example, if a student has been actively participating in and keeping up with coursework and they encounter life circumstances within the final few weeks of a course that prevents them from completing successfully, they should contact the instructor to request an incomplete. This request is not meant to be used in those situations where students have been non-participatory throughout the course and need additional time to make up missed assignments from the bulk of the course. In those cases, the student should contact their primary academic advisor to discuss their options.

For any incomplete request, the student must initiate the request by submitting the Incomplete form, found on the Registration and Records website, to the instructor. The instructor will then complete and submit the form according to its instructions and, if approved, enter the grade of Incomplete for the student in LOCUS.

The student must comply with all conditions specified on the form. The latest deadline permitted for submitting the missing work is six weeks after the start of the subsequent semester, but the instructor may specify an earlier due date. If the student does not submit the missing work by the deadline, the instructor enters a grade based on the work completed.

Late and Extra Credit Assignments

Instructors include an explanation of the grading criteria for each course on the syllabus. Late assignments (if accepted) and exams or

quizzes taken late (if permitted) may be marked down, at the instructor's discretion.

If an instructor chooses to offer extra credit assignments (there is no obligation to do so), they will be noted on the course syllabus distributed at the beginning of the course. Students should not expect to make up poor grades entirely through extra credit assignments.

Graduation / Commencement

The University awards degrees and certificates four times within each academic year, after every semester: fall semester (December), J-term (January), spring semester (May), and summer semester (August).

Prospective graduates must submit a graduation application in LOCUS. Deadlines for the LOCUS undergraduate application are as follows:

- Fall graduation: March 1
- Spring graduation: October 1
- Summer graduation: October 1
- J-term graduation: November 1

All financial obligations to the University must be satisfied before the diploma or certificate can be mailed.

Laudatory Status/Honors

Students with transfer credit applying toward their degree requirements must complete a minimum of 60 graded Loyola credit hours (excluding pass-no pass hours) to be eligible for academic honors. The computation of a student's Loyola cumulative GPA is based on the student's entire academic career at Loyola.

Laudatory honors will be determined per the qualifications noted in the Academic Catalog.

Paralegal Studies Certificate Graduates

Earning a certificate does not make a graduate a "certified paralegal." No school can award the status of "certified paralegal," which is a designation given only by professional associations (such as NALA and NFPA) to persons who meet their qualifications. Employers who ask for "certified paralegals" are almost always seeking paralegals with certificates; we know of no exceptions to this practice locally.

Commencement

The School of Continuing and Professional Studies has a commencement ceremony each year at the end of the spring semester in May on the Lake Shore Campus. Information can be found online at the University's Commencement website: <https://www.luc.edu/commencement/>

The May Commencement ceremony includes graduates from the fall, spring, and summer semesters within that academic year.

Honor Societies

Alpha Sigma Lambda (ASL)

Invitations are sent via email in October/November of each year and ASL inductees are recognized at an annual induction ceremony hosted by SCPS in December.

Alpha Sigma Nu (ASN)

Alpha Sigma Nu inductees rank in the top 15%, academically, of students in the School of Continuing & Professional Studies. Loyola University

Chicago inducts fewer than 5% of its students each year, so it considers Alpha Sigma Nu to be one of the highest honors the University can bestow.

Eligible students are sent an invitation to apply and must meet the following criteria:

- Actively enrolled at time of induction
- Undergraduate students must be juniors or seniors at the time of induction.
- Undergraduate transfers must have completed 1-1/2 semesters at a Jesuit institution.
- Graduate students must have completed 1/2 of their credit requirements at the time of induction
- Must be in the top 15% of their class
- Demonstrated participation in service activities

Lambda Epsilon Chi (LEX)

Lambda Epsilon Chi (LEX) is the National Honor Society in Paralegal/Legal Assistant Studies sponsored by the American Association for Paralegal Education.

Paralegal students who have completed two-thirds of the program requirements toward their original certificate or degree at Loyola are eligible for induction into LEX if they demonstrate “superior academic performance.” The Institute faculty has defined this standard as a minimum of a 3.7 cumulative grade point average and placement in the top 20% of eligible students. Two-thirds of the program requirements is calculated as 16 semester hours of PLST courses.

Only students working on their original paralegal certificates or degrees at Loyola will be considered for LEX membership, and no more than the first 28 hours of PLST courses will be considered in determining the student’s GPA for this purpose. Also, only Institute PLST courses will be included in this GPA calculation.

LEX inductees are recognized at an annual induction ceremony hosted by SCPS in December.

SCPS Dean’s List

For the fall and spring semesters, students who complete 12 credit hours during the semester and achieved a minimum semester GPA of 3.7 or higher are named to the SCPS Dean’s List at the end of the semester.

Leave of Absence

Stop-Out Definition

A stop-out student is a student who has not enrolled for one semester/term or more. Students who do not enroll in a single 8-week session within the semester but enroll in the other 8-week session will not be considered a stop-out student.

Leave of Absence Policy

We recommend that students remain continuously enrolled and complete courses within the time frame set within your initial advising appointment. However, we understand circumstances may require you to step away from classes.

Students who need to stop-out of enrollment for anywhere from one semester up to one year, may request a leave of absence. Students should request a leave of absence before the start of the fall or spring semester, and no later than the start of the 8-week second session for the

semester. Students choosing not to enroll in the summer semester do not need to request a leave of absence.

Students must submit the leave of absence form to their primary academic advisor to request a leave.

Paralegal Studies Certificate Students Time to Completion

Paralegal post-baccalaureate certificate students have up to three (3) calendar years to complete all program requirements and should consult with their advisor when making any adjustments to their schedule.

Returning from Leave/Extending Leave

Students on leave should contact their primary academic advisor when they are prepared to return to classes. Ideally, students should allow at least one month prior to the start of the semester to prepare for a return from leave.

If students need to extend their leave of absence, they should contact their primary academic advisor with this request. Extensions can only be provided to students who have requested a leave of less than one year, or three consecutive semesters.

Discontinuation & Readmission

Students who do not return from a leave of absence will be withdrawn from the university.

Withdrawn students may apply for admission to SCPS if they wish to return to classes. Students will be held to the degree requirements of the catalog year in which they are readmitted.

Applicants for readmission who have been dropped from Loyola for poor scholarship may apply for readmission only after complying with all terms outlined in their dismissal letter.

Applicants for readmission who have been dropped from Loyola for disciplinary reasons must have their applications for readmission reviewed by the Dean of Students Office. If the Dean approves readmission, the application will be reviewed according to the regulations stated above.

Non-Traditional Credit

Non-traditional credit is credit earned by demonstrating knowledge gained through experience, either personal or professional. Adult students, in particular, often have a reservoir of college-level learning gained through professional and personal accomplishments that they can use to earn non-traditional credit toward select SCPS program requirements.

Students may apply up to 36 non-traditional credit hours to the completion of their undergraduate degree with SCPS.

Non-Traditional Credit Parameters

Non-traditional credits may not be applied toward the mission-specific courses, SCPS school requirements, or to the Loyola residency requirement. Non-traditional credit does not factor into the Loyola GPA.

- Non-traditional credit may not be applied toward mission-specific requirements (THEO or PHIL courses) or school requirements (CPST 200, CPST 201, CPST 397, and UCWR 110).
- Non-traditional credit may be applied to no more than four (4) courses toward major requirements. If transfer credit is applied toward major

requirements, the availability of non-traditional credit options toward the major may be reduced as half of the major must be completed with Loyola academic credit. (BA Management majors should refer to the major specific policy within the transfer credit policy section of the catalog.)

- Non-traditional credit may be applied to no more than two (2) courses of an 18 credit hour certificate or concentration
- Only select CLEP exams can complete specific CORE requirements

Accepted Forms of Non-Traditional Credit

SCPS has identified the following as accepted forms of non-traditional credit:

- Credit by examination (CLEP/DSST)
- American Council on Education (ACE) evaluated credit
- Military Training/Education (CCAF/JST)
- Police Academy Training

Credit by Examination (CLEP/DSST)

Students may take CLEP and/or DSST examinations only if they:

- have not previously completed, failed, or received credit from Loyola University Chicago (transfer or otherwise) in a comparable or more advanced course in the specific examination area
- will not receive comparable credit in the CLEP examination area in the same term the examination is taken or in a subsequent term.

Students must receive a passing score on a CLEP or DSST exams approved by the University to count for college-level credit:

- CLEP Exam List
- DSST Exam List

American Council on Education (ACE)

The American Council on Education (ACE) evaluates 35,000+ workplace, military and non-collegiate learning experiences and training programs for college credit. Depending on the program or experience completed and approved by ACE, students may apply those credits to major and/or general elective hours, if applicable.

- **For work already completed**, students can move forward with ordering the transcript from ACE. Once submitted, your transcript will be reviewed to determine how the credit will transfer.
- If a student is considering taking an exam or course that has been reviewed by ACE, and they **haven't yet completed the work**, they should work with their primary academic advisor first to determine if the credit will be accepted and how it may apply toward requirements.

Students who believe they have completed an evaluated program should review the ACE National Guide.

Year Up

The School of Continuing and Professional Studies is a partner with Year Up Chicago. Year Up courses have been reviewed by the American Council on Education (ACE). Students who have completed coursework through Year Up should submit an official ACE transcript. All Year Up courses will transfer as general elective credit and go toward the 120

credit hours students need to complete their bachelor's degree with Loyola.

Military Training/Education

Students who have completed military training should order their military transcript (both JST And CCAF) through the American Council on Education (ACE).

