

Excelsior College

# School of Liberal Arts



catalog

[www.excelsior.edu](http://www.excelsior.edu)



 **EXCELSIOR  
COLLEGE®**  
*Start to Finish<sup>SM</sup>*

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## The Philosophy of Excelsior College

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What you know is more important than where or how you learned it.<sup>®</sup>

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### About Excelsior College

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Excelsior College was founded in 1971 as the external degree program of the New York State Board of Regents. In 1998, the Board of Regents granted the College (then known as Regents College) an absolute charter to operate as a private, nonprofit, independent college. As are all accredited colleges in the state, Excelsior College is a member of The University of the State of New York. Today, the College is governed by a board of trustees comprised of individuals from across the United States who are prominent in the fields of business, education, government, and the professions.

A leader in online and distance learning, Excelsior College awards degrees at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and at the master's level degrees in liberal studies, nursing, and business. Certificate programs are also offered by the Schools of Business, Health Sciences, and Liberal Arts. More than 121,000 persons have earned degrees from Excelsior College.

Excelsior's student body represents a diverse group of adult learners.

- The average age of an Excelsior student is 40; about 60 percent are female, 40 percent are male.
- Nearly one-third of our enrolled students are from groups historically underrepresented in higher education.
- Approximately one-quarter of our students are active-duty or reserve military personnel.
- Less than 10 percent of our students come from New York State; the remaining are from the rest of the United States and other nations.

The faculty of Excelsior College, both full-time and adjunct, are drawn from many colleges and universities as well as from industry and the professions. They teach our courses, establish and monitor academic policies and standards, determine degree requirements and the means by which credit may be earned, develop the content for all examinations, and recommend degree conferral to the Excelsior College Board of Trustees.

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### The Mission of Excelsior College

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Excelsior College exists to expand educational opportunity, with efficiency, economy, and academic excellence, and with a particular concern for those historically underrepresented in higher education. The College meets students where they are academically, geographically, and technologically and personally assists them in reaching their goals by offering a full range of flexible academic options.

The College seeks to meet the needs of a pluralistic society, increasingly dependent on an informed and educated citizenry. It focuses upon the needs of the individual student, primarily adults, who want to advance themselves in a flexible, self-paced manner, using a variety of faculty approved learning resources, frequently at a distance. The College is an international resource, a global leader, and a prime advocate for higher and distance education.

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## The Vision for Higher Education

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Higher education will become an instrument through which all people can attain economic advancement, social justice, and a world at peace. Education is a good thing for all peoples and we should have more of it. Education breaks down barriers between neighbors and nations; it enhances the social fabric by creating understanding and self-sufficiency; it particularly benefits those in less favored positions in society; and, allied with an advancing technology, it can spread enlightenment and enlightened self-interest across the globe.

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### The Vision for Excelsior College

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Ever cognizant of the great lessons learned throughout history, Excelsior College contributes to the greater world good through its programs for adult learners. The vision of Excelsior College is to become a model for ease of access to academic degree completion, through student-centered services and the validation of learning. Through this vision, the College will be recognized as the institution most responsive to the needs of career-oriented adult learners at a distance.

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### Accreditation

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Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The associate, bachelor's, and master's degree programs in nursing at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, 800-669-1656. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. TAC of ABET is a specialized accrediting agency recognized by Council for Higher Education Accreditation (CHEA).

The bachelor's degree programs in business are recognized by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lexena, Kansas 66215, 913-631-3009.

The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP).

All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College Examinations are recognized by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, for the award of college-level credit. Excelsior College Examinations in nursing are the only nursing exams approved by ACE.

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# General Information

## LIMITATIONS

Information in this catalog is current as of June 2008, and is subject to change without advance notice.

## CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements to any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

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Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Campus Crime Statistics can be found at the following Web site: <http://ope.ed.gov/security>.

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**Important:** It is important for you to keep us informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number, and email preference on our Web site by clicking on "MyEC" and then "My Profile." Or you can call us with this information.

# Excelsior College Degree Programs

## Business

Associate in Applied Science,  
Administrative/Management  
Studies\*

Associate in Science, Business

Bachelor of Science, General Business

Bachelor of Science,  
Accounting (General)

Bachelor of Science,  
Accounting (NYS CPA Track)

Bachelor of Science, Finance

Bachelor of Science, Global Business

Bachelor of Science,  
Hospitality Management

Bachelor of Science,  
Management of Human Resources

Bachelor of Science,  
Management Information Systems

Bachelor of Science, Marketing

Bachelor of Science,  
Operations Management

Bachelor of Science,  
Risk Management and Insurance

Master of Business Administration

Certificate in Entrepreneurship

## Health Sciences

Bachelor of Science in Health Sciences

Certificate in End of Life Care

Certificate in Health Care Informatics

Certificate in Health Care Management

## Liberal Arts

Associate in Arts

Associate in Science

Bachelor of Arts

Bachelor of Science

Master of Arts in Liberal Studies

Certificate in Homeland Security

Certificate in Criminal Profiling  
and Investigative Analysis

## Nursing

Associate in Applied Science

Associate in Science

Bachelor of Science

Master of Science

## Technology

Associate in Applied Science,  
Aviation Studies\*

Associate in Applied Science,  
Technical Studies (with specialty)\*

Associate in Occupational Studies,  
Aviation\*

Associate in Science,  
Computer Software

Associate in Science,  
Electronics Technology

Associate in Science,  
Nuclear Technology

Associate in Science,  
Technology (with specialty)

Bachelor of Science,  
Technology (with specialty)

Bachelor of Science,  
Computer Technology

Bachelor of Science,  
Electronics Engineering Technology

Bachelor of Science,  
Information Technology  
(with concentration)

Bachelor of Science,  
Nuclear Engineering Technology

\*Designed specifically  
to meet the needs of members  
of the armed services.

# Sources of Undergraduate Credit

Excelsior College accepts undergraduate credits from a wide variety of sources. In general, Excelsior College accepts credits from those colleges and universities that are regionally accredited, those recognized by the New York State Education Department, and those that have been evaluated by the Excelsior College faculty and found to follow acceptable educational practices and apply toward our degree programs.

1. Excelsior College courses
2. Excelsior College® Examinations
3. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities
4. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
5. Examinations evaluated and approved by Excelsior College (refer to the *Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog* for a complete list)
6. Programs reviewed by
  - the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, including military training and experience
  - the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI)
  - the Excelsior College Criminal Justice Training Assessment Program
  - Excelsior College faculty
7. International credentials: Degree-level credit completed at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE); Commission on Graduates of Foreign Nursing Schools (CGFNS); Josef Silny & Associates, Inc. (for Israel only); and other faculty-approved international institutions.
8. In accordance with Excelsior College policies and procedures, students may appeal for an evaluation of extra-institutional learning (Excelsior College endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
9. Excelsior College portfolio-based assessment
10. In accordance with Excelsior College policies and procedures, students may appeal for consideration of degree-level credit from non-regionally accredited schools by Excelsior College faculty.
11. Association of Advanced Rabbinical and Talmudic Schools (limited)

## Examples of Graduate Schools Accepting Our Graduates

American University  
 Arizona State University  
 Boston University  
 Brigham Young University  
 Catholic University  
 Columbia Law School  
 Cornell University  
 Fordham University  
 Harvard University  
 Indiana University  
 The Johns Hopkins University  
 Michigan State University  
 The New School for Social Research  
 Northwestern University  
 The Ohio State University  
 The Pennsylvania State University  
 Rutgers University  
 Syracuse University  
 Temple University  
 University of Arizona  
 University of California, Berkeley  
 University of Colorado  
 University of Kentucky  
 University of Massachusetts  
 University of Miami  
 University of Michigan  
 University of North Carolina, Chapel Hill  
 University of Notre Dame  
 University of Texas  
 Vanderbilt University  
 Villanova University  
 Yale University

## Excelsior College: Suiting Your Lifestyle, Meeting Your Needs

No matter where you live, no matter how busy you are, Excelsior College offers the flexibility you need to finish your college degree.

Excelsior College may be the program to help you complete your undergraduate degree if you

- have taken some college-level courses.
- have acquired college-level learning through other means and want to apply it toward a degree.
- need flexibility in the place and time frame in which you earn your degree.
- have a schedule that would make it difficult to attend a traditional college.

We believe that “what you know is more important than where or how you learned it.”® We recognize that you can demonstrate your college-level knowledge and competencies through a variety of means including the submission of transcripts from regionally accredited colleges and universities and other approved sources, theory or performance examination results, and other assessment procedures.

We also believe that your need for further learning can be met in a variety of ways, both traditional and nontraditional, from passing proficiency examinations to taking college courses to pursuing independent study.

Independent learners are take-charge people. If you are one of them, Excelsior College can help you organize your efforts to meet your educational goals. As a leader in innovative education, we work in partnership with other colleges and universities and with employers and other organizations to remove barriers to educational opportunity.

Most of our graduates are working adults who once thought they could never attain a college degree. Yet thousands of students around the world have fulfilled their dreams by earning associate and bachelor's degrees through our unique program.

And now, with the introduction of our Certificate Program in Health Care Informatics and our Master of Arts degree in Liberal Studies (MA/LS), Master of Science in nursing, and Master of Business Administration (MBA) programs, graduate students can also take advantage of the flexibility and unique program offerings at Excelsior College.

Unless otherwise specified, information in the general sections of this catalog pertains to undergraduate degree programs. Specific graduate program information is presented in program materials and catalog sections pertaining to the particular graduate programs. We welcome your requests for further information and encourage you to contact the College and speak with an admissions counselor regarding any questions you may have about our graduate program offerings. You can also find information about all our programs on the College's Web site at <https://www.excelsior.edu>.

## Is Excelsior College Right for Me?

If you want to earn a college degree and have the motivation to work toward that goal, we can help. It is up to you to decide whether or not Excelsior College is the program for you. You have a good chance of succeeding as an Excelsior College student if you

- are a motivated self-directed learner.
- have already acquired some college-level learning through college courses, the military, corporate training, independent study, work experience, or extensive reading.
- are comfortable working at a distance via phone, mail, or Internet, rather than in person.
- have the ability to plan ahead, be detailed in your work, and meet deadlines.
- are able to assimilate information from written materials and to locate and use a variety of learning resources.

As you are making your decision about enrolling in Excelsior College, you should study the degree requirements listed in a current catalog for the degree you wish to earn. Please be aware that you will be subject to the program requirements and College policies in effect when you enroll and are encouraged to review the *Student Policy Handbook* for complete information. Some requirements and policies change periodically and as an enrolled student you will be notified accordingly. You can access the *Student Policy Handbook* and all our catalogs on the Excelsior College Web site, and we will be happy to send you hard copies of current materials at any time.

As a distance learning institution, Excelsior College provides access and support for many of the unique needs of adult learners. Misconceptions about distance learning may cause confusion, and some stu-



dents may have unrealistic expectations regarding the services and programs we offer. Therefore, as you consider enrolling in Excelsior College, it may be helpful to learn about some of the services we do *not* provide. Excelsior College *does not*

- automatically award credit for all educational experiences.
- grant credit for life experience rather than for learning gained from that experience.
- guarantee that all previously earned credit will fulfill degree requirements.
- provide on-the-spot evaluation and/or advisement services.
- provide clinical learning experience for nursing students.
- send a diploma until all the degree requirements listed in our catalogs have been fulfilled and the degree has been conferred.

### How Will an Excelsior College Degree Help Me?

An Excelsior College degree will help you

- get ahead in your career.
- increase your salary.
- boost your self-confidence.
- prepare for success in graduate school.
- achieve personal satisfaction in completing what you started.

You could be one of the approximately 5,000 adults who graduate from our College each year, motivated individuals who achieve their goals and move forward in their lives.

Surveys of the College's baccalaureate degree graduates have shown that a large percentage continue on to graduate and professional schools. Over 250 graduate institutions have admitted our graduates. These have included many of the most competitive and prestigious in the country, schools such as Columbia University, Harvard University, the Ohio State University, UCLA, and Yale University. Most graduate programs in nursing in the United States accept our graduates. Many of our graduates say that the independence and moti-

vation required for success in their degree programs proved to be equally valuable assets for success in graduate school.

Our graduates report their degrees have enhanced their lives in other ways as well. A large number of graduates report that through their independent college studies they have enjoyed significant intellectual growth, enhanced their critical thinking abilities, improved their oral and written communication skills, and experienced personal growth and fulfillment. Workers and employers alike believe that this unique type of college experience provides excellent preparation for jobs and career growth.

### How Do I Get My Degree?

The flexibility of an Excelsior College undergraduate degree program means you can demonstrate your previous college-level learning and earn degree-level credit in a variety of ways. We will help you identify and evaluate the college-level learning you have already acquired, and our academic advisors will help you develop a realistic plan for completing your degree requirements as effectively and efficiently as possible.

You may want to take advantage of Excelsior College's course offerings or study independently and then take proficiency examinations such as Excelsior College® Examinations to earn required credits (minimum grade of C required). You may choose to take courses from other approved colleges or universities and apply credits from those courses to your degree requirements as well. Distance learning is attractive to many students because distance courses are more flexible and self-paced than classroom courses, yet more structured and directed than independent study. Excelsior College and many other colleges and universities offer distance courses. These courses are generally available in formats such as online, CD-ROM, print, correspondence, and audio or video. You may even decide to use a combination of these sources of credit. We encourage you to use the Course Search feature on our Web site to locate courses that will fulfill your degree requirements.

If you enroll in an Excelsior College graduate or certificate program, you will also have a degree of flexibility in planning your requirement completion within a specific framework of options.

## Degree Programs

Excelsior College offers over 30 degree programs at the associate and baccalaureate levels in business, liberal arts, nursing, health sciences, and technology—and master's-level degree programs in business, liberal studies, and nursing. The College also offers a number of certificate programs. Information about these programs is available upon request and on the College's Web site.

If you are a New York State resident and do not have a high school diploma, Excelsior College can help you obtain a high school equivalency diploma after you have accumulated 24 college credits. This diploma is issued by the New York State Education Department. For further information, contact the New York State Education High School Equivalency Department at 518-474-5906.

## Degree Requirements

The Excelsior College curricula are rigorous yet flexible. All undergraduate Excelsior College degree programs require college-level learning in (1) general education, (2) a specific field of study, and (3) elective subjects.

**Note:** The certificate and graduate programs have more focused yet still flexible requirement categories. Please refer to program-specific information for details if you plan to enroll in a certificate or graduate program.

The general education requirements of our undergraduate degree programs ensure that you have a good foundation in the natural sciences, the humanities, and the social sciences. The College expects you to master quantitative skills and to be able to communicate effectively in writing and speech. In addition, we strongly recommend that you cultivate an understanding of the history and cultural values of many different ethnic and cultural groups. A sensitivity to the perspectives of all groups provides valuable insight into the continuing development of the global community.

Completion of the requirements in a specific field of study prepares you professionally in business, nursing, or technology, or facilitates mastery of a discipline in arts or sciences in preparation for continued education or career growth. Elective/applied professional subjects allow you to pursue personal learning interests and satisfy your intellectual curiosity.

Finally, the College encourages you to recognize that true learning is lifelong and that the deepest sat-

isfactions come when you attain your highest level of accomplishment.

## How Do I Get Started?

Excelsior College is open to all who wish to pursue a college degree. Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the education programs and activities it operates. The College encourages students to seek admission if its programs and services will meet their educational needs. Some degree programs have special admission criteria.

## MyEC

It is important that you visit the Excelsior College Web site as soon as possible. Register at the site, and you will find your own "MyEC" home page, which will include information tailored to your specific academic program information needs as well as announcements from the College. Visit the Web site often for important updates. Please remember to always keep the College informed of your email address.

## First Apply

Like everything else at Excelsior College, our admissions process is geared toward busy, working adults:

- You can start on your degree anytime.
- The first step toward completing your degree is to submit the Undergraduate Application for Admission.

**Note:** If you have graduated from an Excelsior College degree program or have been enrolled in an Excelsior College degree program within the last five years, please contact your academic advisor. To apply online, go to [www.excelsior.edu/apply](http://www.excelsior.edu/apply).