Police Training

Students who have completed the education provided by the Chicago Police Department (CPD) Police Academy will be awarded 20 credit hours to be applied as general elective credits.

Students must submit a copy of their CPD Academic certificate of completion to their academic advisor. This certificate of completion will also be cross-checked against the Illinois Law Enforcement Training and Standards Board database.

Paralegal Studies Instructional Hours

Most PLST courses award 2 semester hours of credit. The ABA Guidelines for the Approval of Paralegal Education Programs require that a 2-s.h. course include 25 instructional hours. Therefore, in addition to the 24 hours of classroom instruction (class meetings three hours each week for eight weeks), each in-person PLST course will include an additional hour of instruction, determined at the teacher's discretion. For example, a teacher may schedule a review session before an exam, a Forums (discussion board) posting assignment on Sakai, or something similar. Teachers will include this extra hour of instruction in their syllabi each session.

Repeated Courses

SCPS students must adhere to the repeated course policy found in the Academic Standards and Regulations (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>).

CPST 200: Admission on Probation

Students who are admitted on probation to SCPS must successfully pass CPST 200 in their first session. Students who receive an 'NP' grade will be dismissed from the program. Students on probation who withdraw from CPST 200 in their first session will be allowed to enroll in a subsequent session. Students on probation who withdraw from CPST 200 in their second attempt will be dismissed from the program.

CPST 200: Unconditional Admission

Students who are admitted unconditionally to SCPS must complete CPST 200 in their first session. Students who receive an 'NP' grade in their first attempt will be required to repeat the course in their next enrolled session and will not be permitted to enroll in any other courses unless permission is granted from the student's advisor.

Incomplete grades will not be granted for students taking the class for the second time. Students who do not pass CPST 200 on the second attempt will be dismissed from the program.

Residency Requirement

Degree-seeking students must take their final, uninterrupted 45 credit hours, or a minimum of 60 total credit hours, in residence at Loyola University Chicago. Residency requirements also apply to majors: half

of the credits applied toward the major must be earned at Loyola. (BA Management majors should refer to the management major specific policy within the transfer credit policy section of the catalog.)

For certificates consisting of 18 credit hours, up to 6 credits may be accepted in transfer or completed via non-traditional credit, and all other required credits must be earned at Loyola.

The following certificates must be completed entirely with Loyola academic credit:

- Computer Science certificate
- New Media Communication certificate. Students may apply transfer credit toward COMM 175 but an additional COMM course must be taken to earn the 9 total credit hours to complete the certificate.

The following certificates allow the application of 1 course (3 credit hours) in transfer credit:

- Cybersecurity Technology Management certificate
- Introduction to Data Science (credit must be from work completed within the last 5 years)
- User Experience Design certificate (credit must be from work completed within the last 5 years)
- Web Design and Development certificate (credit must be from work completed within the last 5 years)

There is no residency requirement for the transfer-oriented individualized concentration which requires approval by the Assistant Dean or designee.

Students admitted to a SCPS certificate program can apply courses/credit completed as part of the certificate program toward a future SCPS degree program, where applicable.

Transfer Credit

Loyola SCPS accepts transfer credit earned from regionally accredited institutions. We can accept up to 64 credit hours across all two-year institutions (community colleges), and an unlimited number of credit hours from four-year universities.

Students who have completed either an A.A., A.S., or General Education Core Curriculum will have met Loyola's Core Curriculum requirements, with the exception of mission-specific courses.

Loyola is a receiving institution in the Illinois Articulation Initiative program for awarding transfer credit. Students who have completed 30 or more transfer credits may follow either the Illinois General Education curriculum or the Loyola CORE requirements to satisfy general education requirements. Students with less than 30 will follow the CORE.

Transfer courses that are remedial, not college level, may not be used to satisfy degree requirements and will not transfer.

Grade Requirements

College-level credit courses from regionally accredited institutions will be accepted in SCPS if the student earned a passing grade. Courses received in transfer must also adhere to the grade requirements, found under Grade and Grading Policies section, in order to satisfy program requirements. When transfer courses do not meet the grade requirements for a program, a student may need to repeat the course at LUC.

Enrolling in Courses Elsewhere

Any coursework taken after a student starts courses with Loyola will not be considered for transfer unless the student submits an appeal and receives approval before enrolling in the course(s). Courses taken elsewhere must meet the requirements outlined in the Academic Catalog.

Certificates and Transfer Credit

For certificates consisting of 18 credit hours, up to 6 credits may be accepted in transfer or completed via non-traditional credit, and all other required credits must be earned at Loyola.

The following certificates must be completed entirely with Loyola academic credit:

- Computer Science certificate
- New Media Communication certificate.

Students may apply transfer credit toward COMM 175 but an additional COMM course must be taken to earn the 9 total credit hours to complete the certificate.

The following certificates allow the application of 1 course (3 credit hours) in transfer credit:

- Cybersecurity Technology Management certificate
- Introduction to Data Science (credit must be from work completed within the last 5 years)
- User Experience Design certificate (credit must be from work completed within the last 5 years)
- Web Design and Development certificate (credit must be from work completed within the last 5 years)

Management BA Transfer Credit Policy

SCPS students completing a Management BA are limited in the number of business-related courses that can either be taken at Loyola or transferred from another institution. These limitations are set in response to the accreditation requirements determined by the Association to Advance Collegiate Schools of Business (AACSB). A business-related course is a course where course content includes:

- Accounting
- Economics
- Finance
- Management
- Marketing
- Quantitative methods
- Legal studies
- Management information systems

No more than 25% of a BA Management student's total program may include business-related courses. The total degree requirement for a BA student is 120 credit hours, which means BA Management students may not transfer or take at Loyola more than a combined 30 credit hours of business-related courses. Students should work with their primary academic advisor to understand how this impacts their program requirements.

Paralegal Studies Certificate Transfer Credit

Transfer credit may be available for courses taken at another paralegal program, or at an ABA-accredited law school, before applying to the Institute. The courses must be comparable to specific Institute paralegal courses, including instruction in practical paralegal skills.

Transfer credit towards the post-baccalaureate paralegal certificate is limited to 6 semester hours. University policy requires that the institution offering the paralegal program be regionally accredited and that the student have earned a grade of C- or higher. The student must submit an official transcript confirming the grade and may be required to provide documentation of the course content. The Director has the discretion to determine whether transfer credit will be awarded.

Students currently enrolled in the Institute will not receive transfer credit for courses taken elsewhere except with the advance approval of the Director, which is granted only in unusual situations and at the Director's discretion.

Special Note: Paralegal certificate students with transfer credit will have access to all career assistance services at the Institute once they have completed two-thirds of their required credit hours toward the Loyola paralegal certificate.

Withdrawal / Registration Changes

A grade of "W" indicates official withdrawal from a course during the withdrawal period (see academic calendar on SCPS website for dates). The grade of "W" is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.

The financial impact of changes after the late/change registration period is determined in accordance with the University's withdrawal schedule, available on the Bursar's website. The website provides the official schedule for each term, but generally, the schedule for fall and spring semester 8-week sessions is as follows:

First week of session - 100% of tuition credit

Second week of session - 80% of tuition credit

Third week of session - 40% of tuition credit

Fourth week of session and after - 0% of tuition credit

The effective date of withdrawal is determined by the date the course is dropped in LOCUS, not by class attendance. In an online or blended course, participation and attendance are defined as any class activity, including logging into the course on Sakai and accessing any of the course materials. A student who does not officially withdraw from a course will receive a grade based only on the work completed and will remain responsible for all charges for that course.

Students may not withdraw after the withdrawal deadline and, after the deadline date, will be assigned the grade earned based on work completed. For students dealing with extenuating circumstances preventing participation in a course, they may submit an appeal to change for change in academic record.

Students may work with their primary academic advisor to learn more about the appeal process and find further information in the university's academic catalog under Academic Appeals (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>).

The Financial Aid Office is required to recalculate financial aid eligibility for students who withdraw from classes before 60% of the course has been completed. This includes a recalculation for withdrawals where the effective date of withdrawal is adjusted after an approved appeal.

Writing Requirement

Upon admission, degree-seeking students who haven't satisfied UCWR 110 Writing Responsibly with either transfer credit or prior Loyola academic credit, must complete the Writing Placement Assessment (WPA). Students will be sent an email with further details about completing the WPA after admission.

Understanding the Writing Placement Assessment (WPA) Score

- If a student tests at 110 they will take UCWR 110 with Loyola in the next session available.
- If a student tests at 100 they take ENGL 100 (directed study) with Loyola in the next available session followed by UCWR 110 with Loyola in the next available session.
- If a student tests at 103 they take ENGL 103 (directed study) with Loyola in the next available session followed by UCWR 110 with Loyola in the next available session.
- If a student tests at 219 they take UCWR 109 (directed study) and UCWR 110 with Loyola concurrently in the next available session.