If you prefer to use a paper application, you can download a pdf of the application instead.

If you have any questions before completing your application, please contact the Admissions Office in one of the following ways:

- Call toll free: 888-647-2388 (press 2-7 at the prompt)
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu).

- With your application, you will also submit official copies of your academic records from all the sources you wish to present for credit toward a degree. These include official transcripts from accredited colleges and universities, score reports from testing agencies, international credentials evaluations, and documentation from military or corporate education programs. Photocopies or unofficial copies of these documents cannot be accepted. Please review carefully the instructions accompanying the Undergraduate Application for Admission for specific information relating to the proper submission of your academic records. (Military candidates can refer to pages 8 and 9 for more specific information.)
- After you apply, we will send you an **unofficial review** that shows the requirements you have already fulfilled for your chosen degree program and what credits you still need to complete to finish your degree. You may be closer than you think!
- Our knowledgeable admissions counselors (available by phone or email) can explain our programs to you and help you take the steps you need to get started.

## Then Enroll

Once your application to Excelsior College is accepted, the next step toward meeting your educational goal is to enroll. If you have not gone through the application process, you must do so before enrolling. If you decide to enroll in Excelsior College as an undergraduate, you may do so at any time during the year.

To enroll, simply go to [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll) where you can enroll online. You will be prompted to create a user account if you have not already done so.

Complete the online enrollment form and pay your fee with secure-access credit card payment or apply for our payment plan online.

If you enroll online, you must pay your enrollment fee with a credit card. We accept

- Visa,
- MasterCard,
- Discover Card, and
- American Express.

If you prefer to use a paper enrollment process, you can download a pdf of the enrollment form from [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll). Simply fill out the enrollment form and submit it with the required enclosures as specified on our fee schedule to the address indicated. Your enrollment will be official when we receive and process your enrollment form. You will then receive an acknowledgment letter and information packet from the Records Office.

The cost to enroll in Excelsior College varies according to the program in which you enroll and the payment method you choose for paying your tuition fees.

For detailed information about enrollment fees and associated costs, go to [www.excelsior.edu/fees](http://www.excelsior.edu/fees), where you can access, view, and print out the fee schedule relevant to your student status and chosen area of study.

If you have any questions before completing your enrollment form, please contact the Admissions Office in either of the following ways:

- Call toll free: 888-647-2388  
(press 2-7 at the prompt)
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu).

When we receive your completed enrollment form along with any additional academic records earned since your admissions application, we will compare your educational experience to the requirements of your selected degree program. This initial evaluation usually takes four to six weeks to complete once all documents are received by Excelsior College. After your advising team has completed your evaluation, your status report and evaluation summary will be available on our Web site. Your status report indicates how we applied credit represented on the documents; the evaluation summary tells you what you still need to complete for your degree requirements. You will receive email notification when the evaluation is ready for you to view at your *MyEC* page. If you are not an e-delivery student, your evaluation will be mailed to you.

**Note:** If within three weeks of your enrollment we have not received all the official documents listed on your enrollment form, we will conduct the initial evaluation based upon the information received to date. As new official documents are received, your status report will be updated accordingly. Updates are usually completed in four to six weeks. Once you have your status report in hand, we will then work with you to help plan the ways in which you can earn the additional credit you need to fulfill your goal of earning a college degree.

## The Student Online Success Guide

This resource, located at [www.excelsior.edu/successguide](http://www.excelsior.edu/successguide), is designed to help prepare students for online success. Included are self-assessment tools, study strategies, and assistance with identifying your learning style. Navigate the Student Online Success Guide by reading the Introduction and continuing through the topics listed in the menu. Be sure to view a sample Excelsior College online course in WebCT. Courses in WebCT provide an experience that is most like traditional education. Scroll to the link titled Sample Course to view this interactive simulation. Each demo provides a short movie with accompanying text, showing you the look and feel of the courses you may be taking.

## Begin the Process of Earning Your Excelsior College Degree

Excelsior College uses team advising to support you in your educational progress. After you enroll, we will assign you an advising team based on your degree program. Your academic advisors will help you plan your degree program and select appropriate methods for completing degree requirements. They can help you locate distance learning and proficiency examination options to fulfill our degree requirements.

The *Student Policy Handbook*, available in pdf format at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook), includes useful guidelines and tips on making our advising system work for you, in addition to important policy information for all students. Use our online Course Search feature to search for specific courses to complete your degree requirements. If you choose to use traditional college courses, it is your responsibility to locate such courses. Regardless of the method used to earn credit, you must receive prior approval from your advisor to ensure that the credit earned will apply toward your Excelsior College degree.

Each time you complete additional examinations or courses that fulfill your degree requirements, you should request that an official transcript be sent to the Excelsior College Records Office. Provided you remain actively enrolled, we will continue to update your status report until our records indicate you have satisfied all the requirements for your degree, at which time your records will automatically be submitted for the next eligible degree conferral.

## Undergraduate Enrollment Policies

You may be enrolled in only one degree program at a time. If you withdraw from the College and subsequently reenroll, you will have to satisfy the degree requirements in effect at the time of your reenrollment.

The *Student Policy Handbook* is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies and policies and procedures concerning refunds, withdrawals, and other administrative issues. It is your responsibility to be familiar with these policies.

Some of our degree programs have admissions criteria, and academic requirements may vary among them. You'll find information on any criteria or requirements specific to a degree program in the school catalog for your degree program. The College does have general policies and procedures that apply to all of our students. Detailed information may be found in the *Student Policy Handbook*. Store your handbook with your other important academic papers and your degree catalog for easy reference.

By enrolling in the College, you agree that your contractual relationship with the College will be governed by the laws of the state of New York; and that any litigation or assertion of rights in a judicial or quasi-judicial forum will be brought only in a court or other forum having jurisdiction within the state of New York.

## Submission of Military Documentation

The forms required for providing official documentation of military educational experiences can be requested from the following sources.

### Active Duty Personnel, National Guard, Reservists

- **Air Force:** Enlisted Air Force Personnel: Community College of the Air Force transcript submitted directly from CCAF, 130 W. Maxwell Blvd., Simler Hall, Suite 104, Maxwell AFB, AL 36112. Commissioned Officers should request an official DD Form



295 submitted directly from the military education center.

- **Army:** Enlisted Army Personnel: AARTS (Army/American Council on Education Registry Transcript System) sent directly from the AARTS Operations Center, 415 McPherson Ave., Fort Leavenworth, KS 66027-1373. Information on ordering an Official Institution Copy of your AARTS Transcript and eligibility requirements is available online at <https://arts.leavenworth.army.mil> or by phone at 866-297-4427. Officer/Warrant Officer Army Personnel should request an official DD Form 295 be submitted directly from the military education center. Army National Guard Personnel may wish to contact the Army National Guard Education Support Center for assistance in degree program planning online at [www.virtualarmory.com](http://www.virtualarmory.com) or by phone at 877-632-7644.
- **Coast Guard:** Coast Guard Transcript submitted directly from the Coast Guard Institute, 5900 SW 64th St., Room 235, Oklahoma City, OK 73169-6990. Information on ordering an official Coast Guard Transcript is available through your Education Services Office or online at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi).
- **Marine Corps:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.
- **Navy:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.

### Servicemembers With Language Training

- Defense Language Institute Courses–Transcript submitted directly from DLI.
- Defense Language Proficiency Tests (DLPT)–DLPT Score Report submitted directly from DLI or DLPT Score Report/DA Form 330 submitted directly from the military education center with certifying officer's signature and date.

### Veterans of All Branches Except Enlisted Air Force Personnel

Official copy of the DD Form 214. The DD Form 214 must be signed, currently dated, and certified to be a true copy and submitted directly from one of the following sources:

- Veterans Affairs (VA) Office (state- or county-level)
- County Clerk's Office
- General Services Administration–National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

**Note:** Students may submit certified copies of military documentation from the originating source in a sealed envelope and forwarded to Excelsior College unopened.

### Military Partnerships

#### Navy College Program Distance Learning Partnership

Excelsior College offers associate and bachelor's degrees designed to meet the needs of Sailors through the Navy College Program Distance Learning Partnership. Students can take Excelsior College Distance Learning Courses delivered through CD-ROM and video no matter where they are to earn credit toward their degree. Courses begin every other month and are eligible for up-front tuition assistance. There are many student support services available such as academic advising by phone, fax, and email; online library services; and an online bookstore, which delivers course materials directly to you. This program is outlined in detail at [www.excelsior.edu/military](http://www.excelsior.edu/military).

#### SOCCOAST/Coast Guard Distance Learning Partnership

Excelsior College offers associate and bachelor's degrees designed to meet the needs of Coast Guard personnel through SOCCOAST/Coast Guard Distance Learning Partnership. Students can take Excelsior College Distance Learning Courses delivered through CD-ROM and video no matter where they are to earn credit toward their degree. Courses begin every other month and are eligible for up-front tuition assistance. There are many student support services available such

as academic advising by phone, fax, and email; online library services; and an online bookstore which delivers course materials directly to you. This program is outlined in detail at [www.excelsior.edu/military](http://www.excelsior.edu/military).

### Army National Guard Education Support Center (MOU)

Excelsior College has formed a partnership with the Army National Guard Education Support Center (ARNG ESC) to meet the needs of Army National Guard (ARNG) soldiers, their family members, and ARNG civilian employees. Under this agreement, the ARNG ESC will publicize Excelsior College on their Web site and in National Guard related publications, generate an automated degree plan for Excelsior College prospective students for the degree program of their choice, assemble and submit official enrollment packets, and provide examination study material through the *Student Guide to Success*. Excelsior College will review the degree plans generated by the ARNG ESC, provide feedback to the student who may need assistance, and send a monthly list of enrollments to the ARNG ESC.

### eArmyU

The U.S. Army has created one of the most innovative programs of higher education in the world—Army University Access Online (known as eArmyU). eArmyU provides access to quality education for enlisted soldiers across the globe, helping them further their professional and personal goals and providing the Army with top preparation for its forces. It brings together a unique collaboration of colleges and universities offering a broad range of educational opportunities. Once enrolled, soldiers receive up to 100 percent funding for tuition, books, and course fees, as well as a personal laptop, printer, email account, and an Internet Service Provider (ISP) account. eArmyU provides soldiers with assistance in determining a program of study, registering for courses, and transferring credits. Excelsior College is a participating college in eArmyU delivering the Master of Arts degree in Liberal Studies and Master of Science degree in nursing. These two graduate degree programs can be completed entirely online.

### DANTES

DANTES is the umbrella organization that oversees all military education programs for the armed services. DANTES publicizes Excelsior College degree programs in their *DANTES Directory of External Degree Programs*, *DANTES Guide to Independent Study*, *DANTES Distance Learning Brochures*, and *DANTES Examination Program Handbook*. Excelsior College has a contract with DANTES for the administration and funding of Excelsior College Examinations to active-duty, reserve, and National Guard military personnel.

### Credit Assignment

Credit assignment for examinations is determined by faculty content experts who reference the learning outcomes assessed by each examination to corresponding courses taught at United States colleges and universities. These credit assignments are recognized by the American Council on Education through their College Credit Recommendation Service. Credit assignment for online courses is determined by faculty content experts who consider the depth and breadth of the content, required learning activities and student assignments, and learning outcomes.

### General Education Outcomes Measurement

There is currently a movement in higher education to provide hard evidence of student success, generally referred to as outcomes assessment. Periodically, Excelsior College students will be asked to take a test to measure their attainment of the general education outcomes. The assessment results are used to continuously improve our programs as well as to report on the effectiveness of our institution. Scores on general education outcomes assessments are kept completely confidential and do not appear on individual student transcripts, although favorable scores can be reported to employers and other educational institutions at the request of participants. There is no fee for participating in the general education outcomes assessment.

## Costs of an Excelsior College Education

The cost of earning your Excelsior College degree will depend upon the requirements of your degree program, the pace at which you complete that program, and the ways through which you choose to earn credit. If you primarily take college courses, for example, you will have higher costs than if you primarily take examinations, because tuition fees are often higher than examination fees.

While the College's fees are intentionally kept reasonable in order to accommodate adults with other financial responsibilities, in most cases they will not be the only costs incurred. As you develop your budget, you should take into account the cost of college courses, examinations, books and other learning materials, transportation, postage, online resources, and miscellaneous charges and supplies.

Our fee structure and variety of payment plans allow you to pay designated fees as you go through the process of earning your degree. Bear in mind that if you have already earned a great deal of credit, your costs should be relatively low, whereas if you begin your degree program with little prior credit, your costs will be higher.

**Please note** that there are distinct fee policies and structures that apply to military students and to students who are enrolled in our undergraduate and graduate degree programs. For more detailed information, refer to the relevant fee schedule ([www.excelsior.edu/fees](http://www.excelsior.edu/fees)), *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)), or consult with your academic advisor or the Admissions Office.

**Following are the major fees that students pay to Excelsior College.**

## Required Fees

- An application fee is required for both undergraduate and graduate students. This fee covers the cost of processing and evaluating your application.
- The undergraduate enrollment fee covers the cost of processing your enrollment form and the official evaluation of your prior academic credits, allows access to all Excelsior College student services and online services including the Excelsior College Virtual Library and the Electronic Peer Network (EPN). This fee also covers the evaluation of additional official academic records you submit, academic advising, and program planning services for a period of one year from the date your initial Status Report notification (or two years from such date if you enroll in an AAS or AOS degree program within the School of Business and Technology).
- If you are submitting credentials from universities located outside the United States, you may be required to pay an additional fee to an independent credential evaluation service to have those documents reviewed for equivalency to U.S. degrees and courses.
- Master of Arts in Liberal Studies students pay a degree completion fee. This fee must be submitted with your degree completion plan and is used to defray costs associated with the administrative and faculty review of your degree completion plan.
- Graduate students who reside outside the U.S. or Canada are required to pay an annual Graduate Student Fee Supplement to cover additional mailing and telephone costs.
- Every year that you elect to continue your enrollment at Excelsior College you are assessed an annual fee. Undergraduate students are assessed a Student Service Annual Fee (SSAF) while graduate students are assessed an annual Graduate Student Services Fee (GSSF). Payment of the annual fee when due allows uninterrupted access to advising services and student resources.

### SSAF Payment Plan

We are pleased to offer our SSAF Payment Plan to help you stay on track toward earning your degree. The SSAF Payment Plan is an affordable way to budget and pay your Student Service Annual Fee.

You can budget your Student Service Annual Fee (SSAF), choosing from two to six monthly payments.

If you have questions about the SSAF Payment Plan, please call our Bursar's Office toll free at 888-647-2388; at the prompt, press 1-4-2.

## Graduation Fees

A graduation fee is required for both undergraduate and graduate students. This fee covers the cost of the final evaluation and verification of your total academic record, costs involved in processing your records for award of your degree, one student (unofficial) and one official copy of your final transcript, and preparation and mailing of your diploma and diploma cover.

## Additional Fees

In terms of additional fees, the exact expense you incur at Excelsior College will be largely influenced by the degree program you choose. For example, if you are a nursing student, you will be required to take theory and performance examinations for which additional charges are assessed. Likewise, if you enroll in the electronics engineering technology or nuclear engineering technology program, you will be required to complete an Integrated Technology Assessment (ITA) for which an additional charge is assessed.

- The transcript fee covers the cost of preparing and mailing an Excelsior College transcript.
- The program transfer fee is assessed if you decide to transfer from one degree area (division) to another (e.g., from the School of Business and Technology to the School of Liberal Arts). The fee covers the cost of reevaluating your records to determine how they apply to the requirements of the new program.
- A late fee is assessed if you do not pay fees by the date shown on the invoice. The late fee applies to past due payments of the Student Service Annual Fee (SSAF) or the graduation fee.
- A reactivation fee is assessed if you reenter your degree program within twelve weeks of our changing your status from "active" to "withdrawn" because of your failure to pay the SSAF within four weeks of its due date. If you reenter your degree program more than twelve weeks after this status change, you will be considered a new student and subject to the full enrollment fee and all policies in effect at that time.