Applied Criminal Justice Leadership (ACJL)

ACJL 310 Organizational Leadership in Criminal Justice (3 Credit Hours)

This course provides an introduction to the study of criminal justice organizations and leadership practices. It includes a review of leadership styles, budgeting, communication with members, personnel problems, maintaining organizational accountability, promoting and responding to internal and externally-imposed reforms, and other leadership challenges. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Discuss leadership challenges in criminal justice organizations and institutions; Describe best leadership practices for continuing improvement and effectiveness; Research and review the academic literature associated with police leadership and management; Critically assess the strengths and weaknesses of the major theories of police leadership and management

ACJL 320 Ethics, Justice, Leadership (3 Credit Hours)

Study of ethical obligations of criminal justice personnel and the meaning of justice, with emphasis on law enforcement and corrections components; includes management strategies and accountability for ensuring ethical conduct, civilian review and discipline, civil liability, and importance of leadership in promoting and maintain an ethical and just work environment. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Apply basic principles of moral theory and concepts of justice to ethical issues, moral dilemmas, and other challenges facing actors working within the criminal justice system; Use methods and strategies for effective leadership skills to promote an ethical environment in criminal justice organizations; Foster an ethical organizational environment, including ethics training, development of codes of ethics and rules of professional responsibility; Adopt methods of promoting accountability, including technological and civilian review of accountability systems, and effective disciplinary mechanisms; Identify strategies for investigating systemic criminal justice system misconduct

ACJL 330 Community Policing in the 21st Century (3 Credit Hours)

This course examines the history and development of police community relations and its importance for crime control. Topics covered include community policing, problem oriented policing, and the effect of aggressive patrol strategies on community relations. The recommendations of the President's Task Force on 21st Century Policing are also examined. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Examine the history and development of effective police community relations and its importance for crime control; Recognize the role of racial, class, and cultural identities in a diverse American society and the effect of racial profiling and unconscious bias on community relations; Describe community policing, problem-solving policing, and other emerging strategies; Research and review the academic literature associated with the study of community policing; Critically assess the strengths and weaknesses of the major theories of community policing; Discuss the recommendations of the President's Task Force on 21st Century Policing, including the adoption of internal and external procedural justice, a guardian culture, and less than lethal force standards

ACJL 340 Effective Communication in Criminal Justice (3 Credit Hours)

Effective written and oral communication for CJ personnel; includes grammar, spelling, punctuation, chronological articulation, and writing style in investigative reports and other documentation, public speaking, active listening skills, conducting interviews, providing oral witness testimony in criminal prosecutions, and managing media relations and communications. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Develop effective written and oral communication for rank and file and supervisory criminal justice personnel; Use proper grammar, spelling, punctuation, chronological articulation, and writing style in investigative notes, reports, and other documentation; Practice effective public speaking; Employ active listening skills and positive personal interactions with citizens; Practice conducting interviews, providing oral witness testimony in criminal prosecutions, and managing media relations and communications

ACJL 350 Conflict Management and Communication (3 Credit Hours)

Study of challenges confronting police and correctional personnel in conflict situations arising from order maintenance and other forms of social control; the role of systemic social problems such as mental illness, family violence, and substance abuse in conflict situations; strategies and best practices for violence avoidance and de-escalation. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Discuss the challenges confronting police and correctional personnel in conflict situations arising from order maintenance, arrests, supervision of offenders, and other forms of social control; Describe the role of systemic social problems, mental illness, family violence, elder abuse and neglect, and substance and alcohol abuse in conflict situations; Identify strategies and best practices for violence avoidance and de-escalation; Apply theories of how conflict happens; Practice the essential skills of effective listening, negotiating, mediating, and leading others to resolve conflicts

ACJL 360 Cyber-Crime Detection and Investigation (3 Credit Hours)

Reviews computer-based criminal activities and criminal investigative methods used for investigation, apprehension, and prevention; includes hacking, identity theft, bitcoins, stalking, human trafficking, and other forms of computer fraud and crime; reviews digital security methods, cell phone tracking, social media, and other means of investigating such crimes. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Describe contemporary, computer-based criminal activities, including hacking, identity theft, bitcoins, stalking, human trafficking, and other forms of computer fraud and crime; Identify modern criminal investigative methods used for investigation, apprehension, and prevention; Evaluate digital security methods, cell phone tracking, social media, and other means of investigating such crimes

ACJL 370 Crime Analysis (3 Credit Hours)

This course provides an overview of the analytical methods used by criminal justice agencies including crime analysis, mapping, and program evaluation. The class will focus on best practices and the application of current technology. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Discuss issues in crime analysis and crime mapping; Critique current practices; Identify technologies used in crime analysis; Describe the techniques of crime analysis and crime mapping and how they are practiced in everyday policing; Apply social science research methods and data analysis to crime analysis

ACJL 380 Investigation Management (3 Credit Hours)

A review of best practices in the management of investigative personnel, resources, and strategies in major and routine criminal investigation including proactive and reactive tactics for crimes against property, persons, vice, and narcotics. Traditional versus intelligence-led policing, COMPSTAT, and state versus federal investigations are also covered. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Describe best practices in management of investigatory personnel, resources, and strategies in major and routine criminal investigation; Assess proactive and reactive tactics for crimes against property, persons, and vice and narcotics, traditional versus intelligence-led policing, COMPSTAT, and state versus federal investigations; Research and analyze the academic literature associated with managing criminal investigations; Critically assess the practices used to manage criminal investigations

ACJL 385 Advanced Criminal Procedure (3 Credit Hours)

This course reviews basic 4th Amendment search and seizure law, including exceptions to the general warrant requirement, and exceptions to the exclusionary rule. It proceeds to study individual and agency liability for excessive force by law enforcement and correctional officers, unauthorized eavesdropping, digital information gathering, and related topics. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Define the legal principles governing law enforcement emanating from the 4th, 5th, and 6th Amendments to the Constitution of the US; Describe the manner in which those principles have been derived from both the text and the interpretations of those constitutional amendments; Practice the language of criminal law practitioners and others in the courthouse "workgroup"; Identify legal issues arising from law enforcement criminal investigations and methods in different factual circumstances; Apply constitutional law principles for the resolution of criminal procedure issues

ACJL 395 Special Topics in Criminal Justice Leadership (3 Credit Hours)

This course focusses on different relevant, special topics in criminal justice. These include criminal profiling, terrorism, private security, new constitutional developments in search and seizure law, gang intelligence, militarization of police, and other timely topics. Restricted to Applied Criminal Justice Leadership majors only.

Outcomes:

Students will learn about a specific, timely topic critical to contemporary criminal justice functions

Continuing Professional Studies (CPST)

CPST 165 Special Topics (1-3 Credit Hours)

Course titles and content vary from term to term. Permission is required to enroll.

CPST 195 Special Topics in Management (3 Credit Hours)

Introductory course focusing on specialized areas in management leadership.

Outcomes:

The student will become familiar with the practices of the specific discipline under each subheading, as well as the technical and theoretical means to accomplish the goals of each topic

CPST 200 Introduction to Degree Completion (3 Credit Hours)

Enrollment is restricted to SCPS degree students only. CPST 200 exists to give newly admitted adult students a chance to ease themselves back into the academic environment while highlighting all of the tools and services available through the university. Improved academic writing through use of multiple drafts.

Outcomes:

Exposure to/familiarity with LUC resources

CPST 201 Civic Identity and Development (3 Credit Hours)

Pre-requisites: CPST 200; *Co-requisite:* UCWR 110; Enrollment is restricted to students in the School of Continuing and Professional Studies

In this course, students will examine their interconnected identities as engaged professionals in their communities using a variety of frameworks. They will learn to leverage the assets of their communities to enact positive change while also leveraging their own assets to grow as individuals. This course will also prepare students for the design and execution of the SCPS capstone project later on in their academic program.

Outcomes:

Students will develop civic awareness through examination of their identities and meaningful engagement with their communities

CPST 205 Prior Learning Assessment Portfolio (1 Credit Hour)

In the course, students will learn to develop a PLA Portfolio and document their prior learning by reflecting on relevant prior experiential learning and identifying college level learning outcomes.

Outcomes:

Submission of draft portfolio with resume, autobiographical essay, proposed learning essays, and at least one completed section that demonstrates learning and evidence of relevant professional and/or personal experience

CPST 210 Introduction to Leadership Studies (3 Credit Hours)

This course begins the Leadership certificate program and the Bachelor of Arts in Leadership. This course consists of the SCPS Assessment Center experience, a 2-day leadership assessment. At the conclusion of the Assessment Center experience, students will receive an assessment of the skills and knowledge in each of six domains. These are Problem Solving and Decision Making, Organizing and Planning, Relationship Building, Influence, Communications, and Intra-personal Leadership. These are equated to the 6 courses in the Leadership certificate/major. A credit award toward the course satisfied will be posted to the student's transcript. The student will then enroll in the remaining courses and will have one year from first enrollment to complete the remaining courses. Students in CPST 210 will subsequently meet with the advisor and develop a plan for completion of the certificate/major. Students who complete the SCPS Assessment Center and develop their plan for completion of the certificate or major will have successfully completed the course. Restricted to students in SCPS.

CPST 215 Individual Finance & Planning (3 Credit Hours)

This course focuses on the methods, features and techniques for personal financial planning. Tools applicable for financial decision-making, such as marginal analysis, opportunity cost, and the balancing of risk and return will be covered in this class. The course will also discuss the aspects of such topics as budgeting, credit cards, insurance 401k-investments and portfolio investments. The course will concentrate on personal finance topics with an emphasis on planning (budgeting, tax and insurance coverage), financing large asset purchases, money management, investing strategies and retirement planning. Restricted to students in the School of Continuing & Professional Studies. At the end of the course the student will be able to 1. Develop a financial plan and create personal financial statements 2. Evaluate present/future value of a dollar/annuity 3. Describe components of interest rates 4. Identify risks associated with money market investments and identity theft tactics 5. Manage credit scores and financing options for personal loans (car/house) 6. Protect wealth with insurance (auto, home, medical, life) 7. Assess common types of investments, risk and rate of return 8. Analyze a stock, bond value, diversification, retirement plans and social security 9. Utilize different financial tools such as budgeting, managing liquidity, personal loans, insurance, and investing fundamentals (stocks, bonds, mutual funds, asset allocation and retirement planning).

CPST 242 Design for the Web (3 Credit Hours)

This course prepares students to develop webpages through a study of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), Usability principles and Design principles. This course will teach students to plan, design, and construct webpages to work properly in modern web browsers, conforming to web standards while following best practices. Students will be able to: identify graphic design principles that relate to web design, develop webpages with HTML; style webpages with CSS; design and implement wireframes and mockups for websites.

CPST 243 Microeconomics (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Introduction to economic analysis of the smaller components of the economy, household, firm and industry. Topics include economic, socio-economic, and political economic issues; includes a focus on behavioral economics; and provides students with an opportunity to analyze real world economic and public policy decisions that have been influenced by non-economic factors included within its field.

Course equivalencies: ECON201/201H/ACECO201/CPST243

Outcomes:

- 1) Explain the law of supply and demand; 2) Distinguish characteristics of different market structures; 3) Analyze how consumers maximize utility; 4) Apply behavioral theory to economic decision-making; 5) Analyze real world microeconomic decisions; 6) Research a topic and present recommendations

CPST 245 Macroeconomics (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Introduces economic analysis that studies system wide phenomena including inflation, economic growth and development and unemployment. Includes a focus on behavioral economics, and provides students with an opportunity to analyze real world economic and public policy decisions that have been influenced by non-economic factors included within its field.

Course equivalencies: ECON202/ECON202H/ACECO202/245

Outcomes:

- 1) Explain the law of supply and demand; 2) Describe the nature of macroeconomic issues and problems; 3) Articulate the objectives of monetary and fiscal policies and the function of the two principal policy makers; 4) Analyze historical macroeconomic crises; 5) Discuss basic macroeconomic goals such as GDP, CPI and unemployment; 6) Assess public policy decisions from a behavioral economic perspective

CPST 247 Computer Concepts and Applications (3 Credit Hours)

An introduction to computer and internet resources and skills with an emphasis on effective use of technology in the work place. Students will learn to identify and provide recommendations for technology-based issues in business using industry standard language, identify changes in information technologies and assess the impact on business and society. Restricted to students in the School of Continuing and Professional Studies.

Outcomes:

Understand the purpose and composition of information systems in business, and receive hands on experience developing business applications with tools such as Microsoft Office, social media, basic website construction

CPST 248 User Experience Design Fundamentals (3 Credit Hours)

Students are introduced to UX research and learn techniques of how to effectively evaluate and compare designs objectively. Students will be able to read and draw actionable conclusions from UX studies. Students will understand the UX Design process, including the use of personas, task models, and user journey mapping. Students will be able to: evaluate UX Design using objective metrics; conduct UX studies to derive actionable conclusions from UX Research; Understand personas, task models, and user journey mapping.

CPST 249 User Experience Design Tools and Techniques (3 Credit Hours)

Pre-requisites: CPST 248 with C- or better

The course focuses on user and task analysis (goal setting and problem framing), field research (interviews, personas, planning, etc.), usability testing, the UX process (from wireframes through user journey mapping). These topics are explored through Design assignments that utilize the complete UX Design process. Students will be able to: apply the UX Prototyping process and UX Design Tools; apply the UX Design process, including the use of personas, task models, and user journey mapping.

CPST 250 Foundations of Organizations (3 Credit Hours)

Pre-requisites: CPST courses are restricted to students in the School of Continuing and Professional Studies

An introduction to contemporary management with emphasis on organizational culture, decision making, organizational structure and design, planning, communication and information technology.

Course equivalencies: MGMT201/201H/301/CPST250/ACMGT

Outcomes:

Students will demonstrate an understanding of the managerial roles in organizations, the four levels at which behavior is examined in organizations and will develop a framework for basic business operations

CPST 265 Special Topics (1-3 Credit Hours)

Course titles and content will vary from term to term. Permission is required to enroll.

CPST 273 Building and Leading an Effective Workforce (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Coordinating operational aspects, overseeing employee functions, and directing marketing efforts are components within this survey of leadership skills. Course content to include: Hiring effectively, Developing talent, Supervising the workforce, Maximizing resources Define and implement the various stages of the hiring process. Identify leadership styles and attributes relevant to small group effectiveness. Coordinate systems and resources in a broad-based organization.

CPST 275 Successful Small Business Ventures (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Business development through case studies and best practices in successful small businesses, incorporating risk assessment and management. Dynamic roles and challenges of small businesses in today's competitive global marketplace. Survey of financial relationships in small business development. Identify and discuss the role of small business in U.S. economic development. Analyze components of successful small business development and management. Discuss the impact and changing potentials of small business at the local and the global level.

CPST 277 Writing the Business Proposal (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Students will develop their own business proposal, incorporating their vision as the proposal's foundation. The proposal will include business description, product or service, organization, market analysis, marketing strategies, financial plan and projections. Course content includes: - Technical Writing - Small Business Research Streams and Techniques - Integration of Small Business functions in proposal design - Presentation (graphic and oral) Techniques

Outcomes:

Develop a viable start-up plan for a desired small business; Create a document that reflects the needed components within the business proposal; Present a comprehensive business proposal with real-life application

CPST 279 Tactical Communications for Small Businesses (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Students focus on emerging contemporary communications formats as they build upon marketing knowledge and communication skills. Networking skills, promotional writing, and sales strategies are integrated into written and oral constructs. Course content to include: - Strategic marketing - Networking best practices and formats - Social media applications - Presentation skills Implement best practices in strategic communications relevant to small business and organizational promotion and sustainability. Develop networking and social media skills in promoting product and services within appropriate industry and marketplace.

CPST 290 World Geography (3 Credit Hours)

Restricted to current SCPS BA students. This course introduces the four main themes of the study of geography: physical, cultural, economic, and historical. Using two basic approaches for the discipline: regional and spatial, this course studies not only geographic locations, but also provides an overview of modern globalization and the human impact on the geographical world.

Outcomes:

Geographical knowledge of different continents, awareness of social-political trends globally

CPST 291 Dynamic Programming Languages (3 Credit Hours)

Restricted to students in the School of Continuing & Professional Studies. Introduction to programming in dynamically typed languages, sometimes known as scripting languages. The primary language example will be Python; the course will cover Python data types, control structures, function definitions, objects and lambda expressions. A second language may be Ruby, PHP, Scheme or a similar language. The course will also briefly address how Javascript fits into the category of dynamic languages. - Ability to create a dynamic web page using Python or some other language

Outcomes:

Ability to write short programs in Python, using loops, lists and dictionaries; Ability to create graphical effects using Python; Familiarity with the software-development process, and how software can be organized using classes and functions; Familiarity with the advantages and disadvantages of dynamic languages, versus static typing; Ability to compare Python to some other dynamic language, such as Ruby or PHP

CPST 295 The Internship Experience (3 Credit Hours)

Pre-requisites: CPST 200 and CPST 201 (minimum grade of C+); Enrollment is restricted to SCPS degree seeking students; Minimum 2.5 GPA is required

This course provides an opportunity to broaden work and experiential base through immersion within a selected organization. Students spend approximately 8 hours a week interning with their chosen company, institution, nonprofit, small business or other professional setting.

Optional to extend the internship a second term.

Outcomes:

To gain real-world professional experience within a targeted work environment; To apply skills and knowledge within context of selected environment; To develop networking opportunities within new professional workplace

CPST 310 Accounting Principles and Application (3 Credit Hours)

CPST courses are restricted to students in the School of Continuing and Professional Studies. This course introduces major concepts in the areas of financial and managerial accounting and develops understanding of accounting process and principles. Students will gain a deeper understanding of financial statements, accounting mechanics, accrual accounting, financial planning, variance analysis, internal controls and financial and financial analysis.

Course equivalencies: ACCT201/201H/CPST310/ACACT201

Outcomes:

Students will gain a deeper understanding of financial statements, accounting mechanics, accrual accounting, financial planning, variance analysis, internal controls and financial and financial analysis; The students will complete a final course project that demonstrates their ability to manage the financial data of a fictional organization

CPST 314 Problem Solving and Decision Making in Leadership (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

Problem solving and decision making call on critical thinking skills. Using decision making formats, whether in teams or individually, provides a roadmap to strategic, ethical, and well-analyzed decisions, in both usual and crisis situations. Through a systematic approach which involves root-cause analysis, creative thinking and risk analysis, problems are delineated, information is gathered, ethical ramifications are analyzed, alternative actions are evaluated, and follow-through is planned. At the end of this course, the student will be able to 1. Apply techniques of logic and problem analysis to organizational situations. 2. Assemble tools used to identify and select the best decisions among alternatives. 3. Review standards of ethics and quality control for decision-making. 4. Develop implementation techniques and methods of follow-through.

CPST 315 Professional Technical Writing (3 Credit Hours)

Pre-requisites: UCWR 110; Restricted to students in the School of Continuing and Professional Studies

Technical Writing prepares students to design effective technical documents for both written and digital media, with particular emphasis upon technical memos, problem-solving and decision-making reports, and organizational, product-support, and technical-information webs.