## General Refund Policy

The fees described above are not refundable. The only exception allows two thirds of the enrollment fee to be refunded if you request a refund in writing within six months of enrollment and if the College has not yet conducted an evaluation of your academic records.

Detailed information about refund, payment, and cancellation policies related to specific programs and student populations is provided in relevant fee schedules, which are accessible on the College's Web site and available free upon request from the Admissions Office.

# Policies and Procedures

Excelsior College has various academic and administrative policies that are important as you move forward with your studies. Information on these policies can be found in the *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)). Those that apply only to a specific degree program may also be listed in the catalog for that program.

It is your responsibility to be familiar with all the policies related to your activity as a student at Excelsior College. The term "student" includes: students currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated students taking examinations and/or courses, non-matriculated students in the application process, individuals using credit bank, formerly matriculated students currently in withdrawn status, and graduates.

Please be sure to review this important information.



# Undergraduate Degree Programs in the Liberal Arts



**Liberal arts education does not lead to particular actions or attitudes. It is no more likely to make us liberal than conservative, stingy than generous, good parents than bad ones. What it does do is engender habits of mind such as patience, attentiveness, clarity of thought, and respect for the articulation of competing points of view.**

**These habits of mind enrich the quality of our interaction with the profound thinkers we encounter in liberal arts education and thereby give us access to their experiences. Their experiences can then inform our worldview as much as our own experience can. Sometimes their observations spark flashes of recognition. Sometimes they confuse or dismay us. In either case, they give us more of the world than we alone can secure.**

**Liberal arts education extends our reach.**

# General Education at Excelsior College

The Excelsior College faculty believe the primary purpose of an undergraduate education is to expose you to a broad vision of human experience and to help you gain a full, rich understanding of the complexity of human life. We also believe that an undergraduate education will assist you in developing skills to attain a high level of accomplishment in both your career and personal life. The primary means of achieving a broad understanding of human experience and promoting self-actualization is through the College's general education component. General (or liberal arts) education is comprised of required study in the three traditional divisions of the arts and sciences: humanities, social sciences/history, and natural sciences/mathematics. We encourage this study in individual disciplines such as music, economics, and chemistry, and in integrated or interdisciplinary programs such as classical, area (regional), and women's studies.

## General Education Outcomes

We expect that as an Excelsior College graduate you will be able to:

1. Read analytically and critically in a range of fields.
2. Write clear, grammatical, and effective prose.
3. Think critically in making judgments and identifying and posing solutions to problems.
4. Develop cohesive arguments using appropriate supporting evidence.
5. Interpret events using more than one perspective, such as historical, economic, biological, social, or global.
6. Explain the role of culture in shaping diverse societies.
7. Articulate the value of artistic and creative expression.
8. Apply knowledge of mathematics/natural sciences in different contexts.
9. Demonstrate an awareness of the ethical implications of actions.
10. Appropriately locate, evaluate, and cite academic information.

We value liberal arts education for many reasons. It promotes your ability to read critically and analytically in a range of fields; to write clear, grammatical, and effective prose; to think critically and pose solutions to problems; to propose cohesive arguments with appropriate supporting evidence; to interpret events using more than one perspective; to explain the role of culture in shaping diverse societies; to identify the elements of artistic and creative expression; to apply knowledge of mathematics and natural sciences; and to demonstrate an awareness of the ethical implications of actions.

Liberal arts education does not lead to particular actions or attitudes. It is no more likely to make us liberal than conservative, stingy than generous, good parents than bad ones. What it does do is engender habits of mind such as patience, attentiveness, clarity of thought, and respect for the articulation of competing points of view. These habits of mind enrich the quality of our interaction with the profound thinkers we encounter in liberal arts education and thereby give us access to their experiences. Their experiences can then inform our worldview as much as our own experience can. Sometimes their observations spark flashes of recognition. Sometimes they confuse or dismay us. In either case, they give us more of the world than we alone can secure. Liberal arts education extends our reach.

Liberal arts education at Excelsior College includes, as it does at other colleges, a variety of disciplines. Interdisciplinary study acknowledges that fertile ideas know few boundaries and that the habits of a mind engendered by liberal arts education are useful in many fields. You will have the opportunity to choose from a wide array of courses to fulfill your academic requirements as well as reward your intellectual curiosity.

There are several ways that you can earn credit. Excelsior College courses are designed to be completed entirely "at a distance," meaning you will be able to learn and earn academic credit from your home or office. Courses are available online (via the Internet) and via CD-ROM. You may also choose Excelsior College® Examinations to fulfill degree requirements. Examples of courses and exams appear in the General Education at Excelsior College section of this catalog. The current complete list of courses will always be found on our Web site at [www.excelsior.edu/courses](http://www.excelsior.edu/courses). Our online courses are characterized by regular inter-

action with your fellow class members while CD-ROM courses are designed for students who prefer independent study with faculty guidance or those whose circumstances do not allow for regular Internet access but who do have a computer.

In addition to courses, credit can be earned through examination, either Excelsior College® Examinations or standardized tests such as CLEP and Dantes. More information is available in *A Student Guide to Credit by Examination at Excelsior College* available at [www.excelsior.edu/exams](http://www.excelsior.edu/exams) in the EC Exams Resources and Services box (login required).

Regardless of how you choose to complete your remaining degree requirements, we hope liberal arts education will inspire in you a commitment to lifelong learning. An eagerness to continue learning beyond one's formal education is a hallmark of an educated sensibility. Psychologist B.F. Skinner once said, "Education is what survives when what has been learnt has been forgotten." This habit of learning, the impulse to self-educate, is perhaps the greatest outcome of a liberal arts education.

### General Education (Arts and Sciences) Requirements

Each undergraduate liberal arts degree program requires the completion of general education requirements in the arts and sciences. These requirements reflect the historic philosophy of a liberal arts education, which promotes a broad foundation in the basic academic disciplines of the humanities, history and the social sciences, and mathematics and the natural sciences. These comprise the distribution areas.

In the humanities, you consider the nature, meaning, and value of human existence in subjects such as art, comparative literature, drama, English, foreign language, music, philosophy, and religion.

In the social sciences and history, you consider human behavior and interaction in subjects such as anthropology, economics, geography, government, history, political science, psychology, and sociology.

In the natural sciences and mathematics, you analyze, measure, and investigate the natural world in subjects such as biology, chemistry, geology, mathematics, and physics.

Excelsior College offers four undergraduate degrees in liberal arts: Associate in Arts, Associate in Science, Bachelor of Arts, and Bachelor of Science. Beyond the general education requirements discussed above, each of these four degree programs allows for additional study in the arts and sciences and for professional applied study. On the baccalaureate level, you will explore two subject areas or disciplines in greater depth.

Your Excelsior College education should include the nine learning experiences outlined by the Association of American Colleges and Universities: abstract thinking and critical analysis, reading and writing, understanding of numerical data, historical awareness, recognition of science as a human endeavor, refinement of values, development of art appreciation, international and multicultural experience, and in-depth study. The in-depth study should allow you to continue in graduate study in a particular discipline.

### Diversity

Excelsior College encourages you to plan your degree program to include study of the perspectives of various ethnic and cultural groups as well as investigation of the fundamental assumptions of Western civilization.

### Applied Professional Credits

All the undergraduate liberal arts degree programs allow the flexibility of using applied professional credits to meet degree requirements beyond the required credits in arts and sciences and general education. Applied professional courses are found within those disciplines in which you apply theoretical knowledge to solve specific problems. These are disciplines such as agriculture, architecture, business, computer science, criminal justice, education, graphic design, law, library science, medicine, nutrition, and social work. Credit is not granted for physical education activity courses.

## Requirements and Policies for Undergraduate Liberal Arts Degrees

### Written English Requirement

You must demonstrate competency in expository writing in English in one of the following ways:

1. Successful completion of an approved college-level proficiency examination such as the Excelsior College Examinations in English Composition [**ENGx101 College Writing** or **ENGx111 English Composition**] or the Advanced Placement (AP) English Examination.

**Note:** Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.

2. Successful completion of a college course (minimum 3 semester or 4 quarter-hour credits; minimum grade of C) from one of the following options:
  - a. One-semester expository writing course such as **ENG 101 English Composition**, **ENG 201 Writing for the Professions**, or **MLS 500: Graduate Research and Writing** (some restrictions apply)
  - b. Two institutionally designated writing-intensive, writing emphasis courses
  - c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.
3. Submission of an official statement of proficiency from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of its writing requirement.
4. Completion of a noncollegiate sponsored instruction course or program on writing that has been evaluated by either the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI) or the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, and contains a recommendation of at least 3 semester-hour credits for the course. This course must contain an actual assessment of your competence in expository writing in English.

Examinations or courses used to fulfill the written English requirement may not be used to satisfy the humanities distribution requirement of an Excelsior

College degree (except the six-credit Excelsior College **ENGx111 English Composition** exam for which three credits may be used for humanities and three credits satisfy the written English requirement). All coursework must be from an English-speaking institution. An English as a Second Language (ESL) course may not be used to satisfy the written English requirement. A maximum of 6 credits in English Composition/Freshman English may apply toward degree requirements.

Examples of one-semester courses from other colleges and universities (3 credits) that will satisfy the written English requirement:

English Composition  
Expository Writing I  
Freshman Composition  
Effective Writing  
Introduction to Writing  
College Writing I

### Humanities Requirement

You must take at least one examination or course (at least 3 semester hours or 4 quarter hours) within such disciplines as art, music, literature, foreign language, philosophy, religion, speech, or creative/advanced writing. Excelsior College offers several examinations and courses which fulfill this requirement. For example, the Excelsior College Examinations **PHIx310 Ethics: Theory and Practice**, **HSSx420 American Dream**, and **RELx310 Religions of the World** may be used to satisfy this requirement. Some appropriate course titles include Eng 250: Legal Themes in Literature, Eng 207: American Literature I, and Rel 340: Science and Religion. For a complete listing of examination and course offerings, visit [www.excelsior.edu/courses](http://www.excelsior.edu/courses). Examinations or courses used to satisfy the written English requirement and lower-level applied, technical, or professional writing courses may not be applied toward the Humanities requirement.

### Quantitative Reasoning Requirement

All Excelsior College baccalaureate degree program students are required to take an examination or course (at least 2 credits or 3 quarter hours) in quantitative reasoning. As a liberal arts student, you may satisfy this requirement by taking any college-level mathematics or statistics course. The Excelsior College Examination in Statistics [**MATx210 Statistics**] may be used to satisfy this requirement. Guided learning materials are available to help you prepare for the Excelsior College Examination in Statistics. Excelsior College quantitative reasoning



courses are MAT 113 College Math, MAT 114 Intermediate Algebra, MAT 116 Precalculus Algebra, MAT 201 Statistics, and MAT 224 Mathematical Applications for Today's World.

### Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. This competency will be assessed through the Excelsior College one-credit course, **INL 102 Information Literacy**, offered online, or by a course taken after 1995 at a regionally accredited college covering comparable content. Students seeking additional information about this requirement can download the Information Literacy requirement FAQ at [www.excelsior.edu/infolitFAQ](http://www.excelsior.edu/infolitFAQ) (requires log in with your MyEC username and password) or consult with their academic advising team.

### Total Credits

You must earn a minimum of 60 credits for an associate degree and 120 credits for a bachelor's degree. The credits must satisfy the requirements prescribed for each type of degree.

**Note:** Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

### Minimum Academic Average

You must have a cumulative grade point average (GPA) of 2.0 or better in order to graduate. In addition, a 2.0 GPA or better is required in each depth, area of focus, and major for a bachelor's degree.

### Computer Applications Limit

The General Education faculty have placed a six (6) credit limit on the use of courses whose primary thrust is to teach the use of elementary applications software packages (e.g., Microsoft Word, Excel, Access). Courses in the theory of information processing will not fall under the limit.

### Professional/Clinical Restriction

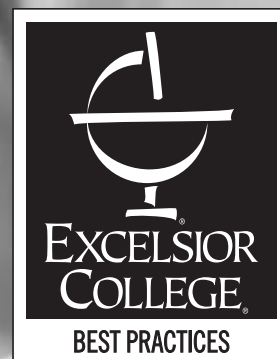
The General Education faculty have placed a restriction on the use of professional and clinical credits from theological, chiropractic, dental, medical, and physician assistant programs to those credits needed to complete degree requirements. We strongly suggest that if you intend to apply such credits toward a graduate degree or to seek state certification/licensure (either now or in the future), you inquire of the appropriate graduate program, licensing board, or state agency whether it imposes restrictions on the use of graduate credits toward an undergraduate degree. (If you are a chiropractic student seeking licensure in the state of Florida, and if you matriculated into a doctor of chiropractic program after July 1, 2000, you will not be allowed to seek licensure using chiropractic credits that have been applied toward your bachelor's degree.) Information about states' chiropractic licensing requirements is accessible at <http://www.fclb.org>.

### Mathematics Restriction

Arithmetic courses and courses that have been designated as developmental or remedial may not be used toward your degree. No more than three courses on the semester-hour system (or four courses on the quarter-hour system) of mathematics credit below the level of calculus may be applied to any degree. Representative titles of math courses below the level of calculus include College Math, College Algebra, Elementary Functions, Modern Math, Fundamentals of Algebra, Trigonometry, and Precalculus.

# For your benefit:

## A Word of Caution About Test Preparation and Tutorial Services



*There are tutorial firms, test preparation services, and for-profit publishing companies that sell materials with the claim that their materials will help students prepare for and pass Excelsior College® Examinations. The College is not affiliated with any test preparation company and does not endorse the products or services of any test preparation organization.*

However, because there are companies that sell test preparation products and services, we felt it in our students' best interest to develop operating standards, a set of Best Practices for Test Preparation Providers, which we believe these companies should voluntarily follow. We have done this to give our students a measure of confidence that the test preparation company with which they are dealing has a record of engaging in ethical business and financial practices with its clients. You can find these Best Practices at [www.excelsior.edu/bestpractices](http://www.excelsior.edu/bestpractices).

Using the services of a test preparation provider is up to individual students and whether or not they believe they need these services. We do not review the materials any company produces for content. Test preparation providers that agree to follow our Best Practices, though, are expected to use the learning resources that are required and/or recommended by our faculty in the development of the study materials that they produce.

Before you spend hundreds, even thousands of dollars for the products and services of a test preparation provider, check to see if the company has voluntarily agreed in writing to follow our Best Practices for Test Preparation Providers.

**The best way is to call the College and ask us.** Another way is to see if the company displays on its Web site and in its publications the graphic shown here. Only test preparation providers that have agreed to follow our Best Practices are authorized to display this symbol.

Excelsior College itself does provide its students with a variety of learning opportunities and assistance. These include:

- Guided learning materials prepared by our faculty who develop the exams
- Online practice tests for many of our exams
- Access to our online library which is provided in collaboration with Johns Hopkins University
- Workshops and teleconferences
- Help from master's and doctoral prepared nurse educators for our nursing exams

Since the materials and programs that Excelsior provides to its students are prepared by the faculty who develop the exams, you can be assured that Excelsior's materials are current and cover the subjects you are expected to master for the exams.

# Associate Degree Programs in the Liberal Arts



## Associate in Arts and Associate in Science

Associate Degree Programs

AA | AS

### Associate in Arts

The Associate in Arts degree requires a total of **60** credits. Within that total, at least **48** credits must be earned in the arts and sciences and the remaining **12** credits may be earned in applied professional courses, additional arts and sciences courses, or a combination of both. Chart 1 shows the distribution of credits required for an Associate in Arts degree.

- **Written English:** 3 credits (minimum grade of C required)
- **General Education:** 33 credits—12 credits in each of two distribution areas, 9 credits in the other distribution area
  - Humanities Requirement:** 3 credits in art, music, or other humanities. Credit used to satisfy the written English requirement will not apply
- **Information Literacy:** 1 credit
- **Arts and Sciences Electives:** 12 credits
- **Applied Professional Credits:** 11 credits
- **Optional—Area of Focus:** 15 credits in a single arts and sciences discipline [refer to Area of Focus Option on page 22]

### Associate in Science

The Associate in Science degree requires a total of **60** credits. Within that total, at least **30** credits must be earned in the arts and sciences and the remaining **30** credits may be earned in applied professional courses, additional arts and sciences credits, or a combination of both. Chart 2 shows the distribution of credits required for an Associate in Science degree.