Outcomes:

Students able to write standard prose with appropriate citations, use a range of current online platforms and technology

CPST 320 Program Evaluation (3 Credit Hours)

Enrollment is restricted to students in the School of Continuing and Professional Studies. Conceptual frameworks and methods related to program evaluation will be covered including process, developmental, outcome, and impact evaluation. Students will be exposed to best practices to measure and document change on the individual, organizational, and macro level including the use of logic models. Quantitative, qualitative, and mixed methods design will be presented. Students will be exposed to analytical tools to interpret qualitative and quantitative data. The use of Big Data will be explored including the implications for behavioral change. Ethical issues in real world evaluation will be addressed. Course Objectives 1. Describe the main conceptual frameworks used in program evaluation including process(formative), developmental, outcome and impact. 2. Compare and contrast quantitative, qualitative, and mixed methods design for program evaluation. 3. Evaluate best practices in relation to the measurement and documentation of change (individual, organizational, and macro-level). 4. Develop process and outcome objectives and logic models. 5. Interpret data including Big Data to make judgements about the efficacy of program activities and intervention. 6. Describe ethical dilemmas with real world research.

CPST 322 Strategic Communication Tools for Applied Psych (3 Credit Hours)

Communication tools commonly employed in the behavioral sciences will be covered: interview development and implementation; best practices for conflict management, negotiation, consultation and persuasion; group facilitation best practices; change facilitation communication techniques including motivational interviewing; the impact of computer mediated communication on interpersonal dynamics; and cultural norms and interpersonal communication. Students interested in counseling and other helping professions, Human Resources, organizational development and the persuasion sciences will benefit from these tools. Enrollment is restricted to students in the School of Continuing and Professional Studies. Course Objectives 1. Identify best practices for core communication tools used in applied psychology (and behavioral sciences). 2. Develop skills in interview development and implementation, group facilitation, and motivational interviewing. 3. Evaluate techniques for conflict management, negotiation, consultation and persuasion. 4. Critique the impact of computer mediated communication of interpersonal dynamics. 5. Describe culturally agile communication techniques.

CPST 324 Organizing and Planning Techniques for Leaders (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

This course provides the framework for setting and maintaining priorities and setting efficiencies throughout the organization, balancing priorities and time, and establishing team and individual roles. Integration of ethical practices is reviewed within the processes of organizing and planning high performance functions. At the end of this course, the student will be able to 1. Identify best practices for large and small group project organizing and planning. 2. Develop techniques for prioritizing competing priorities and individual work responsibilities. 3. Establish methods for building tactical and operational plans. 4. Differentiate team roles and individual roles and required organizational structures.

CPST 325 Data Processing, Analysis, and Visualization (3 Credit Hours)

Pre-requisites: STAT 103; CPST 291 with C- or better; Restricted to students enrolled in the School of Continuing and Professional Studies This course studies the concepts, methods, and tools required to infer meaningful information and generate useful visualizations from large data sets. Visualize and analyze structured data using appropriate statistical data mining and visualization tools. Analyze distributed computing frameworks for processing large data sets.

Outcomes:

Implement scripting to convert raw data to structured data

CPST 334 Relationship Building for Organizational Leaders (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

Relationship building calls on the critical skill set of emotional intelligence. This course develops the framework for productive leader-follower relationships. Reflecting on intra-personal leadership skill and building on inter-personal leadership capabilities is of primary focus. Personal assessment and active assignments provide opportunity to develop the important ability to perceive needs of followers in order to ethically motivate towards accomplishment of organizational goals. At the end of this course, the student will be able to 1. Identify and apply skills of emotional intelligence. 2. Develop best practices for building trust and motivation within teams. 3. Recognize the importance of internal as well as external networking. 4. Differentiate between formal and informal communication approaches.

CPST 335 Law and Regulations for Organizational Leaders (3 Credit Hours)

The role of the organization (for profit, non-profit and governmental) from the dual perspective of private and public law. Includes foundations of law and judicial process; contracts, torts, and property law; intellectual property rights; legal, securities and employment regulations; ethical considerations and policy issues.

Outcomes:

-Differentiate ethics and law/private and public law -Discuss Constitutional Law and government's role to regulate business -Apply basic legal principles to the private market -Explain legal principles of contracts

CPST 340 Marketing Concepts and Strategies (3 Credit Hours)

Pre-requisites: CPST 250; Restricted to SCPS

Students will demonstrate an understanding of the fundamental principles of marketing identifying organizational goals, marketing objectives, and variables that affect marketing. Students will examine the roles of advertising, public relations, and sales; integrated and strategic marketing within an organization.

Course equivalencies: MARK201/201H/301/CPST340

Outcomes:

Students will develop a comprehensive marketing plan analyzing a real marketing problem, determining strategies, developing sample materials and devising metrics to evaluate success for an organization

CPST 341 User Experience Design to Drive Business (3 Credit Hours)

Pre-requisites: CPST 249 with C- or better

In this course students will learn how to connect and align business objectives with UX Design goals. Students will learn how to bring high-level planning into concrete actionable steps. Students learn Strategy for continuously Developing Brand and Identity through Design. Students will be able to: Understand how effective UX is a strategic advantage for business; Connect and align business objectives with UX Design goals; Apply Design Thinking to create good UX.

CPST 342 Introduction to Web Application Development (3 Credit Hours)

This course studies the concepts, methods, and tools used in the analysis, design, implementation, testing, and deployment of typical multi-tier web applications. Specific topics include presentations, business, and data access layers, as well as integration with database systems. An introduction to webpage development using JavaScript, jQuery and associated client-side tools.

Course equivalencies: X- DIGH403/CPST342/COMP342

Outcomes:

Experience with commonly used web application development frameworks; Familiarity with database integration and deployment environments; Create webpages using JavaScript and related tools and protocols, and interface a webpage with a database

CPST 343 Software Development for Mobile Devices (3 Credit Hours)

Pre-requisites: COMP 170 with C- or better; Restricted to students enrolled in the School of Continuing and Professional Studies

This course introduces software development for the Android environment, using the App Inventor framework. The course also introduces the basics of user-interface design and mobile architecture. Development work may be done on either an Android device or on an Android emulator running on a Windows/Mac/Linux laptop.

Outcomes:

Be able to develop simple Android applications using the App Inventor framework; Be able to explain the basics of mobile-application architecture and design; Be familiar with the basics of user-interface design; Understand the role of mobile-device sensors, such as the touchscreen, the accelerometer and GPS; Understand the use of Wi-Fi versus mobile wireless, and the use of the cloud in mobile applications; Be able to work with developers to create applications

CPST 344 Influence and Leadership (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

Influence allows leaders to motivate follower movement towards organizational goals. This course establishes methods for leveraging expertise, communicating skillfully, and functioning with integrity. It integrates general management skills with the motivation to assume responsibility over others and create a positive and ethical organizational climate. At the end of this course, the student will be able to 1. Differentiate between the roles of leaders and managers, and various sources of power. 2. Identify ethical influencing principles that guide teams toward accomplishment of goals. 3. Develop a plan for leadership identity and ethical application of personal influence. 4. Recognize best practices for influencing others in situations of crisis.

CPST 345 Introduction to IT: Networking, Cloud & Security (3 Credit Hours)

Pre-requisites: COMP 170 with C- or better; Restricted to students enrolled in the School of Continuing and Professional Studies

This course covers the fundamentals of IT systems, networking, and security. The course will cover fundamental computer networking concepts and principles, including the basics of the TCP/IP model and packet-based networking. Other topics include an overview of Wireless Networking, Cloud Computing, and an introduction to Cybersecurity.

Course equivalencies: CPST 345 / ITLS 445

Outcomes:

Students will be able to: Describe how the Internet works; Make connections between devices Assess how data is transferred end to end; Perform basic Cloud Computing implementation and deployment; Describe essential features of Mobile Computing; and, identify and assess Cybersecurity threats and describe solutions to those threats

CPST 349 Project Management (3 Credit Hours)

Pre-requisites: CPST 250; Restricted to students in the School of Continuing and Professional Studies

The art and science of project management as applied to a variety of business, commercial, and public management situations. Covers all phases of the project life-cycle; techniques for planning, scheduling and control of projects; project organizations; and techniques for building effective project teams. Student will gain a working knowledge of the fundamental principles and techniques of effective project management, and how to apply these principles and techniques in the business environment.

CPST 350 Human Resources Principles & Practices (3 Credit Hours)

Pre-requisites: CPST 250; Students must be enrolled in the School of Continuing and Professional Studies

Students will gain understanding human of resource management functions including the legal environment, equal employment opportunities requirements; job design and analysis; recruiting, orientation and training; performance appraisal; compensation systems; labor relations; collective bargaining and grievance processes; and health and safety.

Course equivalencies: MGMT201/201H/MGMT 301/CPST 350

Outcomes:

Students will make a presentation about human resource components for an organization including job description, recruiting plan, hiring procedures, performance evaluation and collective bargaining considerations

CPST 354 Communications for Organizational Leaders (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

Communicating clearly and persuasively is at the core of this topic.

Individuals can leverage their unique leadership style to effectively communicate and inspire action. By developing practices for formal as well as informal communication, students learn to manage frequency, volume and medium chosen in order to construct messages that reach various audiences. Practicing clear and effective oral communication is established through multiple exercises in this course. At the end of this course, the student will be able to 1. Identify leadership style and use for connecting in verbal presentations. 2. Develop the ability to communicate simply and effectively through written communication. 3. Evaluate communication forms for inspiration and motivation. 4. Recognize the importance of ethical communication and technology.

CPST 355 Introduction to Global Trade Compliance (3 Credit Hours)

Pre-requisites: CPST 243 or ECON 201, CPST 245 or ECON 202, STAT 103 or ISOM 241, CPST 310 or ACCT 201; Restricted to students in the School of Continuing & Professional Studies

Understanding the principles of global trade compliance helps personnel in compliance and other key functional areas (e.g., accounting, logistics, talent, purchasing, R&D) understand the opportunities and risks associated with international trade. Topics include key principles of import and export compliance, the government's role in the regulatory framework, and common risk areas that impact business activities. At the end of the course, the student will be able to 1. Identify the basic regulatory framework for import compliance (e.g., customs valuation, tariff classification and country of origin) 2. Identify the basic regulatory framework for export compliance 3. Explain and understand the role of voluntary cargo security programs (e.g., Customs-Trade Partnership Against Terrorism) 4. Identify and analyze actual import/export compliance risk areas (e.g., free trade agreements and associated eligibility issues) 5. Create and implement a team project that identifies a compliance risk area and presents a cross-functional response to the regulatory risk.

CPST 356 Environmental Economics & Resource Management (3 Credit Hours)

Pre-requisites: CPST 243 or ECON 201, CPST 245 or ECON 202, STAT 103 or ISOM 241, CPST 310 or ACCT 201; Restricted to students in the School of Continuing & Professional Studies

The purpose of this course is to help students understand the role of economics in analyzing natural resource management and the role of economics in the development of environmental policy. An understanding economic models of efficiency is integral to any discussion of innovative ways to approach our natural resource constraints in the 21st century and beyond. The focus of the course will be on energy, energy efficiency and renewable energy sources, and the cost of pollution and climate change. The renewed interest in innovative technologies that reduce emissions, waste and improve bottom lines provides a new impetus for investment in renewables and new technologies. The second part of the course will be devoted to highlighting opportunities for companies, citizens and entrepreneurs to create jobs and improve communities. By the end of the course, it is hoped that students will find that as citizens, entrepreneurs or corporate executives, they can do well financially by doing good environmentally. By the end of the course, the student will be able to 1. Apply supply and demand models to natural resource management 2. Evaluate the role of economics in the development of environmental policy 3. Identify methods used in the economic valuation of the environment 4. Discuss the transition from depletable to renewable energy resources 5. Connect sustainable environmental practices with economic growth

CPST 360 Development and Change in Organizations (3 Credit Hours)

Pre-requisites: CPST 250

Students will investigate the theory and practice of organizational development, examine assumptions, strategies, models, intervention techniques for organizational development and change processes. Students will also study the formation of collaborative relationships, overcoming resistance, gaining commitment and realigning culture.

Outcomes:

Students will provide case studies that integrate data; design interventions, change strategies and an evaluation for diagnosing organizations, groups and jobs

CPST 364 Intra-personal Leadership (3 Credit Hours)

Pre-requisites: CPST 210; Restricted to Leadership majors only

Intra-personal leadership principles highlight the drive, energy and motivation one has toward leading effectively. Exploring what it means to bring positive organizational energy to the leadership role in a way that ethically supports organizational mission is at the foundation of this course. Effectively leading through complexity begins at the individual level and requires the ability to develop, motivate, and support the accomplishment of others. At the end of this course, the student will be able to 1. Examine personal goals for growth, challenge, achievement, and success 2. Develop requirements for fulfilling relationships and balancing work and life. 3. Establish personal parameters and professional practices for ethical leadership. 4. Develop methods for supporting goals and accomplishments of individuals and teams.

CPST 365 Advanced Special Topics (1-3 Credit Hours)

Course titles and content vary. Variable (1-3) credit hours. Permission required to enroll. Restricted to students in the School of Continuing & Professional Studies. SCPS permission required to enroll.

CPST 370 Leadership Theories and Applications (3 Credit Hours)*Pre-requisites:* CPST 250

Students will study leadership theory, concepts and the practical application of leadership at all levels. Students will analyze historical approaches to leadership and focus on influential contemporary leadership perspectives such as servant leadership, situational leadership, transformational leadership, and principle-centered leadership.

Outcomes:

Students will complete a leadership development plan and apply leadership theories to workplace situations through reflection, real-life examples, and case studies

CPST 371 Organizational Finance (3 Credit Hours)*Pre-requisites:* CPST 243 or ECON 201, CPST 245 or ECON 202, STAT 103 or ISOM 241, CPST 310 or ACCT 201; Restricted to students in the School of Continuing & Professional Studies

Management involves the allocation and distribution of resources as well as an ongoing knowledge of the financial impact of the local, regional and national economies. This course offers an overview of the inter-relationships of money and markets, investment, and financial management. It will focus on financial analysis, design and reporting from a managerial perspective, as well as organizational issues which have a financial impact on the entity. It will concentrate on organizational finance topics with an emphasis on financial analysis, fixed income securities, stocks, projects and their valuations, corporate valuation and governance and cash distribution.

Course equivalencies: FINC332/FINC 334/CPST271*Outcomes:*

At the end of this course, the student will be able to 1) Read, develop and write financial analyses for managerial roles; 2) Develop concrete skills in regard to fiscal leadership; 3) Analyze cash flow and financial statements; 4) Describe the time value of money, bonds, and bond valuation regarding changes in interest rates; 5) Evaluate risk and return, valuation of stocks and corporations, and financial options in corporate finance; 6) Apply the cost of capital and cash flows to capital budgeting; 7) Describe how local, regional and national economies impact the success of the allocation of financial resources

CPST 372 Banking & Financial Intermediaries (3 Credit Hours)*Pre-requisites:* CPST 243 or ECON 201, CPST 245 or ECON 202, STAT 103 or ISOM 241, CPST 310 or ACCT 201; Restricted to students in the School of Continuing & Professional Studies

This course is designed to provide the student with a knowledge of banking and financial intermediaries. Concepts covered in the course will include the following: an overview of financial markets and interest rates; the functions and structure of the Federal Reserve System; the role of the Federal Reserve system in setting monetary policy; commercial banking operations and regulations; non-bank financial intermediaries, including thrift and finance companies; the role of insurance and pension fund operations. As a result of taking this course, students will understand the role that financial institutions play in developing and implementing monetary policies, as well as the inter-relationships between financial institutions and capital markets. At the end of this course, the student will be able to 1. Describe the types of financial markets, as well as the role played by the various institutions comprising those markets. 2. Recognize the market and institutional forces that contribute to the determination of short and long-term interest rates. 3. Explain the function and structure of the Federal Reserve system, as well as the role played by the Federal Reserve in determining monetary policy. 4. Analyze the nature and function of commercial banking including the sources and uses of funds by banking operations, the regulatory environment in which commercial banks operate, and the management of banking assets to achieve desired management strategies. 5. Discuss the interrelationships among commercial banks and other financial intermediaries. 6. Identify various non-bank financial intermediaries, including thrifts, credit unions, finance companies and mutual funds and explain how these institutions interact with commercial banking operations, as well as with end consumers. 7. Examine the role that pension and insurance funds play in providing liquidity and security to consumers and businesses. 8. Discuss interrelationships among pension and insurance funds and other financial intermediaries

CPST 373 Capital Markets (3 Credit Hours)*Pre-requisites:* CPST 243 or ECON 201, CPST 245 or ECON 202, STAT 103 or ISOM 241, CPST 310 or ACCT 201, CPST 372 Banking and Financial Intermediaries; Restricted to students in the School of Continuing & Professional Studies

This course is designed to provide the student with a knowledge of capital markets, banking, and measures of money supply. The course will include an overview of financial markets and interest rates; the functions and structure of the Federal Reserve System; the role of debt securities markets; the role played by equity securities markets; the nature and function of derivative markets. As a result of taking this course, students will understand the role played by capital markets, the Federal Reserve system, debt, equity and derivative markets as well as the inter-relationships between financial institutions and capital markets.

Outcomes:

At the end of this course, the student will be able to 1) Analyze the nature and function of the market for debt instruments, as well as the various types of debt instruments currently in use, including Treasury bills, commercial paper, CDs, repurchase agreements, federal funds, mortgages and banker's acceptances; 2) Assess the valuation of debt securities, pricing, and yields; 3) Describe the market for equity securities and the types of equity securities available for investment; stock market transactions, trading, and securities regulations; 4) Employ valuation methods to evaluate equity securities and performance measures related to them; 5) Explain the role that derivatives play in attempting to mitigate risk, as well as the speculative nature of some derivative products and the role of regulatory agencies in attempting to reduce speculative transactions

CPST 377 Data in Management Decision-Making (3 Credit Hours)*Pre-requisites:* CPST 250, STAT 103

Data, technology, and analytics capabilities have a direct impact on decision making. The integration of Financial/Enterprise Resource Planning (ERP) Systems and business analytics drives the ability to turn data into insights and action. This course will prepare students to understand, manage and visualize data, while also focusing on effective ways to communicate for decision-making. The course will introduce ERP systems and technology and the use of analytical tools in organizational decision-making.

Outcomes:

Utilize common enterprise systems and analytical tools in decision-making; Evaluate the use of databases in data management and data wrangling; Develop the ability to apply analytical techniques to data through mining; Practice important data visualization techniques and summary measures; Write to communicate insights gained from data analysis

CPST 380 Leadership, Culture and Ethics (3 Credit Hours)*Pre-requisites:* CPST 250

Students examine organizational ethics, values, strategy, culture, leadership and coaching. Students self-assess and refine their own concept of leadership and decision-making in the context of attitudes, environments, cultures, and issues faced by leaders in organizations.