- **Written English:** 3 credits (minimum grade of C required)
- **General Education:** 24 credits—9 credits in each of two distribution areas, 6 credits in the other distribution area
  - Humanities Requirement:** 3 credits in art, music, or other humanities. Credit used to satisfy the written English requirement will not apply
- **Information Literacy:** 1 credit
- **Arts and Sciences Electives:** 3 credits
- **Applied Professional Credits:** 29 credits
- **Optional—Area of Focus:** 15 credits in a single discipline [refer to Area of Focus Option on page 22]

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

CHART 1

## Associate in Arts Degree

**AA****Total Degree  
Credits Required:  
60****Arts and Sciences****Credit  
Hours**

Arts and Sciences Electives

12

Written English Requirement

3

**General Education Requirement  
Distribution Areas (33 credits minimum)**

Humanities\*

12

Social Sciences/History

12

Natural Sciences/Mathematics

9

OR

Humanities\*

12

Social Sciences/History

9

Natural Sciences/Mathematics

12

OR

Humanities\*

9

Social Sciences/History

12

Natural Sciences/Mathematics

12

**Total Arts and Sciences****48**

\*Three (3) credits are required in disciplines such as art, music, and philosophy. (See humanities requirement page 16.)

**Other Requirements****Credit  
Hours**Applied Professional Credits or  
Additional Arts and Sciences

11

Information Literacy

1

**Total Other Requirements****12**

CHART 2

## Associate in Science Degree

**AS****Total Degree  
Credits Required:  
60****Arts and Sciences****Credit  
Hours**

Arts and Sciences Electives

3

Written English Requirement

3

**General Education Requirement  
Distribution Areas (24 credits minimum)**

Humanities\*

9

Social Sciences/History

9

Natural Sciences/Mathematics

6

OR

Humanities\*

9

Social Sciences/History

6

Natural Sciences/Mathematics

9

OR

Humanities\*

6

Social Sciences/History

9

Natural Sciences/Mathematics

9

**Total Arts and Sciences****30**

\*Three (3) credits are required in disciplines such as art, music, and philosophy. (See humanities requirement page 16.)

**Other Requirements****Credit  
Hours**Applied Professional Credits or  
Additional Arts and Sciences

29

Information Literacy

1

**Total Other Requirements****30**



# Baccalaureate Degree Programs in the Liberal Arts



## Bachelor of Arts and Bachelor of Science



The baccalaureate degree requires **120** credits and includes requirements in written English, general education, humanities, quantitative reasoning, information literacy, and arts and sciences electives. You have the option of choosing to complete a major in a specific subject area. If you choose not to complete a major, you may select the liberal studies option. (See Charts 3 and 4 and the sections on the liberal studies option and majors.)

### Level Requirement

You are required to demonstrate a high level of learning by accumulating at least 30 upper-level credits.

In the Bachelor of Arts program, you must earn all 30 upper-level credits in the arts and sciences. In the Bachelor of Science program, you must earn 21 of the 30 upper-level credits in the arts and sciences. The remaining 9 upper-level credits can be earned in the applied professional areas.

An upper-level designation is assigned to advanced, intensive courses that are not introductory in content but which build upon significant prior knowledge in the discipline. Traditionally, these are courses offered at four-year institutions to juniors and seniors who have met prerequisites by completing introductory and intermediate courses in the subject area. Courses offered at two-year colleges or community colleges will not be considered for upper-level credit. Introductory and intermediate courses, even when they are offered only to juniors and seniors, are classified as lower-level. For example, Art of the Western World, Anatomy & Physiology, Cultural Anthropology, Music Apprecia-

tion, Principles of Management, Oceanography, and Organic Chemistry are always considered lower level by the faculty, no matter what course number the offering college assigns to the course.

### Research and Writing in the Major Requirement

Beginning September 1, 2007, all students enrolled in a Liberal Arts major, with the exception of Mathematics, must satisfy the Research and Writing in the Major requirement. This requirement can be satisfied in a variety of ways:

- Many of the current Excelsior College courses will incorporate a research and writing component within the course, so students can complete this requirement by taking one of these designated courses needed for the major. [HIS 440: Historiography]
- A graded research paper (eight-page minimum) may be submitted through an advisor for review. Completed for an upper-level course in the major discipline, this paper must be written in an associated style and supported by published articles from appropriate publications.
- Students may enroll in the Excelsior College course **LA 490: Research and Writing in the Major**. This eight-week, one-credit, upper-level course consists of the development of a literature review and subsequent 2,000-word (eight-page) research paper in the student's discipline. This course is intended to demonstrate the student's ability to understand professional research and write in the style of their

major. Students must have completed their Information Literacy requirement and written English requirement before taking this course.

- Students who have future plans of graduate school may enroll in our **MLS 500: Graduate Research and Writing** course to complete this requirement.

### Depth Requirement

You are required to demonstrate expertise by certifying depth of knowledge in at least two different disciplines or subject areas. In each of these areas you must complete at least 12 credits, including a minimum of 3 credits at the upper level. For the Bachelor of Arts degree, both of these areas must be in the arts and sciences; for the Bachelor of Science degree, one of these areas must be in the arts and sciences. The other may be in the arts and sciences or in an area of applied knowledge such as agriculture, business, education, engineering, military science, or nursing.

The depth requirement guards against overspecialization on one hand and fragmentation on the other. For example, it prevents the satisfaction of depth requirements by the use of credits from overlapping disciplines. In cases where two disciplines are related but not overlapping (such as sociology and criminal justice), you may apply credit from a course that has content related to both (Introduction to Criminology, for example) to only one depth requirement. In cases

where disciplines appear to overlap, the faculty will make a final decision.

You must maintain a 2.0 (C) grade point average (GPA) within each depth area. Note: Depth areas will not be listed on your Excelsior College transcript.

### Area of Focus Option (Associate and Baccalaureate)

As an undergraduate liberal arts student you can complete an area of focus and have it listed on your transcript as a means of demonstrating a substantial amount of academic attention to a particular discipline.

The requirement for an area of focus in an Associate in Science degree program is 15 credits in a single discipline, either in an applied professional discipline (e.g., architecture) or in an arts and science discipline (e.g., history). Students in the Associate in Arts degree program are restricted to areas of focus in arts and sciences (e.g., music, psychology). All of the credits for an associate degree area of focus can be lower level.

The requirement for an area of focus at the baccalaureate level is 21 credits, of which 6 must be at the upper level. All credits must be in a single discipline. Students in the Bachelor of Arts degree program are restricted to areas of focus in arts and sciences (e.g., foreign language, political science), whereas Bachelor of Science degree program areas of focus could come

## Current Majors

### Area Studies

Biology

Chemistry

Communication

- Communication Studies
- Journalism
- Media Studies
- Organizational Communication
- Public Relations
- Strategic Communication

### Criminal Justice

- Administration of Criminal Justice
- Corrections
- Criminal Profiling and Investigative Analysis
- Homeland Security
- Law Enforcement and Public Safety

Economics

Geography

Geology

History

Literature in English

Mathematics

Music

Philosophy

Physics

Political Science

Psychology

Sociology

World Language and Literature

from either arts and sciences disciplines or applied professional (e.g., health, education). An area of focus allows students the opportunity to recognize a prominent accomplishment of study in a specific discipline for which a formal college major is unavailable. It also benefits students who have not met the requirements for a major but would like to document the achievement of substantial coursework completed in a specific academic area.

There is no prescribed curriculum or sequencing of courses required. Areas of focus, as depths are in the baccalaureate programs, will be advisor-recommended during the evaluation process. In other words, you will not “apply” for areas of focus at the time of enrollment. You can however, in consultation with advisors, build areas of focus into your degree program. Areas of focus can be used to satisfy the depth requirements. For example, an area of focus in engineering, an applied professional discipline, would satisfy Depth 2 for a Bachelor of Science degree student, but would not satisfy a depth for a Bachelor of Arts degree student because both depths must come from the arts and sciences.

Liberal arts degree students must have a 2.0 grade point average or higher in their major, within each depth area, and for each area of focus. Areas of focus will be annotated on the transcript but will not appear on the diploma. No more than two areas of focus can be established.

Examples of Areas of Focus (list not exhaustive) are Administrative/Management Studies, Computer Information Science, Criminal Justice/Protective Services, Earth Science, Health Professions, and Religious Studies.

### Major Option

The Bachelor of Arts and Bachelor of Science degrees with a major offer you an opportunity to develop an in-depth understanding of a single discipline or area of study within the broader scope of the liberal arts and sciences.

The Major Option is an excellent choice for students who are building on a prior interest or study. Furthermore, completing a major can provide a sound foundation for study at the graduate level in the same field or in a related one. To learn more about how earning a degree with a major can enhance your future, visit MyEC Career Resources on our Web site or consult with your advisor. You are limited to two majors.

Detailed major guidelines regarding each of these disciplines begin on page 28. The guidelines are also accessible as separate PDF documents on the College’s Web site. Note: Your major will be listed on your Excelsior College transcript and your diploma.

You may demonstrate knowledge in a specific major in one or two ways:

1. Submission of appropriate and sufficient college course credits and successful performance on proficiency examinations in the subject area
2. Successful completion of an appropriate Graduate Record Examinations (GRE) Subject Test and completion of the Research and Writing in the Major requirement

### Liberal Studies Option

The Bachelor of Arts in Liberal Studies/Bachelor of Science in Liberal Studies (BAL/BSL) degree, unlike the Bachelor of Arts/Bachelor of Science (BA/BS), which concentrates on one particular area of study, is designed to offer students the opportunity to explore the breadth of the liberal arts and sciences. It allows you to round out your previous work and academic experience with liberal arts and science knowledge that is fundamental to a bachelor’s degree. The degree stresses intellectual development and a multidisciplinary exploration of the critical issues and values inherent in the human experience. Students who choose to pursue a liberal studies degree do not specialize; rather, they select from a vast menu of courses in disciplines such as literature, art, mathematics, philosophy, biology, history, and anthropology that address the issue of what it means to be human. Such courses prompt students to ask questions about themselves, their history, their culture, their values, and their future and to consider whether a liberal education can, perhaps, release us from preconceived notions and unexamined attitudes.

The BAL/BSL is an excellent choice for students who have not yet made a decision and would like to investigate multiple options while developing the skills and background necessary for a personally, socially, and professionally fulfilling life. In addition, the degree facilitates the aims inherent in sound education, as it encourages students to think critically, to write effectively, and to communicate with clarity and precision.

# Bachelor of Arts Degree in the Liberal Arts Requirements:

The Bachelor of Arts degree requires a total of **120** credits. Within that total, at least **90** credits must be earned in the arts and sciences with at least **30** of those **90** credits earned at the upper (advanced) level. The remaining **30** credits may be earned in applied professional courses, additional arts and sciences courses, or a combination of both. Chart 3 shows the distribution of credits required for a Bachelor of Arts degree.

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

Baccalaureate  
Degree Program



## Bachelor of Arts

- **Written English:** 3 credits  
(minimum grade of C required)
- General Education: 33 credits (minimum)  
12 credits in each of two distribution areas,  
9 credits in the other distribution area
  - Quantitative Requirement:**  
2 credits in college-level  
mathematics or statistics
  - Humanities Requirement:**  
3 credits in art, music, or other humanities.  
Credit used to satisfy the written English  
requirement will not apply
- **Information Literacy:** 1 credit

- **Depth Requirement:** 12 credits (minimum) in each  
of two different arts and sciences disciplines (at  
least 3 of which in each depth area must be at the  
upper level) (minimum 2.0 GPA required)
- **Area of Focus: [optional]** 21 credits (minimum)  
in a single arts and sciences discipline, of which  
6 must be upper level. An area of focus may be  
used to satisfy a depth requirement (minimum  
2.0 GPA required) [refer to Area of Focus Option  
on page 22].
- **Major: [optional]** 30–33 credits (at least 15 of  
which are at the upper level) in a single arts and  
sciences discipline. A major may be used to sat-  
isfy one depth requirement (minimum 2.0 GPA  
required). Refer to Guidelines for the Majors.



# CHART 3

## Bachelor of Arts Degree

See page 24 for detailed explanation of degree requirements.

**Total Degree Credits Required: 120  
at least 30 at upper (advanced) level**

**BA**

### Arts and Sciences

Credit  
Hours

Written English Requirement

3

#### General Education Requirement\* Distribution Areas (33 credits minimum)

Humanities\*\*

9

Social Sciences/History

12

Natural Sciences/Mathematics\*\*\*

12

OR

Humanities\*\*

12

Social Sciences/History

12

Natural Sciences/Mathematics\*\*\*

9

OR

Humanities\*\*

12

Social Sciences/History

9

Natural Sciences/Mathematics\*\*\*

12

Additional Arts and Sciences Electives

54

**Total Arts and Sciences  
(at least 30 at upper (advanced) level)**

**90**

### Other Requirements

Applied Professional Credits or  
Additional Arts and Sciences

29

Information Literacy

1

**Total Other Requirements**

**30**

Choose **either** the Liberal Studies  
Option **OR** the Major Option

#### Liberal Studies Option

##### Depth Requirement 1\*

12 credits minimum in a single arts and sciences discipline, at least 3 credits at the upper (advanced) level

AND

##### Depth Requirement 2\*

12 credits minimum in a single arts and sciences discipline, at least 3 credits at the upper (advanced) level

#### Major Option

##### Depth Requirement 1\* (Major Option\*)

(A major will satisfy one depth requirement.)  
30–33 specified credits in a single arts and sciences discipline, with at least 15 credits at the upper (advanced) level

AND

##### Depth Requirement 2\*

12 credits minimum in a single arts and sciences discipline, at least 3 credits at the upper (advanced) level

\* Credits used to satisfy requirements in one area may simultaneously satisfy requirements in another area.

\*\* Three (3) credits are required in disciplines such as art, music, and philosophy. (See humanities requirement page 16.)

\*\*\* Two (2) credits are required in mathematics or statistics. (See quantitative reasoning requirement.)

Baccalaureate  
Degree Program

# Bachelor of Science Degree in the Liberal Arts Requirements:

The Bachelor of Science degree requires a total of **120** credits. Within that total, at least **60** credits must be earned in the arts and sciences with at least **21** of those **60** credits earned at the upper (advanced) level. The remaining **60** credits, of which at least **9** must be earned at the upper (advanced) level, may be earned in applied professional courses, additional arts and science courses, or a combination of both. Chart 4 shows the distribution of credits required for a Bachelor of Science degree. The BSL degree is the most flexible degree offered.



Baccalaureate  
Degree Program

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

## Bachelor of Science

- **Written English:** 3 credits  
(minimum grade of C required)
- **General Education:** 24 credits (minimum)—  
9 credits in each of two distribution areas,  
6 credits in the other distribution area
  - Quantitative Requirement:**  
2 credits in college-level  
mathematics or statistics
  - Humanities Requirement:**  
3 credits in art, music, or other  
humanities. Credit used to satisfy  
the written English requirement  
will not apply
- **Information Literacy:** 1 credit

- **Depth Requirement:** 12 credits (minimum), at  
least 3 of which must be at the upper level in each  
depth area. The **first** depth must be in an arts  
and science discipline. The **second** may be in an  
applied professional area. (minimum 2.0 GPA  
required)
- **Area of Focus: [optional]** 21 credits (minimum)  
in a single arts and sciences or applied professional  
discipline, of which 6 must be upper level. An area  
of focus may be used to satisfy a depth require-  
ment. (minimum 2.0 GPA required) [refer to Area  
of Focus Option on page 22]
- **Major: [optional]** 30–33 credits (at least 15 of  
which are at the upper level) in a single arts and  
sciences discipline. A major may be used to satisfy  
the first depth requirement. (minimum 2.0 GPA  
required). Refer to Guidelines for the Majors.

# CHART 4

## Bachelor of Science Degree

See page 26 for detailed explanation of degree requirements.

**Total Degree Credits Required: 120  
at least 30 at upper (advanced) level**

**BS**

### Arts and Sciences

Credit  
Hours

Written English Requirement

3

#### General Education Requirement\* Distribution Areas (24 credits minimum)

Humanities\*\*

9

Social Sciences/History

9

Natural Sciences/Mathematics\*\*\*

6

OR

Humanities\*\*

6

Social Sciences/History

9

Natural Sciences/Mathematics\*\*\*

9

OR

Humanities\*\*

9

Social Sciences/History

6

Natural Sciences/Mathematics\*\*\*

9

Additional Arts and Sciences Electives

33

**Total Arts and Sciences  
(at least 21 at upper (advanced) level)**

**60**

### Other Requirements

Applied Professional Credits or  
Additional Arts and Sciences  
at least 9 at upper (advanced) level

59

Information Literacy

1

**Total Other Requirements**

**60**

Choose **either** the Liberal Studies  
Option **OR** the Major Option

#### Liberal Studies Option

##### Depth Requirement 1\*

12 credits minimum in a single arts and sciences discipline, at least 3 credits at the upper (advanced) level

AND

##### Depth Requirement 2\*

12 credits minimum in a single applied professional or arts and sciences discipline, at least 3 credits at the upper (advanced) level

#### Major Option

##### Depth Requirement 1\* (Major Option\*)

(A major will satisfy one depth requirement.)  
30–33 specified credits in a single arts and sciences discipline, with at least 15 credits at the upper (advanced) level

AND

##### Depth Requirement 2\*

12 credits minimum in a single applied professional or arts and sciences discipline, at least 3 credits at the upper (advanced) level

\* Credits used to satisfy requirements in one area may simultaneously satisfy requirements in another area.

\*\* Three (3) credits are required in disciplines such as art, music, and philosophy. (See humanities requirement page 16.)

\*\*\* Two (2) credits are required in mathematics or statistics. (See quantitative reasoning requirement.)

# Guidelines for the Majors

These guidelines, established by the Excelsior College faculty, define core requirements for major(s) in a specific subject area or areas in either a Bachelor of Arts or Bachelor of Science degree program. They also establish clusters of intermediate and upper-level courses within which you must earn credit, and they recommend areas for elective work.

Minimum requirements for a major are 30–33 credits, of which 15 credits must be upper level. Appropriate proficiency examinations may also be used to satisfy requirements. Any examination or course used to fulfill major requirements must be worth at least 2 semester hours or 3 quarter hours of credit. The minimum acceptable grade point average within any major is 2.0.

**Note:** Where an Excelsior College Examination or Course will satisfy a requirement, it is shown in [brackets]. Excelsior College Examinations have an “x” after the department e.g., [BIOx220 Microbiology]. Excelsior College Examinations and Courses abide by the following course-level system: 100–200 lower level and 300–400 upper level. For example, HIS 440: Historiography is an upper-level history course.

## Area Studies Major

Area Studies is an interdisciplinary approach to the study of human culture designed to enable you to develop an in-depth understanding of the life, language, and institutions of people living in a given region of the world. You may designate a country, such as China, India, or Russia (but not the United States) or an area, such as the Middle East, Southeast Asia, or Latin America, and present an integrated set of courses in the humanities and social sciences that focuses on the target area. In this description, the terms “target area” and “target language” refer to the specific culture on which you will focus. For example, if you choose an area study centered on Japan, Japan will be the target area and Japanese the target language; for area study centered on Scandinavia, Scandinavia will be the target

area and you will choose Danish, Finnish, Norwegian, or Swedish as the target language. When your target area is a geographical region (for example, Eastern Europe) rather than a single country, the term “context area” refers to the target area as a whole. When your target is a single country, the term “context area” refers to the surrounding culture in which the target area is immersed. For example, for area study of Japan, the context area would be East Asia; for area study of Norway, the context area would be Scandinavia; for area study of Poland, the context area would be Eastern Europe. Because course titles do not always clearly designate the geographical areas covered, you should be prepared to submit a syllabus or other documentation to demonstrate that a course submitted for the major focuses appropriately on the chosen target area.

Refer to the World Language and Literature major guidelines for a representative list of Level I, II, and III target languages.

Level I languages normally require four semesters of study (or equivalent) to prepare for advanced course work.

Level II and III languages normally require six semesters of study (or equivalent) to prepare for advanced course work.

**Note:** Minimum of 30 credits and a 2.0 GPA required for this major.

## Outcomes for the Area Studies Major

Students who complete the major in Area Studies should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Read, speak, write and comprehend spoken forms of the target language at the intermediate level.
2. List the key elements of one or more aspects of culture in the context area (e.g., history, geography, social organization, art forms, institutions, and/or everyday life).
3. Critically evaluate current thinking on at least one of the following topics with special attention to how this topic contributes to understanding of the chosen target area: global environment; Third World; war and peace; social inequalities race, gender, class; multiculturalism; or international development issues.

**Find the courses and exams you need to finish your degree with Course Search: [www.excelsior.edu/coursesearch](http://www.excelsior.edu/coursesearch)**



**I. Core requirements**

- A. One advanced foreign language course in the target area. Credits earned below the advanced level will not be applied toward the major but will count toward the degree. (3 credits minimum)
- B. A survey of the culture(s) in the target area (e.g., East Asia; South Asia; the Middle East; Western Europe; the Balkans; Russia and the countries of the former Soviet Union)
- C. A survey of the literature of the context area
- D. Research and Writing in the Major  
[LA 490 Research and Writing—Social Sciences]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

**II. Intermediate and upper-level courses**

A minimum of five courses with a focus on or direct relevance to the target area, including at least one from category A, one from category B, and one from category C.

**A. Humanities**

1. Advanced Language Study
2. Art (courses such as Introduction to the Landscape Tradition in China and Japan; Topics in the Art of India; The Murals of Orozco; Masterpieces of Italian Art)
3. Literature (courses such as Topics in Folklore; Latin American Fiction; Introduction to the Theatre of Japan; Romanticism and Post-Romanticism in Modern Chinese Culture; Comparative Poetics; Literature and Society; African Folktales; Icelandic Sagas)
4. Religious Studies (courses such as The Bible; Buddhism; African Religious Thought; Traditions in Hebrew Teachings; The Quran; Comparative Religions)  
[RELx310 Religions of the World, REL 340 Science and Religion]

**B. Social Sciences**

1. Anthropology (courses such as Culture and Health; The People and Cultures of Northern Africa; Social History of Korean Culture; Problems in Colonial Cultures)
2. Economics (courses such as Feast and Famine: The Problem of World Hunger; The Economics of Third World Countries; The Emergence of Japanese Economic Power)
3. History (courses such as Sino-Russian Relations; The Impact of Western Society and Technology on Non-Western Societies; Latin America and the United States; History of...; The Emergence of Modern Japan) [HIS 341 Contemporary European History and Politics, HIS 342: Contemporary Middle East History]
4. Political Science (courses such as History of World Communism; Theories of Colonialism and Imperialism; Comparative Public Policy) [POL 340 Comparative Politics: Latin American Emphasis, POL 341 Contemporary European History and Politics, POL 342 Contemporary Middle East History]
5. Sociology (courses such as Demographics and Development; Modernization and Comparative Development; Race, Class, and Ethnicity in the Modern Non-Western World) [SOC 325 Families in A Global Context, SOC 328 Social Inequalities in the World]
6. Geography (courses such as Geography of Africa, Geography of China, Geography of Latin America and the Caribbean, and Geography of Japan and the Pacific Rim)

**C. Topics in International Studies**

1. The Global Environment
2. The Third World
3. War and Peace  
[HISx340 World Conflicts Since 1900]

100–200 lower level  
300–400 upper level  
“x” designates examinations.

## Area Studies (continued)

4. Social Inequalities  
[CJ 328 Crimes Against Humanity]
5. Race, Gender, Class
6. Multiculturalism [SOCx305 Cultural Diversity, CJ 228 Multicultural Issues in CJ]
7. Issues in International Development  
[SOCx330 World Population]
8. World Regional Geography or  
Human Cultural Geography

### III. Electives

Additional upper-level courses focusing on the target language, the target area, or the context area.

### Biology Major

Biology is the study of life forms. We intend that you become familiar with methods of study and investigation needed to understand this modern scientific discipline, and that you acquire enough background in biology and supporting sciences to understand biological problems and the contribution biology makes toward the solution of general scientific problems. We encourage you to study a wide range of topics in biology rather than confining yourself to a narrow, highly specialized approach. For instance, if your background is geared strongly toward human or animal biology you should take, as part of your major, courses in botany and/or ecology.

Essential background subjects for a biology major include general chemistry and math through college-level trigonometry or computer science. These courses will not, however, count as part of the biology major. If you intend to continue your study of biology at the graduate level, we recommend you take organic chemistry, a general course in physics, and math through calculus.

Biology degree requirements include at least two laboratory courses, one of which must be upper-level. Where possible, biology courses should be taken with a laboratory. You may petition for a waiver of lab requirements when competency gained through work or experience can be documented for review by faculty.

**Note:** Minimum of 30 credits and a 2.0 GPA required for this major.

## Outcomes for the Biology Major

Students who complete the major in Biology should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Demonstrate knowledge of diverse life forms, classifications, cellular functions, and the interrelationships of organisms and populations.
2. Using the principles of genetics, analyze the modes of development among life forms.
3. Analyze an additional current area of biology of choice such as animal behavior, biochemistry, endocrinology or biogeography and assess the major innovations in the history of science or analyze current problems in bioethics in the topic of choice.

### I. Core requirements

- A. Introductory Biology (survey) course covering such topics as population biology, cellular biology, systems, genetics, and development in both plants and animals [BIO 110 Biology (non-lab)]
- B. Cell/Molecular Biology (courses such as Principles of Cell Biology; Cells and Molecules; Organisms and Populations; Immunology; Bacteriology; Microbiology) [BIOx220 Microbiology]
- C. Biodiversity (courses such as Botany; Plant Anatomy; Plant Physiology; Plant Ecology; Plant Diversity) [BIO 340 Biodiversity]
- D. Research and Writing in the Major [LA 490 Research and Writing—Natural Sciences]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### II. Intermediate and upper-level courses covering the major themes in biology and including at least one course in each of the following areas:

- A. Genetics
- B. History of science or bioethics  
[MLS 633 Darwinism and Its Influence]
- C. Systems biology, animal or plant (courses such as Anatomy and Physiology; Intermediate Botany; Vertebrate Physiology; Histology) [BIOx210 Anatomy & Physiology, BIOx410 Pathophysiology]

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- D. Ecology [BIO 404 Ecology]
- E. Development (courses such as Embryology; Developmental Biology) [BIO 360 Developmental Biology]

### III. Electives

Additional biology courses such as Evolution; Animal Behavior; Biochemistry; Endocrinology; Ornithology; Biogeography

## Chemistry Major

Modern chemistry is an interdisciplinary subject with roots in physics and mathematics and applications in biology, geology, psychology, and a wide range of technologies. The major in chemistry is designed to emphasize fundamental principles and to develop your experimental skill.

Essential background subjects for chemistry majors include one year of calculus and one year of college physics. These courses will not, however, count as part of the chemistry major. In addition, we highly recommend that you complete one course in computing fundamentals.

If you plan to do graduate work in chemistry, we strongly recommend that you complete elective courses in physical, inorganic, and analytical chemistry. Most graduate programs in chemistry expect students to complete a year of coursework in analytical chemistry and an upper-level course in inorganic chemistry.

Chemistry degree requirements include at least four laboratory courses, one of which must be upper-level. You may petition for a waiver of lab requirements when competency gained through work or experience can be documented for review by faculty.

**Note: Minimum of 30 credits and a 2.0 GPA required for this major.**

### Outcomes for the Chemistry Major

Students who complete the major in Chemistry should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Explain principles and applications of physical, organic and inorganic chemistry and be able to explain the structure, mechanisms, actions and reactions.

2. Demonstrate knowledge of chemical properties of organic and inorganic substances and methods in interpreting chemical analysis.
3. Critically evaluate current research topics found in at least three of the following branches of chemistry (analytical, bio, inorganic, interdisciplinary, nuclear, organic, or physical).

### I. Core requirements

- A. General Chemistry (two-semester introductory-level course) covering scientific measurement, atomic structure, periodic relationships, theories of bonding, states of matter, and solution properties, and thermochemistry, thermodynamics, equilibrium, kinetics, nuclear chemistry, and descriptive inorganic, organic, and biochemistry
  1. First Semester General Chemistry
  2. Second Semester General Chemistry
- B. Organic Chemistry (two-semester course) covering structure, stereochemistry, mechanisms, and reactions of carbon compounds
  1. First Semester Organic Chemistry
  2. Second Semester Organic Chemistry
- C. Analytical Chemistry or Instrumental Analysis (one-semester course) examining instrumentation, theory, and practice of electrometric, spectrometric, chromatographic, radio-chemical, and other physicochemical methods of measurement and analysis
- D. Physical Chemistry (one-semester course) covering principles of thermodynamics and their application to closed and open systems, phase and chemical equilibria, thermodynamics of solutions, electrochemistry, kinetic theory, and transport processes
- E. Research and Writing in the Major [LA 490 Research and Writing–Natural Sciences]

**Note: Please see page 21 for more information on the Research and Writing in the Major requirement.**

## Chemistry (continued)

### II. Intermediate and upper-level courses covering the major areas of chemistry, including at least one course in each of three of the following areas:

- A. Analytical chemistry
- B. Biochemistry
- C. Inorganic chemistry
- D. Interdisciplinary chemistry (courses such as Polymer Chemistry; Environmental Chemistry; Medicinal Chemistry)
- E. Nuclear chemistry
- F. Organic chemistry
- G. Physical chemistry

### III. Electives

Additional chemistry courses such as Chemical Synthesis; Physical Inorganic Chemistry; Chemistry of Solids; Quantum Chemistry; Spectroscopy; Kinetics; Thermodynamics and Statistical Thermodynamics; Experimental Physical Chemistry

## Communication Studies Major

The major in Communication Studies combines the study of theory, history, ethical issues, and research methods along with practical approaches in the field. Because there are many facets to communication, you are encouraged to develop depth, breadth, and understanding in one of five areas of specialization. Students also have the option to take a generalist track. The five areas of specialization are Organizational Communication, Journalism, Public Relations, Strategic Communications, and Media Studies.

### Outcomes for the Communication Studies Major

Students who complete the major in Communication Studies should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Apply appropriate basic and advanced knowledge about interpersonal communication to everyday life and/or professional settings.

2. Use appropriate research strategies and methods to explore communication theories, technologies, or practices.
3. Define ethical issues in communication and various codes of ethics of communication professionals by completing the core course on Ethics and Communication.
4. Describe how human diversity influences the communication process.

**Note: Minimum of 33 credits and a 2.0 GPA required.**

## Communication Studies Generalist

### Outcomes for the Communication Studies Generalist

1. State the theory and practice of communication in at least three specialty areas: journalism, media studies, organizational communication, public relations, and strategic communication.
2. Apply advanced theory and/or skills in one of the five specialty areas.

### I. Core requirements (9 credits)

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communication]
- C. Public Speaking and the Art of Persuasion

### II. Intermediate and upper level courses. All 3 courses required (9 credits)

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research]
- C. A Fundamentals course from any of the five areas of specialization.

### III. Electives (12 credits from at least 3 different areas of specialization)

[COMM 320 Communication and Diversity]

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#### IV. Capstone (3 Credits)

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

#### Journalism

##### Outcomes for the Journalism Specialization

1. Describe the history and practice of journalism, news organizations, and their impact on society.
2. Execute professional standard skill in contemporary news reporting, writing, and editing for mass audiences.