Outcomes:

Students will analyze descriptive and normative models of ethical decision making in business, leadership strengths and management style using real life situations, self-assessment and cases studies

CPST 381 Cybersecurity Governance (3 Credit Hours)

Effective Cybersecurity Leadership requires that there is a cogent Governance structure. Students in this course will learn how to manage Cybersecurity processes while meeting the needs of the Enterprise. Students will learn how to establish a Governance program, Cybersecurity management frameworks, how to develop and implement a Cybersecurity strategy. Students will be able to: Explain the strategic importance of effective, interdisciplinary, and multifunctional enterprise information security governance and information security management program and its execution.

CPST 382 Cybersecurity Incident Response Management (3 Credit Hours)

Students in this course learn key aspects of Cybersecurity Incident Response Management (CIRM). Students in this course will learn how to plan for, respond to, investigate, and report on Cybersecurity Incidents. Students in this course will learn from case studies of past cyber incidents. Skills developed include the developing of an Incident Response Plan; ethical, best practices on handling communications/disclosures after an incident; incident investigation techniques (forensics); interfacing with law enforcement; and post-incident recovery.

CPST 383 Cloud Security Strategy and Architecture (3 Credit Hours)

This course leverages cloud computing security guidelines set forth by the International Organization for Standardization (ISO), National Institute of Standards and Technology (NIST), European Union Agency for Network and Information Security (ENISA), and Cloud Security Alliance (CSA) to develop a Strategic perspective for the Cybersecurity practitioner. Skills developed include knowing best practices and standards; the ability to design and implement a cloud security architecture; and carefully working with 3rd party cloud infrastructure providers and other stakeholders.

CPST 390 Organizational Theory and Practice (3 Credit Hours)*Pre-requisites:* CPST 380

This course extends knowledge of organizations by examining organizational behavior at the macro-level. Students will gain a deeper understanding of organizational theory and research including historical and modern era approaches. Students will also analyze organizational behavior and settings including an in-depth case study of a single company.

Outcomes:

Students will be able to explain and apply concepts within the main areas of organizational structure, culture, communication and process

CPST 395 Advanced Special Topics in Management (1-3 Credit Hours)

Permission required to enroll.

CPST 397 Capstone (3 Credit Hours)

This course must be taken by SCPS students during the last semester prior to graduation. Students will collaborate with a community organization of their choosing to design and execute a capstone project that fulfills the University Engaged Learning requirement. This includes completing at least 20 hours of civic engagement, all necessary Center for Engaged Learning, Teaching, and Scholarship (CELTS) documentation, and a capstone project report. Grounded in Ignatian pedagogy, the course emphasizes reflection, discernment, and action, guiding students through individual and group exercises to deepen their learning and refine their project. By integrating knowledge from their SCPS coursework, students will develop their capstone projects while preparing for life after graduation as Civic-Minded Professionals.

This course satisfies the Engaged Learning requirement.

Outcomes:

Design and execute a capstone project with a community partner organization of their choosing; Complete a minimum of 20 hours of civic engagement with a community partner to satisfy the University Engaged Learning requirement; Present a capstone project report

CPST 398 Professional Studies Internship Seminar (2 Credit Hours)

To enroll students must complete the internship forms through the Center for Experiential Learning. The Internship Seminar is a way to earn academic credit for an internship completed while finishing one of the SCPS BA programs. Students taking CPST 398 must take CPST 399 the following session to get complete credit for the internship.

This course satisfies the Engaged Learning requirement.

Course equivalencies: CPST398/UNIV390*Outcomes:*

Applied experience in a professional setting

CPST 399 Professional Studies Internship Seminar II (2 Credit Hours)

To enroll students must complete the internship forms through the Center for Experiential Learning. The Internship Seminar is a way to earn academic credit for an internship completed while finishing one of the SCPS BA programs. Students taking CPST 399 must first take CPST 398 the previous session to get complete credit for the internship.

This course satisfies the Engaged Learning requirement.

Outcomes:

Applied experience in a professional setting

Institute of Paralegal Studies (PLST)

PLST 331 Introduction to Paralegal Studies (2 Credit Hours)

Required of all students in their first session of study. An introduction to the function and sources of American law (including the U.S. Constitution), the American legal system, the civil litigation process, and legal practice, focusing on the role of the paralegal. Trends in the paralegal field, including regulation and career issues.

Outcomes:

Students will recognize typical paralegal responsibilities in various areas of legal practice and be aware of recent developments in the field, especially regulatory proposals affecting paralegals

PLST 332 Legal Research and Writing I (2 Credit Hours)

Required of all students. An introduction to the fundamentals of legal research, focusing on locating, analyzing and updating case law (court opinions). Practice in researching case law in hard copy and online, and writing case briefs.

Outcomes:

Students will be able to use various reference books and online services (LEXIS and WESTLAW) to locate, analyze, and update case law, and will be able to write case briefs

PLST 333 Legal Research and Writing II (2 Credit Hours)

Pre-requisites: PLST 332

Required of all students. Further instruction in legal research skills, focusing on locating, analyzing and updating statutory and administrative law. Practice in researching statutory and administrative law in hard copy and online. Drafting routine legal correspondence.

PLST 334 Legal Analysis: Practical Applications (2 Credit Hours)

Pre-requisites: PLST 332 and PLST 333

This writing intensive course will provide extensive practice analyzing factual scenarios, summarizing and applying legal authority and developing written legal arguments. Drafts and rewrites are required.

Outcomes:

To demonstrate comprehension of legal texts of varying levels of complexity; To apply legal rules to factual situations to predict legal outcomes; To use typical legal analytical tools to develop solutions to legal issues; To write clear explanations of the process of analysis used to resolve legal issues

PLST 335 Legal Ethics (2 Credit Hours)

Pre-requisites: PLST 331

Required of all students. Ethical considerations in the practice of law that paralegals are likely to encounter, especially the unauthorized practice of law, client confidentiality and conflicts of interest. Review of ethical codes for attorneys and paralegals.

PLST 336 Corporate Topics for Litigation Paralegals (2 Credit Hours)

Required for the Litigation Practice Certificate. An introduction to the basic principles of agency law, contract law, and the forms of business organizations: sole proprietorships, partnerships (general, registered limited liability and limited), limited liability companies, and corporations.

PLST 339 Secured Transactions and Bankruptcy (2 Credit Hours)

Pre-requisites: PLST 336 or PLST 362; Required for the Corporate Practice Certificate (Water Tower Campus)

An introduction to transactions under Uniform Commercial Code Article 9 (Secured Transactions) and federal bankruptcy law, primarily as it applies to businesses.

Outcomes:

Students will be able to draft UCC forms to perfect security interests as well as bankruptcy forms

PLST 340 Civil Litigation I (2 Credit Hours)

Required for the Litigation Practice Certificate. An introduction to the civil litigation process in state (Illinois) and federal courts, and proceedings in administrative agencies generally, focusing on the initial phases. Instruction in client interviews and pre-litigation investigations, evidentiary issues, and practice in drafting pleadings initiating lawsuits and proceedings through pre-trial motion practice.

Outcomes:

Students will understand the structure and basic operations of these courts, and will be familiar with the rules of procedure governing civil litigation proceedings

PLST 341 Civil Litigation II (2 Credit Hours)

Pre-requisites: PLST 340

Required for the Litigation Practice Certificate. Further instruction in the litigation process, focusing on the discovery, trial, and post-trial stages. Topics include interrogatories, depositions, document production and inspection requests, other discovery tools, settlement negotiations, organization of case files, document control systems, trial preparation, trial procedure, and post-trial proceedings. Overview of alternative dispute resolution.

Outcomes:

Students will be able to conduct client interviews and pre-litigation investigations, and to draft the pleadings initiating lawsuits and proceeding through pre-trial motion practice

PLST 342 Litigation Technology & eDiscovery (2 Credit Hours)

Pre-requisites: PLST 340 and PLST 341; Previous completion of PLST 345 strongly recommended

Required for the Litigation Practice Certificate. Hands-on instruction in software programs (Relativity) commonly used for litigation support, including electronic court filing, eDiscovery, case management, document control and trial presentation.

Outcomes:

Students will be able to assist attorneys in preparing for and conducting trials

PLST 343 Real Estate Transactions I (2 Credit Hours)

Pre-requisites: PLST 336 or PLST 362

An introduction to the concepts of real estate ownership and real estate sales transactions. Practice in preparing standard documents required for real estate transactions: purchase/sale agreements, deeds and other closing documents, title insurance commitments and policies, and surveys.

Outcomes:

Students will be able to draft documents for basic real estate transactions and to assist attorneys in conducting real estate closings

PLST 344 Real Estate Transactions II (2 Credit Hours)

Pre-requisites: PLST 343

Further instruction in real estate transactions, examining issues that arise in all real estate transactions and especially the documentation and closing of these transactions. Commercial real estate leasing.

Outcomes:

Students will be able to prepare documents for these transactions, and to assist attorneys in conducting commercial real estate closings and other transactions

PLST 345 Law Office Computer Applications (2 Credit Hours)

Required of all students. Hands-on instruction in software programs commonly used in law offices: word processing (templates, redlining, tables), spreadsheets (financial data, charts and graphs), pdf management (creating and combining pdfs, creating a portfolio, redacting, adding security) and presentation graphics.

Outcomes:

Students will be proficient in the fundamentals of word processing (templates, redlining, tables), spreadsheets (financial data, charts and graphs), database management (organizing, sorting, and retrieving information), and presentation graphics

PLST 346 Advanced Litigation Technology (2 Credit Hours)

Pre-requisites: PLST 340, PLST 341, PLST 342

Additional instruction in online resources and software typically used in litigation support (e.g. Relativity).