#### I. Core requirements (9 credits)

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communication]
- C. Public Speaking and the Art of Persuasion

#### II. Intermediate and upper level courses. All 3 courses required (9 credits)

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research]
- C. Fundamentals of Journalism

#### III. Electives (12 credits; 6 credits can be from designated courses in other areas of specialization)

Additional courses such as: Reporting, Advanced Reporting, Journalism Ethics, Feature Writing, Sports Journalism, Health and Science Journalism, Investigative Journalism, News Writing, Photojournalism, Special Topics in Journalism, Public Opinion, Interactive Web Design, Publication Design, Debate, Media and Politics, Media Literacy, Communication and Law. [COMM 320 Communication and Diversity]

#### IV. Capstone (3 credits)

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

#### Media Studies

##### Outcomes for the Media Studies Specialization

1. Illustrate knowledge and practice in media production and/or media analysis/criticism through successful completion of advanced course work.
2. Discuss the history of print and non print media industries (i.e., newspapers, broadcast networks, cable stations, film production studios), media practices, and media policy and law.

#### I. Core requirements (9 credits)

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communication]
- C. Public Speaking and the Art of Persuasion

#### II. Intermediate and upper level courses. All 3 courses required (9 credits)

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research]
- C. Fundamentals of Media Studies

#### III. Electives (12 credits; 6 credits can be from designated courses in other areas of specialization)

Additional courses such as: Media Production, Advanced Media Production, Communication and Law, Writing for Electronic Media, Film and Literature, Visual Communication, Gaming, Media Criticism, Film Analysis, Film Genres, Documentary Film, Media Management, Media Effects, Audio Production, New Media Environments, Diversity and Communication, Interactive Web Design, Publications Design, Contemporary Cinema, Media Literacy, Film Theory and Criticism, Media and Politics, Media Performance. [COMM 320 Communications and Diversity, ENG 340 Film and Literature]

100–200 lower level  
300–400 upper level  
“x” designates examinations.

**Communication Studies,  
Media Studies Specialization (continued)**

**IV. Capstone (3 credits)**

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

**Public Relations**

**Outcomes for the Public Relations Specialization**

1. Discuss the history and evolution of the industry and its many components, including productive interaction with the mass media and understanding how honesty and ethics are crucial in both conceptual and applied practice.
2. Speak and write both concisely and persuasively in the Communication Studies discipline, effectively deliver key messages to target audiences through optimal channels, conduct strategy development and planning, and offer proactive counsel.

**I. Core requirements (9 credits)**

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communications]
- C. Public Speaking and the Art of Persuasion

**II. Intermediate and upper level courses.  
All 3 courses required (9 credits)**

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research]
- C. Fundamentals of Public Relations

**III. Electives (12 credits; 6 credits can be from designated courses in other areas of specialization)**

Additional courses such as: Public Opinion, Basic PR Writing, Advanced PR Writing, Interactive Web Design, Publication Design, Diversity and Communication, Leadership and Team Building, Media Management, Speech Writing, Communication and Law, Media and Politics, Voice and Diction, Prin-

ciples of Selling, Political Communication, Special Topics in Public Relations, Media Literacy. [COMM 320 Communication and Diversity]

**IV. Capstone (3 credits)**

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

**Organizational Communication**

**Outcomes for the Organizational  
Communication Specialization**

1. Discuss the fundamental principles of human organizations including small and large group interaction, group decision making, nonverbal communication, team management, and effects of structure on communication.
2. Identify the impact of historical, cultural, and technological factors on communication in groups, teams and organizations.

**I. Core requirements (9 credits)**

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communications]
- C. Public Speaking and the Art of Persuasion

**II. Intermediate and upper level courses.  
All 3 courses required (9 credits)**

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research Methods]
- C. Fundamentals of Organizational Communication

**III. Electives (12 credits; 6 credits can be from designated courses in other areas of specialization)**

Additional courses such as: Health Communication, Nonverbal Communication, Diversity and Communication, Leadership and Team Building, Conflict Management, Group Process and Decision

Making, Special Topics in Organizational Communication, Voice and Diction, Speech Writing, Advanced Speech Writing and Public Speaking. [COMM 320 Communication and Diversity]

#### IV. Capstone (3 Credits)

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

### Strategic Communication

#### Outcomes for the Strategic Communication Specialization

1. Be able to critically analyze persuasive messages, audiences, and situations in a way that demonstrates an understanding of the rhetorical nature of all three.
2. Conduct advanced level oral performance generally and persuasive performance specifically.

#### I. Core requirements (9 credits)

- A. Introduction to Communication
- B. Interpersonal Communications  
[COMM 210 Interpersonal Communication]
- C. Public Speaking and the Art of Persuasion

#### II. Intermediate and upper level courses. All 3 courses required (9 credits)

- A. Ethics and Communication  
[COMM 335 Ethics in Communication]
- B. Social Science Research Methods  
[SOC 465 Social Science Research]
- C. Fundamentals of Strategic Communication

#### III. Electives (12 credits; 6 credits can be from designated courses in other areas of specialization)

Additional courses such as: Speech Writing, Advanced Speech Writing and Public Speaking, Lobbying, Communication and Law, Debate, Political Communication, Media and Politics, Advocacy, Voice and Diction, Principles of Selling, Rhetorical Criticism, Rhetoric and Social Justice, Diversity and Communication, Media Management, Interactive Web Design, Public Opinion, Conflict Management, Leadership and Team Building. [COMM 320 Communication and Diversity]

#### IV. Capstone (3 Credits)

A capstone course experience will ordinarily be the last course in the major. This will demonstrate the Research and Writing in the Major requirement.

### Criminal Justice Major

A major in criminal justice incorporates the theories, history, and legal and ethical issues typically covered in the study of crime and criminal justice. Because a number of perspectives and related disciplines exist within the field of criminal justice, you are encouraged to develop depth, breadth, and understanding in one of five areas of emphasis: administration of criminal justice, corrections, criminal profiling and investigative analysis, homeland security or law enforcement and public safety. The faculty recommends that you also complete coursework outside the Criminal Justice major in psychology, sociology, and communication to better place your knowledge of the field in its broader social context. This major requires 30–31 semester credits, including 15 credits at the upper level. Some elective credits allow you to develop additional depth and breadth in your selected area of emphasis.

**Note: Minimum 30 semester credits and 2.0 GPA required.**

There are several Excelsior College examinations, which can be applied toward all four emphases of this interdisciplinary major. However, you are limited to applying two of these examinations to satisfy the required intermediate and upper-level courses.

### Administration of Criminal Justice Emphasis

#### Outcomes for the Administration of Criminal Justice Emphasis

Students who complete the major in Administration should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Write and discuss a critical evaluation of the current thinking of at least 4 of the following topics:
  - a. Legal and ethical issues
  - b. Administrative functions
  - c. Administrative processes
  - d. Public policy in the context of criminal justice

## **Criminal Justice, Administration of Criminal Justice Emphasis (continued)**

- e. Community relations
  - f. Organization, review and evaluation of criminal justice administration
2. Provide alternative theoretical bases for understanding specific types of crime, victimization, and criminal justice policy.
3. Interpret professional studies in the criminal justice field thus demonstrating understanding of a range of social science research methods and applications including an analysis of diversity and related social issues in the context of the administration of criminal justice.

### **I. Core requirements**

- A. An introductory criminal justice survey course covering law enforcement, the courts, and corrections. The course may or may not include juvenile justice. [CJ 101 Introduction to Criminal Justice]
- B. An introductory-level survey course in criminal justice administration or public policy administration [CJ 255 Org/Admin Strategies in CJ]
- C. A theoretical course on theories of crime, causation, victimology, and epidemiology of crime; i.e., criminology [CJ 324 Criminology, CJ 326 Victimology]
- D. A course in research methods in the social sciences [SOC 465 Social Science Research]
- E. Research and Writing in the Major [LA 490 Research and Writing—Criminal Justice]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### **II. Intermediate and upper-level courses**

Four courses from four of the following areas:

- A. Legal and ethical issues: constitutional law, juvenile law, civil rights and liberties, ethics in criminal justice, alternative dispute resolution, family law, immigration law, correctional law, evidentiary law [CJ 265 Criminal Procedures and Evidence, CJ 310 Family Law, CJ 328 Crimes Against

Humanity, CJ 330 Judicial Process, PHlx310 Ethics: Theory & Practice]

- B. Functional administration: corrections, police, judicial, courts, and/or juvenile corrections [CJ 322 Corrections in the 21st Century]
- C. Administrative processes: alternative dispute resolution, interviewing child witnesses, victims' rights and advocacy
- D. Public policy: the legislative process, American government, state and local government, legal and judicial processes, lobbying and special interest groups [CJ 405 Community Corrections, POL 105 Introduction to American Government, POL 311 Public Policy Issues, POL 370 American Political Behavior]
- E. Community relations: communications and public relations, community policing, community corrections, race and ethnicity, social psychology, social stratification, cultural diversity [CJ 228 Multicultural Issues in Criminal Justice, CJ 365 Police and the Community, CJ 405 Community Corrections, PSYx325 Social Psychology, PSY 360 Social Psychology, SOC 215 Contemporary Social Problems, SOCx320 Juvenile Delinquency, SOCx305 Cultural Diversity, CJ 326 Victimology, SOC 328 Social Inequalities in the World]
- F. Organization and administration: program review and evaluation, finance and budgeting, human resource development, personnel management, group dynamics, supervision, organizational behavior, organizational communications, leadership in organizations, industrial psychology [BUS 311 Organizational Behavior, BUSx315 Organizational Behavior, BUSx410 Human Resource Management, CJ 255 Org/Admin Strategies in CJ, CJ 354 Managing Homeland Security, CJ 452 Security Planning and Assessment]

### **III. Electives**

Additional courses in Criminal Justice or Related Subjects. [CJ 110 Introduction to Law Enforcement, CJ 120 Introduction to Corrections, CJ 320 Correctional Treatment Strategies, CJ 340 Private Security, CJ 350 International Terrorism, CJ 352 Domestic Terrorism, CJ 360 Forensic Pathology (Non-Lab), CJ 370 Criminal Profiling and Investigative Analysis, CJ 372 Crime Scene Analysis, CJ 385 Cyber/White Collar Crimes, CJ 420 The CJ System and Women, CJ 428 Families, Delinquency and

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Crime, CJ 432 Drugs and Crime, CJ 436 Child Abuse and Neglect, CJ 450 Counterterrorism, CJ 472 Psychology of Violent Crimes]

### Corrections Emphasis

#### Outcomes for the Corrections Emphasis

Students who complete the major in Corrections should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Write and discuss a critical evaluation of the current thinking of at least 4 of the following topics:
  - a. Legal and ethical issues
  - b. History and philosophy of the theories of corrections
  - c. Special populations as defined by age, sex, race or membership in organizations
  - d. Contemporary social issues
  - e. Correctional settings
2. Provide alternative theoretical bases for understanding specific types of crime, victimization, and criminal justice policy.
3. Interpret professional studies in the criminal justice field thus demonstrating understanding of a range of social science research methods and applications including an analysis of diversity and related social issues in the context of corrections.

#### I. Core requirements

- A. An introductory criminal justice survey course covering law enforcement, the courts, and corrections. The course may or may not include juvenile justice. [CJ 101 Introduction to Criminal Justice]
- B. An introductory-level survey course in corrections [CJ 120 Introduction to Corrections]
- C. A theoretical course on theories of crime, causation, victimology, and epidemiology of crime; i.e., criminology [CJ 324 Criminology, CJ 326 Victimology]
- D. A course in research methods in the social sciences [SOC 465 Social Science Research]

- E. Research and Writing in the Major [LA 490 Research and Writing—Criminal Justice]

Note: Please see page 21 for more information on the Research and Writing in the Major requirement.

#### II. Intermediate and upper-level courses

Four courses from at least three of the following areas:

- A. Legal and ethical issues: constitutional law, juvenile law, civil rights and liberties, ethics in criminal justice, alternative dispute resolution, rights of the offender, correctional law, evidentiary law [CJ 265 Criminal Procedures and Evidence, CJ 310 Family Law, CJ 328 Crimes Against Humanity, CJ 330 Judicial Process, PHlx310 Ethics: Theory & Practice]
- B. History and philosophy: theories of punishment, rehabilitation and treatment, the death penalty, history and philosophy of corrections, penology [CJ 320 Correctional Treatment Strategies, CJ 322 Corrections in the 21st Century]
- C. Special populations: juvenile corrections, minorities in corrections, gangs, and issues in race, gender, religions, aging, juvenile delinquency, etc. [CJ 228 Multicultural Issues in Criminal Justice, CJ 385 Cyber/White Collar Crimes, CJ 420 The CJ System and Women, CJ 428 Families, Delinquency and Crime, PSYx315 Psychology of Adulthood & Aging, REL 340 Science and Religion, RELx310 Religions of the World, SOCx305 Cultural Diversity, SOCx310 Foundations of Gerontology, SOCx320 Juvenile Delinquency]
- D. Social issues: violence, mental health, health, aging, social psychology, social problems, terrorism [CJ 326 Victimology, CJ 328 Crimes Against Humanity, CJ 385 Cyber/White Collar Crimes, CJ 432 Drugs and Crime, CJ 436 Child Abuse and Neglect, CJ 472 Psychology of Violent Crimes, PSYx310 Abnormal Psychology, PSYx315 Psychology of Adulthood & Aging, PSYx325 Social Psychology, PSY 360 Social Psychology, SOC 215 Contemporary Social Problems, SOCx310 Foundations of Gerontology, SOC 328 Social Inequalities in the World]
- E. Correctional settings, practices or procedures: non-institutional community corrections, diversion, parole and probation, institutional

## **Criminal Justice, Corrections Emphasis (continued)**

corrections, comparative corrections, correctional procedures, correctional practices [CJ 405 Community Corrections]

### **III. Electives**

Additional courses in Criminal Justice or Related Subjects. [BUS 311 Organizational Behavior, BUSx315 Organizational Behavior, CJ 110 Introduction to Law Enforcement, CJ 255 Org/Admin Strategies in CJ, CJ 340 Private Security, CJ 350 International Terrorism, CJ 352 Domestic Terrorism, CJ 354 Managing Homeland Security, CJ 360 Forensic Pathology (Non-Lab), CJ 365 Police and the Community, CJ 370 Criminal Profiling and Investigative Analysis, CJ 372 Crime Scene Analysis, CJ 420 The CJ System and Women, CJ 450 Counterterrorism, CJ 452 Security Planning and Assessment, CJ 472 Psychology of Violent Crimes, POL 311 Public Policy Issues]

### **Criminal Profiling and Investigative Analysis Emphasis**

This new emphasis will open in September 2008.

### **Outcomes for the Criminal Profiling and Investigative Analysis Emphasis**

Students who complete the major in Criminal Profiling and Investigative Analysis should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Write and discuss critical evaluation of the current thinking of at least 4 of the following topics:
  - a. Legal and ethical issues
  - b. Criminal investigative procedure and practice
  - c. Psychology of violent crimes
  - d. Criminal profiling
  - e. Forensic pathology
2. Provide alternate theoretical bases for understanding specific types of crime, and criminal justice policy
3. Interpret professional studies in the criminal justice field thus demonstrating understanding of a range of social science research methods and applications including an analysis of diversity and related social

issues in the context of criminal profiling and investigative analysis.

### **I. Core Requirements**

- A. An introductory criminal justice survey course covering law enforcement, the courts, and corrections. The course may or may not include juvenile justice. [CJ 101 Introduction to Criminal Justice]
- B. An introductory-level survey course in law enforcement [CJ 110 Introduction to Law Enforcement]
- C. A theoretical course on theories of crime, causation, victimology, and epidemiology of crime; i.e., criminology [CJ 324 Criminology, CJ 326 Victimology]
- D. A course in research methods in the social sciences [SOC 465 Social Science Research]
- E. Research and Writing in the Major [LA 490 Research and Writing—Criminal Justice]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### **II. Intermediate and upper-level courses**

Four courses from at least four of the following areas:

- A. Forensic Pathology: An examination of the early theories and practices, as well as advances, up to and including the latest scientific concepts and breakthroughs in the field. Focus will be on several areas of controversy within the criminal justice field and a look to the future and the changes that are coming [CJ 360 Forensic Pathology Non-Lab]
- B. Criminal Profiling and Investigative Analysis: An examination of the history and practice of criminal profiling as it applies to criminal investigation. Exploration of methodologies and techniques of profile construction and behavioral analysis, as well as ethics and standards of the field. Case studies will be read, which will allow the creation of criminal profiles and evaluate the usefulness of the profiles to an investigation [CJ 370 Criminal Profiling and Investigative Analysis]

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- C. **Crime Scene Analysis:** An exploration of the practice of developing a theory as to crime motivation, crime elements, and offender identification by means of physical evidence, forensics, crime scene behavior, crime reconstruction, and crime reenactment. Addresses topics such as the cause of death (forensic pathology), equivocal death analysis, blood spatter pattern and ballistics. Case studies will be read, which will allow the opportunity to apply the learning to analyze crime scenes and evaluate their findings [CJ 372 Crime Scene Analysis]
- D. **Ethics in Criminal Justice:** An examination of the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Exploration of topics such as justice, law and punishment, moral decision-making and ethical and legal dilemmas in criminal justice. Four areas of ethical decision making opportunities will be presented: law enforcement ethics (including criminal profiling and investigative analysis), legal professional ethics, correctional ethics and policymaking ethics.
- E. **Serial Rape and Homicide Investigation:** An exploration of the investigative methodologies of handling serial crimes, and the aids and barriers to case closure. Study of the importance of linking serial homicides through behavior, evidence, data banks, and communications. Examination of the use of outside experts in serial crime investigations, as well as law enforcement and media/community relations.
- F. **Psychology of Violent Crimes:** Study of the behaviors and traits of perpetrators and victims of violent crime (psychopathology and victimology). Examination of the etiology and criminal choices of violent offenders including serial killers, rapists, school shooters, spouse killers, pedophiles and terrorists. Exploration of the offender-victim connection and the influence of gender, race and culture on criminal behavior. [CJ 472 Psychology of Violent Crimes]

### III. Electives

Additional courses in Criminal Justice or Related Subjects. [CJ 120 Introduction to Corrections, CJ 228 Multicultural Issues in Criminal Justice, CJ 255 Org/Admin Strategies in CJ, CJ265 Criminal Procedures and Evidence, CJ 310 Family Law, CJ 320 Correctional Treatment Strategies, CJ 328 Crimes Against Humanity, CJ

330 Judicial Process, CJ 340 Private Security, CJ 350 International Terrorism, CJ 352 Domestic Terrorism, CJ 354 Managing Homeland Security, CJ 365 Police and the Community, CJ 385 Cyber/White Collar Crimes, CJ 420 The CJ System and Women, CJ 428 Families, Delinquency and Crime, CJ 432 Drugs and Crime, CJ 436 Child Abuse and Neglect, CJ 450 Counterterrorism, CJ 452 Security Planning and Assessment]

### Homeland Security Emphasis

#### Outcomes for the Homeland Security Emphasis

Students who complete the major in Homeland Security should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Write and discuss a critical evaluation of the current thinking of at least four of the following topics:
  - a. International terrorism
  - b. Domestic terrorism
  - c. Managing homeland security
  - d. Counterterrorism
  - e. Security planning and assessment
2. Provide alternative theoretical bases for understanding specific types of crime, victimization, and criminal justice policy.
3. Interpret professional studies in the criminal justice field thus demonstrating understanding of a range of social science research methods and applications including an analysis of diversity and related social issues in the context of homeland security.

#### I. Core Requirements

- A. An introductory criminal justice survey course [CJ 101 Introduction to Criminal Justice]
- B. An introductory-level survey in criminal justice administration [CJ 265 Org/Admin Strategies in CJ]
- C. A theoretical course on theories of crime, causation, victimology, and epidemiology of crime;

100–200 lower level  
300–400 upper level  
“x” designates examinations.

## **Criminal Justice, Homeland Security Emphasis (continued)**

i.e., criminology [CJ 324 Criminology, CJ 326 Victimology]

- D. A course in research methods in the social sciences [SOC 465 Social Science Research]
- E. Research and Writing in the Major [LA 490 Research and Writing—Criminal Justice]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### **II. Intermediate and upper-level courses**

Four courses from five of the following areas:

- A. International terrorism: an examination of the history, political and religious contexts, and modern manifestations of international terrorism and terrorist organizations. [CJ 350 International Terrorism]
- B. Domestic terrorism: an examination of terrorism originating in the United States. Right-wing groups (such as those rooted in racial purity, ideologies, or anti-government causes) and left-wing groups (such as Marxist organizations and eco-terror groups). Current strategies for combating American-grown terrorism. [CJ 352 Domestic Terrorism]
- C. Managing homeland security: an exploration of principles and practices regarding the management of homeland security operations, including but not limited to emergence management and disaster planning, incident mitigation, coordination between federal, state, and local agencies. [CJ 354 Managing Homeland Security]
- D. Counterterrorism: an in-depth examination of counterterrorism efforts and strategies in the United States and abroad. The successes and failures of strategies throughout history. Respective roles of the intelligence, law enforcement, and military communities in the United States and around the world in responding to and thwarting terrorism. [CJ 450 Counterterrorism]
- E. Security planning and assessment: an exploration of the theories and practices behind security planning and threat assessment. Physical security practices and countermeasures within the

context of critical infrastructure targets, including public buildings, airports, power suppliers, and large-scale public attractions/gatherings should be covered. [CJ 452 Security Planning and Assessment]

### **III. Electives**

Additional courses in Criminal Justice or Related Subjects.

[BUS 311 Organizational Behavior, BUSx315 Organizational Behavior, BUSx410 Human Resource Management, CJ 110 Introduction to Law Enforcement, CJ 120 Introduction to Corrections, CJ 228 Multicultural Issues in Criminal Justice, CJ 255 Org/Admin Strategies in CJ, CJ 265 Criminal Procedures and Evidence, CJ 320 Correctional Treatment Strategies, CJ 322 Corrections in the 21st Century, CJ 328 Crimes Against Humanity, CJ 330 Judicial Process, CJ 340 Private Security, CJ 360 Forensic Pathology, CJ 365 Police and the Community, CJ 370 Criminal Profiling and Investigative Analysis, CJ 372 Crime Scene Analysis, CJ 385 Cyber/White Collar Crimes, CJ 405 Community Corrections, CJ 420 The CJ System and Women, CJ 428 Families, Delinquency, and Crime, CJ 432 Drugs and Crime, CJ 436 Child Abuse and Neglect, CJ 472 Psychology of Violent Crimes, HISx340 World Conflicts Since 1900, POL 311 Public Policy Issues, PHlx310 Ethics: Theory & Practice, SOC 215 Contemporary Social Problems, SOC 328 Social Inequalities in the World, SOCx305 Cultural Diversity, SOCx320 Juvenile Delinquency]

**Note:** The Law and Society Emphasis will be discontinued as of September 2008. Students currently enrolled in this emphasis will have until September 2009 to finish their degree with a Law and Society Emphasis.

### **Law Enforcement and Public Safety Emphasis**

#### **Outcomes for the Law Enforcement and Public Safety Emphasis**

Students who complete the major in Law Enforcement and Public Safety should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:



1. Write and discuss a critical evaluation of the current thinking of at least 4 of the following topics:
  - a. Legal and ethical issues
  - b. Criminal investigative procedure and practice
  - c. Security—government, private, public
  - d. Organization and administration
  - e. Policing and the community
2. Provide alternative theoretical bases for understanding specific types of crime, victimization, and criminal justice policy.
3. Interpret professional studies in the criminal justice field thus demonstrating understanding of a range of social science research methods and applications including an analysis of diversity and related social issues in the context of law enforcement and public safety.

## I. Core requirements

- A. An introductory criminal justice survey course covering law enforcement, the courts, and corrections. The course may or may not include juvenile justice. [CJ 101 Introduction to Criminal Justice]
- B. An introductory-level survey course in law enforcement [CJ 110 Introduction to Law Enforcement]
- C. A theoretical course on theories of crime, causation, victimology, and epidemiology of crime; i.e., criminology [CJ 324 Criminology, CJ 326 Victimology]
- D. A course in research methods in the social sciences [SOC 465 Social Science Research]
- E. Research and Writing in the Major [LA 490 Research and Writing—Criminal Justice]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

## II. Intermediate and upper-level courses

Four courses from at least three of the following areas:

- A. Legal and ethical issues: constitutional law, juvenile law, civil rights and liberties, ethics in criminal justice, alternative dispute resolu-

tion, civil law, family law, immigration law, procedural law, evidentiary law [CJ 265 Criminal Procedures and Evidence, CJ 310 Family Law, CJ 328 Crimes Against Humanity, CJ 330 Judicial Process, PHIX310 Ethics: Theory & Practice]

- B. Procedure and practice: criminal investigation techniques, interview and interrogation, police operations, physical evidence, criminalistics, forensic science [CJ 360 Forensic Pathology Non-Lab, CJ 370 Criminal Profiling and Investigative Analysis, CJ 372 Crime Scene Analysis]
- C. Security: retail, industrial, non-governmental, public, and/or private institutions [CJ 340 Private Security, CJ 354 Managing Homeland Security, CJ 452 Security Planning and Assessment]
- D. Organization and administration: organizational behavior, administration of public safety, police management, supervision in law enforcement [BUS 311 Organizational Behavior, BUSX315 Organizational Behavior, BUSX410 Human Resource Management, CJ 255 Org/Admin Strategies in CJ]
- E. Police and the community: community policing, gangs, victimology, crime prevention, race and ethnicity, social stratification, terrorism, family violence, community relations, chemical dependency, abnormal psychology, social psychology, organized crime, social problems [CJ 228 Multicultural Issues in Criminal Justice, CJ 350 International Terrorism, CJ 352 Domestic Terrorism, CJ 365 Police and the Community, CJ 385 Cyber/White Collar Crimes, CJ 420 The CJ System and Women, CJ 428 Families, Delinquency and Crime, CJ 432 Drugs and Crime, CJ 450 Counterterrorism, CJ 472 Psychology of Violent Crimes, SOC 215 Contemporary Social Problems, SOCX305 Cultural Diversity, SOCX320 Juvenile Delinquency, SOC 328 Social Inequalities in the World, PSYX310 Abnormal Psychology, PSYX325 Social Psychology, PSY 360 Social Psychology]

## III. Electives

Additional courses in Criminal Justice or Related Subjects. [CJ 120 Introduction to Corrections, CJ 320 Correctional Treatment Strategies, CJ 322 Corrections in the 21st Century, CJ 405 Community Corrections, POL 311 Public Policy Issues]



## Economics Major

Economics is the study of human systems for controlling the production, distribution, and consumption of wealth. It provides a broad background for students interested in law, journalism, government and international affairs, industrial relations, business, public service, and economic theory. We encourage you to sample the breadth of the discipline of economics while becoming familiar with the tools and skills economists use. A strong background in mathematics, including at least one semester of calculus, is desirable.

**Note:** This major requires a minimum of 33 semester credits and a 2.0 overall GPA.

### Outcomes for the Economics Major

Students who complete the major in Economics should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Describe and explain the major theories and concepts underlying both micro and macroeconomic theory.
2. Carry out a quantitative research project analyzing primary or secondary data that conforms to standard econometric methodology or social science methodology.
3. Analyze significant economic questions according to the standards of the discipline in at least three broad subfields of economics.

### I. Core Requirements

#### A. Principles of Economics (two courses) including

1. Introductory Macroeconomics: a course covering such topics as measurement of national income and the determination of production and employment levels; the role of the government in the economy, particularly fiscal policy; the money supply, monetary policy, and inflation; and foreign exchange rates [ECO 262 Introduction to Macroeconomics]
2. Introductory Microeconomics: a course covering such topics as the price system as a mechanism for determining which goods will be produced and which inputs

are employed through supply and demand; profit-maximizing behavior of firms under differing competition conditions; pricing factors of production and income distribution; and taxation, discriminatory pricing, and government regulation [ECO 260 Introduction to Microeconomics]

#### B. Intermediate Theory (two courses) including:

1. Macroeconomics Theory: a course covering such topics as national income accounting; theories of income determination; theories of consumption, investment, and the demand for money; unemployment and inflation; and theories of economic growth
2. Microeconomic Theory: a course covering such topics as theory of consumer/household economic behavior; theories of the firm, market, and income distribution; and general equilibrium and economic efficiency

#### C. Statistics: a course covering such topics as descriptive statistics, probability theory, estimation, hypothesis testing, regression, correlation, and analysis of variance [BUS 233 Business Statistics, MAT 210 Statistics, MATx201 Statistics]

#### D. Econometrics or Research Methods: Econometrics is a course covering the examination of econometric methods frequently used in applied economic research, such as the classical linear regression model, heteroskedastic and autocorrelated disturbances, stochastic regressors, and simultaneous equations models [SOC 465 Social Science Research]

#### E. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### II. Intermediate and upper-level courses covering the major concerns of economics. You are required to take at least four of the following eight courses:

- A. Money and Banking: a course covering such topics as the Federal Reserve System, commercial banks, the control of the money supply, and structure of the banking industry

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- B. International Trade and Finance: a course covering such topics as the theoretical basis of international trade and the relationship between trade and the national economy, tariffs, customs, unions, exchange rates, international monetary theory, and economic development [ECON 360 International Economics]
- C. History of Economic Thought: a course covering topics such as evolution of economic doctrine and interaction of methods of economic theorizing with changing socioeconomic conditions
- D. Public Finance: a course covering such topics as analysis of government spending and taxation as these impinge on questions of stabilization, resource allocation, and income distribution; and issues of fiscal federalism
- E. Global Issues in Economics or Globalization: a course covering topics such as why nations trade, barriers to trade, balance of payments adjustment and exchange rate determination, and trade-related institutions [ECON/SOC 341 Globalization]
- F. Managerial Economics: a course covering topics such as the external market environment, business forecasting, demand analysis, cost analysis, financial management and control, and profit measurement
- G. Economic History of the United States: a course covering topics such as quantitative aspects and theories of American economic development; resource and technological considerations; economic policies and growth
- H. Social Issues and Investment: a course covering topics such as an analytical survey of significant problems of current economic policy and the application of economic analysis to important social issues

### III. Electives

Additional economics courses such as labor and industrial economics; industrial organization; government and business; comparative economics systems (economic systems of other areas of the world); environmental economics; urban and/or regional economics; financial analysis and decision making; economics of health

## Geography Major

Geography is the descriptive science dealing with the surface of the earth, its division into continents and countries, and the climate, plants, animals, natural resources, inhabitants, and industries of the various divisions. We encourage you to study broadly, complementing the core requirements with elective courses in geographic techniques, topical themes, and regional issues in order to develop the skills and knowledge necessary to examine the interaction of physical, geological, and cultural elements.

### Outcomes for the Geography Major

Students who complete the major in Geography should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Demonstrate knowledge of principles and applications of physical and human geography
2. Explain a work that uses statistical principles in the practice of Geography
3. Create and interpret maps and critically evaluate methods of research in one of the three areas: Techniques in Geography, Regional Studies and Approved Topics in Geography

**Note: Minimum 30-31 semester credits  
and 2.0 GPA required.**

### I. Core requirements

- A. Introduction to Physical Geography
- B. Introduction to Cultural or Human Geography
- C. Map Interpretation or Introductory Cartography
- D. Introduction to Statistics [MATx210 Statistics, MAT 201 Statistics]
- E. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences]

**Note: Please see page 21 for more information on the Research and Writing in the Major requirement.**

## Geography (continued)

### II. Intermediate and upper-level courses covering the major themes of geography with six courses from the following categories, including at least one course from each of the three groups:

- A. Techniques in Geography (courses such as Advanced Aerial Photography; Advanced Cartography; Aerial Photo Interpretation or Remote Sensing; Digital Image Processing; Geographic Information Systems; Interpretation or Advanced Remote Sensing; Spatial Analysis)
- B. Topics in Geography (courses such as Biogeography; Climatology; Economic Geography; Energy and Mineral Resources; Geography of Agriculture; Geography of Manufacturing; Geography of Primary Production; Geomorphology; Hydrology; Meteorology; Natural Resources; Population Geography; Transportation Geography; Urban Geography; Urban Planning) [SOCx330 World Population]
- C. Regional Studies (geography of specific areas of the world, continents, or countries)

### III. Electives

Additional courses in geography [GEOL 114 Introduction to Oceanography]

## Geology Major

Geology is the branch of science dealing with the physical structure and composition of the planets. Subjects range from the craters of the moon to the basins of the earth's ocean floor, from crystal lattices to gigantic earth plates, and from the ecology of fossil communities to the measurement of the age of the earth.