Outcomes:

Students will be prepared to use typical litigation resources and software at a basic to intermediate level

PLST 348 Advanced Online Research Skills (2 Credit Hours)

Pre-requisites: PLST 332

This course focuses on research strategies for paralegals and specifically develops skills in the area of online public database research. Students practice researching within publically available online resources in a wide variety of subject areas including court procedure and docketing, business entities, real property, criminal law, environmental compliance, etc. Multiple practical assignments as well as one main research assignment.

Outcomes:

Students will research and write memoranda in support of motions, and will be familiar with the mechanics of appellate court briefs

PLST 349 Torts (2 Credit Hours)

An introduction to civil tort liability, including the intentional torts, negligence, strict liability, and product liability. Role of the paralegal in personal injury litigation. Practice in client interviewing techniques. Basic factual investigation techniques.

Outcomes:

Students will be familiar with the paralegal's role in personal injury litigation from both the plaintiff's and defendant's viewpoints, including typical pleadings and other documents

PLST 350 Medical Malpractice (2 Credit Hours)

Negligence lawsuits brought against health care organizations and health care professionals, from both the plaintiff's and defendant's viewpoints. Illinois law and rules of procedure for medical malpractice cases. Practical skills for locating and organizing medical information.

Outcomes:

The student will be familiar with Illinois law and rules of procedure governing medical malpractice lawsuits and will be able to draft a malpractice complaint as well as locate and organize medical information

PLST 351 Intellectual Property: Patents and Trade Secrets (2 Credit Hours)

An introduction to the terminology, basic principles and documentation requirements of patent protection. Subject matter of patents, the concept of patentability, the patent application process and patent infringement litigation. Trade secret misappropriation.

Outcomes:

Students will be familiar with the concept of patentability, the patent application process (including preparation of basic forms and documents), and patent infringement litigation

PLST 352 Intellectual Property: Trademarks and Copyrights (2 Credit Hours)

An introduction to the terminology, basic principles and documentation requirements of trademark and copyright protection. Registration procedures and infringement disputes.

Outcomes:

Students will be familiar with registration procedures (including preparation of basic forms and documents) and infringement disputes

PLST 353 Securities Regulation (2 Credit Hours)

Pre-requisites: PLST 336 or PLST 362

Federal and state regulation of securities transactions. The stock market and the roles of brokers, specialists and underwriters. Requirements for public offerings of stock, notably the registration statement and prospectus, as well as the anti-fraud provisions.

Outcomes:

Students will be familiar with the requirements for public offerings of stock, notably the registration statement and prospectus, and will be able to complete basic forms required under these laws

PLST 355 Estates, Trusts & Wills (2 Credit Hours)

An introduction to basic principles of estate and trust administration. Practical aspects of administration of estates and trusts for the paralegal. Probate proceedings in Illinois, including the preparation of probate court pleadings, inventories, collection and valuation of assets, distribution of assets to beneficiaries, and accountings. Overview of tax considerations.

Outcomes:

Students will be familiar with wills and will be able to prepare the documents required to administer estates in Illinois

PLST 357 Family Law (2 Credit Hours)

An introduction to the laws governing family relationships, specifically the Illinois Marriage and Dissolution of Marriage Act and related statutes. Factual investigation, preparation of pleadings and other documents, court procedures, settlement agreements, and post-decree modifications. Brief overview of adoption and paternity proceedings.

Outcomes:

Students will be able to prepare pleadings, notices, settlement agreements, and other documents, and to assist the attorney in domestic relations court proceedings

PLST 358 Criminal Law and Litigation (2 Credit Hours)

An introduction to the purpose and scope of substantive criminal law, considering various crimes against persons and property, criminal liability and punishment, and defenses to crimes. Procedural topics, including court forms and pleadings commonly used in the Illinois criminal trial process.

Outcomes:

Students will be able to prepare court forms and pleadings commonly used in the criminal trial process, and to assist attorneys preparing for trial

PLST 359 Environmental Law (2 Credit Hours)

An introduction to federal environmental statutes regulating water quality, waste management and remediation of hazardous substances (Superfund). Issues leading to enforcement proceedings. Research strategies for this technical area.

Outcomes:

Students will be familiar with permit applications, enforcement proceedings, and research strategies for this technical area

PLST 360 Employment Law (2 Credit Hours)

An overview of the legal relationship between employers and employees, including the employment-at-will doctrine, employment contracts, federal and state anti-discrimination laws, and worker's compensation proceedings. Administrative procedures and trial court actions.

Outcomes:

Students will be familiar with federal and Illinois law regulating employment status, employment contracts, anti-discrimination claims, and worker's compensation, and will be able to assist attorneys in administrative agency proceedings and civil lawsuits

PLST 361 Immigration Law (2 Credit Hours)

An overview of U.S. immigration law with emphasis on the paralegal's role. History of immigration law and current policy considerations. Preparation of visa applications, admission and removal of immigrants and non-immigrants, citizenship and naturalization, and humanitarian relief. Document organization and preparation, working with clients, litigation assistance, legal research, and ethical dilemmas.

Outcomes:

Students will be able to prepare various visa applications

PLST 362 Business Organizations (2 Credit Hours)

Required for Corporate Practice Certificate (Water Tower Campus and Cuneo Cohort). This course focuses on the formation and operation of sole proprietorships, partnerships (general, limited, and limited liability), limited liability companies, and corporations. Preparation of standard forms and agreements will be emphasized. Due diligence procedures for mergers and acquisitions and other transactions will be covered.

PLST 363 Contract Administration & Analysis (2 Credit Hours)

Required for Corporate Practice Certificate (Water Tower Campus and Cuneo Cohort). This course focuses on both common-law and Uniform Commercial Code (UCC) Article 2 contracts. The elements of a valid contract will be studied, as well as standard contractual provisions and basic principles of contract interpretation. Students will work with several sample contracts: a confidentiality/nondisclosure agreement, a licensing agreement, and a general trade agreement.

PLST 364 Topics in Corporate Practice (2 Credit Hours)

Pre-requisites: PLST 362 Business Organizations

This course provides an overview of laws relating to business operations, including secured transactions (Uniform Commercial Code Article 9), federal bankruptcy law, and employment law. Compliance with various regulatory requirements will also be covered.

PLST 366 Litigation Topics for Corporate Paralegals (2 Credit Hours)

Required for Corporate Practice Certificate (Water Tower Campus and Cuneo Cohort). This course introduces the civil litigation process in state (Illinois) and federal courts, from the initial phases of pre-litigation investigations and pleadings through the discovery, trial, and post-trial phases. Technological innovations affecting civil litigation, such as electronic court filing and e-discovery procedures, will be given special emphasis.

PLST 368 Corporate Compliance Topics (2 Credit Hours)

Pre-requisites: PLST 362 or PLST 336

This course provides an overview of various regulatory provisions applicable to the financial services industry, including the Anti-Money Laundering (AML) and Business Continuity Plans (BCP) rules, the Foreign Corrupt Practices Act, and insider trading prohibitions. Compliance with the requirements of these laws will be the focus of the course.

Outcomes:

Students will learn practices and procedures to monitor and document compliance with these laws

PLST 369 Advanced Topics in American Law (3 Credit Hours)

Pre-requisites: CPST 200; Enrollment is limited to students in the BA in PLST degree program

This course will build on students' knowledge of the American legal system, examining the role of law in 21st century American society. The course will focus on the interpretation of selected portions of the U.S. Constitution and their effect on American life.

Outcomes:

Students will learn how the US Constitution governs the American legal system and protects individual rights

PLST 370 Advanced Legal Analysis & Writing I (3 Credit Hours)

Pre-requisites: UCWR 110; Enrollment is limited to students in the BA in PLST degree program

This course will provide students with extensive practice in reading and summarizing case law, with particular attention to the rationale for court decisions and the use of precedent, as well as statutory and administrative law. This course will focus on analysis rather than retrieval of legal reference sources.

Course equivalencies: PLST334/PLST370

Outcomes:

Students will learn how to prepare summaries of court decisions, statutes, and administrative regulations

PLST 371 Advanced Legal Analysis & Writing II (3 Credit Hours)

Pre-requisites: PLST 370; Enrollment is limited to students in the BA in PLST degree program

This course will focus on the interaction of case law, statutory law, and administrative law in resolving legal issues. Students will learn to develop legal arguments and write a legal memorandum.

Outcomes:

Students will learn how to use court decisions, statutes, and administrative regulations to develop legal arguments

PLST 395 Applied Paralegal Study (1 Credit Hour)

Pre-requisites: Director's permission required; this course is limited to students in the BA in Paralegal Studies program

This course will require students to explore a contemporary issue in the paralegal field or the practice of law generally. Students will be expected to participate in a minimum of two class meetings and several online activities, concluding with a presentation of their research.

PLST 398 Internship (2 Credit Hours)

Consent of Director and completion of 14-16 semester hours of study. Limited to student's last or second-last term of study. Practical experience (120 hours on site) for advanced students in applying paralegal skills within selected law firms, corporate law departments and governmental agencies. One mandatory class meeting, online journal, online discussions, and final paper. All internships are unpaid; only one internship may be completed for credit toward certificate.

PLST 399 Internship (3 Credit Hours)

Consent of Director and completion of 14-16 semester hours of study. Limited to student's last or second-last term of study. Practical experience (160 hours on site) for advanced students in applying paralegal skills within selected law firms, corporate law departments and governmental agencies. One mandatory class meeting, online journal, online discussions, and final paper. All internships are unpaid; only one internship may be completed for credit toward certificate.