Essential background subjects for a geology major include general chemistry, college physics, and one year of calculus. These courses will not, however, count as part of the geology major. In addition, we highly recommend that you complete one course in computer fundamentals. If you wish to enter a field of applied geology, you should study field methods, depositional systems, and petrology of the three basic rock types.

Geology degree requirements include at least two laboratories, one of which must be upper-level. You may petition for a waiver of lab requirements when competency gained through work or experience can be documented for review by faculty.

**Note: Minimum 30 semester credits and 2.0 GPA required.**

### Outcomes for the Geology Major

Students who complete the major in Geology should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Perform laboratory work equivalent to knowledge that would be gained in two lab courses, at least one at the upper level
2. Explain the principles and applications of physical, biological, historical and structural biology
3. Critically evaluate current research on several of the following areas of geology, including at least two of the first four (Optical Mineralogy and Petrography, Sedimentary Petrology and Depositional Systems, Igneous and Metamorphic Petrology, Hydrology, Applied Geological Studies, Economic Geology, Geochemistry, Geomorphology, Geophysics, Paleontology, Regional Geology, Tectonics)

### I. Core requirements

- A. Physical and Historical Geology
- B. Mineralogy
- C. Structural Geology and Geological Maps
- D. Stratigraphy, Paleontology, and Geologic Time (unless Paleontology is included as an upper-level course)
- E. Field Methods
- F. Research and Writing in the Major [LA 490 Research and Writing—Natural Science]

**Note: Please see page 21 for more information on the Research and Writing in the Major requirement.**

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## II. Intermediate and upper-level courses covering major areas of geology including at least two of the following:

- A. Optical Mineralogy and Petrography
- B. Sedimentary Petrology and Depositional Systems
- C. Igneous and Metamorphic Petrology
- D. Hydrology

## III. Electives

Additional geology courses such as Applied Geological Studies; Economic Geology; Geochemistry; Geomorphology; Geophysics; Paleontology; Regional Geology and Tectonics [GEOL 114 Introduction to Oceanography]

### History Major

History is the systematic study of people and events of the recent and distant past. Because the field is so broad and continues to expand, we strongly recommend you develop an understanding of the extent of the discipline while studying one area in depth. If you wish to go beyond the minimum requirements or to pursue further study in history, you should include a course in statistics and the study of a foreign language.

**Note:** Minimum 30 semester credits and 2.0 GPA required.

### Outcomes for the History Major

Students who complete the major in History should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Summarize in broad outlines World History and/or the history of Western Civilization from before the period of the French Revolution to the present.
2. Utilize established methods of historical inquiry and historiography to write a critical evaluation of current research on some historical topic.
3. Write a series of properly documented essays using some primary sources and demonstrating both breadth and depth of historical knowledge in one of the following areas of study: United States History; European History; Non-Western World History.

## I. Core requirements

- A. Survey course in American History
- B. Introductory-level course (two semesters) in Western Civilization, World History, or the equivalent (if met by three or four upper-level courses, at least one should be in the pre-1789 period)
  1. First semester Western Civilization, World History or lower level course in Ancient History (such as Ancient Greece/Rome)
  2. Second semester Western Civilization, World History or lower level course in Ancient History (such as Ancient Greece/Rome)
- C. At least one course that directly or indirectly addresses the nature of historical inquiry or research (such as Historiography, Historical Methodology, Philosophy of History, or a seminar course in history requiring primary research) [HIS 440 Historiography]
- D. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences, HIS 440 Historiography]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

## II. Intermediate and upper-level courses (at least six) including at least one course in each of the major areas of concern in history and four courses from one of the following areas:

- A. United States History (courses such as Modern American Civilization; Colonial America; Revolutionary America; Emergence of Modern America 1877–1919; Recent and Contemporary United States; Civil Rights; History of Texas; Freedom and Dissent in American History) [HIS 321 Colonial America, HIS 322 Revolutionary America, HIS 325 African American History, HIS 330 US Immigrant and Ethnic History, HIS 332 History of U.S. Foreign Affairs Since 1898, HIS 334 Civil War, HSSx420 American Dream]

100–200 lower level  
300–400 upper level  
“x” designates examinations.

## History (continued)

- B. European History (courses such as Early Middle Ages; Early Renaissance Europe; Revolutionary and Napoleonic Europe; The Crusades; Ancient Egypt; Mesopotamia; Babylonia; The Greek World; France Since 1815; The Slavic Heritage; Eastern Europe in Modern Times; Reformation) [HIS 341 Contemporary European History and Politics]
- C. Non-Western World History (courses such as Middle East in Modern Times; Traditional East Asia: China and Japan to 1600; African History 1880 to present; Islam in Africa; India; History of the Caribbean; Survey of Latin America; Mandarins and Samurai; Near East) [HIS 342 Contemporary Middle East History]

### III. Electives

Additional history courses such as Religious History; Judaism; Nineteenth-Century American Life and Culture; History of Education in the United States; Sex and Power in Modern American Culture; Great Cities in History; Constitutional History [HIS 240 History and Philosophy of American Education; HISx340 World Conflicts Since 1900]

## Literature in English Major

The major in Literature in English is designed to enable you to study representative works of the most important periods of English and American literature, to understand the main literary genres, and to develop critical standards and a larger context for reading primary texts. It also provides a broad humanistic base if you plan to pursue graduate study in fields as varied as law, medicine, or social work.

Related subjects that are not counted toward a major in Literature in English are creative and expository writing, journalism, film, and foreign languages. However, if you are planning to pursue graduate study or employment in the field of English, exposure to these subjects would be helpful. Most graduate schools require mastery of at least one foreign language for admission to graduate programs in English. In addition, we encourage you to take at least one course in writing pedagogy if you wish to teach English on any level.

**Note:** Minimum 30 semester credits and 2.0 GPA required.

## Outcomes for the Literature in English Major

Students who complete the major in Literature in English should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Explain the significance of these works in the context of their historic, social, and political period (world cultures).
2. Delineate the characteristics of one of the major genres of literature and support the definition with specific illustrations from appropriate texts.
3. Be familiar with the various schools of literary criticism and their major theories.

### I. Core requirements

- A. Introduction to Literature (one semester)
- B. British Literature Survey (one semester) with close reading of works by early writers such as Chaucer, Marlowe, Shakespeare, Jonson, Donne, Marvel, Congreve, Pope, and Dryden/Sheridan
- C. Shakespeare (one-semester study of selected plays and poetry)
- D. Survey of American Literature (two semesters) with close reading in the first semester of early writers such as Franklin, Douglass, Wheatley, Emerson, Thoreau, Hawthorne, Melville, Dickinson, and Whitman, and in the second semester of works by later writers such as James, Crane, Dreiser, Frost, Chopin, Wharton, Faulkner, Hemingway, O'Neill, Wright, Morrison, Walker, and others [HSSx420 American Dream]
  1. First semester Survey of American Literature [ENG 210 American Literature I]
  2. Second semester Survey of American Literature [ENG 212 American Literature II]
- E. Research and Writing in the Major [LA 490 Research and Writing—Humanities]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

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## II. Intermediate and upper-level courses covering the major areas of literature with a minimum of one course from each of these three areas, at least one of which covers work before the twentieth century:

- A. Literary periods or movements (courses such as Medieval Literature; The Age of Enlightenment; Romanticism; The Victorian Period; Naturalism and Realism; The Twenties in America; Harlem Renaissance; Irish Literary Renaissance) [MLS 622 *The Birth of the Modern Age*]
- B. Literary genres or forms (courses such as Forms of Poetry; Studies in the Novel; The Short Story; Evolution of Drama; Slave Narrative; American Literary Biography; Women's Journals and Diaries) [ENG 335 *African American Literature*; ENG 340 *Film and Literature*; MLS 686 *Science and the Literary Imagination*]
- C. Major authors (courses such as Chaucer; Tragedies of Shakespeare; Milton; James Joyce; The Poetry of Emily Dickinson; Faulkner, Hemingway, and Fitzgerald; Novels of E.M. Forster and D.H. Lawrence; Seminar on Virginia Woolf; Major Black Writers such as Toni Morrison and Richard Wright; Jewish-American Writers such as Saul Bellow and I.B. Singer; Female Voices such as Edith Wharton, Jane Austen, and George Eliot)
- C. Linguistics (courses such as Old English; Middle English; History of the English Language; Structural Linguistics; Semantics)
- D. Literary Theory and/or Criticism (general courses investigating the kinds of questions that can be asked about literary texts in themselves and in relation to the cultural and historical contexts in which they are written and read, including courses that survey theories or that focus on specific schools of criticism such as new criticism, structuralism, reader-response criticism, Marxism, feminism, deconstructionism, and post-structuralism)
- E. Emerging Literatures (courses such as Feminist Literature; Creative Nonfiction) [ENG 250 *Legal Themes in Literature*; ENG 365 *Nobel Literature*]

## III. Electives

Additional literature courses drawn from the period, genre, or major author category or from the following:

- A. Comparative and World Literature (courses such as World Literature; Traditional Forms of Japanese Literature; Nineteenth-Century Russian Literature; Modern African Literature; Literature of the Bible; Dante's *The Divine Comedy*; The Epic Tradition in Homer, Vergil, Milton, and Others; Lyric Poetry; Greek Drama)
- B. Thematic and Interdisciplinary Literature (courses such as Literature and Ethics; Images of Otherness in East-West Literary Relations; Literary Depictions of Adolescence; Crime and Punishment as a Literary Motif; Arthurian Myths; Visionary Poetry; Gender Roles in Literature; Myth and Symbol; Folklore) [ENG 360 *Literature For Children and Young Adults*]

## Mathematics Major

Mathematics is both a cultural field of study (as an important area of human thought) and a technical area (as a tool for representing and solving problems in related subject fields). If you choose mathematics as a field, you will develop expertise in both theoretical and applied branches of the science. If you wish to establish a major in mathematics, you should begin with a study of precalculus mathematics. If you completed such a course at the secondary level, you are strongly encouraged to begin with a study of calculus.

**Note: Minimum 33 semester credits  
and a 2.0 GPA required.**

## I. Core Requirements

- A. Calculus Sequence: a series of three one-semester courses, which may include a study of analytic geometry
  - 1. First Semester Calculus
  - 2. Second Semester Calculus
  - 3. Third Semester Calculus
- B. Differential Equations
- C. Linear Algebra

**II. Intermediate and upper-level courses**

You must complete at least six courses from this section, with a minimum of two courses from section A, two courses from section B, and one course from each sub-group of section C.

- A. Analysis: courses such as advanced calculus; real analysis; vector analysis; complex analysis
- B. Algebra: courses such as abstract or modern algebra; number theory; algebraic structures
- C. Applied Mathematics:
  - 1. Subgroup 1: courses such as combinatorics; discrete mathematics; decision theory; graph theory
  - 2. Subgroup 2: courses such as computer methods or numerical analysis; linear programming; mathematical modeling; multiple regression analysis; statistics (must be calculus based)

**Music Major**

The major in music combines the study of theory, history, and performance of music. Because music is such an expansive field of study, you are encouraged to develop an understanding of the breadth of the discipline while focusing on one area in depth. If you are a vocal student and plan to continue the study of music on the graduate level, we recommend that you also undertake the study of German, French, or Italian.

**Note: Minimum 30 semester credits  
and a 2.0 GPA required.**

**Outcomes for the Music Major**

Students who complete the major in Music should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

- 1. Explain the elements of basic music theory including notation; rhythm and meter; melody and scales; texture and sonorities; and structural principles.
- 2. Understand at the intermediate or advanced level, musical theory and composition, including counterpoint and harmony, and the ability to analyze compositions for form, content and style.

- 3. Perform instrumental or vocal music, either individual or ensemble.

**I. Core requirements**

- A. Music History and Literature (two courses) including:
  - 1. Introductory course (2 credits minimum) in the history and literature of music, including a listening laboratory. The course should examine the principles of music—materials, processes, and conventions—and their use in selected works of the Western tradition. [MUS 105 Music History, MUSx101 Introduction to Music]
  - 2. Intermediate or upper-level course (2–3 credits) in the history and literature of music. This could be a survey course of music history or a specific course in musicology/historiography such as Music of the Middle Ages and Renaissance; Music of the Classic-Romantic Era; Music of the Twentieth Century; History of Recorded Sound; Folk Music of Europe; Music of India and West Asia; the Symphonies of Beethoven.
- B. Music Theory and Composition (two courses) including:
  - 1. An introductory music theory course (2 credits minimum) covering ear training and harmony
  - 2. Intermediate or upper-level course (2–3 credits) in music theory and composition. This course would cover counterpoint, harmony, and music analysis. Representative courses include Form and Analysis; Arranging; Improvisation; Canon and Fugue; Theory Project; Electronic Composition; Jazz Theory and Arranging.
- C. Applied Music. Three courses (1–3 credits each) in the application of instrumental or vocal music. Representative course topics include private instrumental or vocal instruction, keyboard musicianship, conducting, instrumental or vocal techniques, jazz techniques, and diction.

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- D. Performance of Music. Three courses (1–3 credits each) in the performance of instrumental or vocal music, either individual or ensemble. Representative courses include Band; Orchestra; Chorus; or other ensemble experience. Note: A maximum of three instrumental or choral ensemble courses will be applied toward the major, none of which will be counted as upper level.
- E. Research and Writing in the Major [LA 490 Research and Writing—Humanities]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

**II. Intermediate and upper-level courses with at least three courses (2–3 credits each) beyond the core requirements must be completed in one of the following areas:**

- A. Music History and Literature
- B. Music Theory and Composition
- C. Applied Music

**III. Electives**

Additional music courses such as Choral Literature; Instrument Repair; Stage Band Techniques; Survey of Music History; History of Rhythm in Western Music; J.S. Bach; Music in America; Music of Africa and Asia; Music in Contemporary Education; Electronic Composition and Acoustics

### Philosophy Major

Philosophy is the investigation of principles that regulate the universe and underlie all knowledge of reality. A major in philosophy allows you to develop an understanding of the traditional problems in philosophy such as the existence of God and the nature of self, and to study systematic approaches to thinking such as formal logic, critical thinking, and reasoning and analysis. It also incorporates the study of ethics and value theory.

**Note:** Minimum 30 semester credits and a 2.0 GPA required.

### Outcomes for the Philosophy Major:

Students who complete the major in Philosophy should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Summarize the main elements of some of the major fields of philosophy (e.g., epistemology, metaphysics) and specializations in philosophy (e.g., philosophy of language, religion, science, etc.)
2. Identify and critically analyze some important issues concerning values, e.g., in ethics (theoretical or applied), aesthetics, or social/political philosophy
3. Articulate a general history of philosophy identifying and evaluating the recurring themes that transcend both culture and epoch

**I. Core requirements**

- A. Introductory course in philosophy surveying the main problems in philosophy such as the nature of reality and the nature of self, questions concerning knowledge and truth, and issues in religion, either through studying the works of major philosophers or by completing a course in basic problems
- B. Introductory course in ethics [PHI1310 Ethics: Theory & Practice]
- C. Introductory course in formal logic, critical thinking, or reasoning and analysis
- D. Research and Writing in the Major [LA 490 Research and Writing—Humanities]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

**II. Intermediate and upper-level courses covering the major themes in philosophy, including two courses from A and one course each from B and C below:**

- A. History of Philosophy (courses such as Ancient Philosophy; Medieval Philosophy; Modern Philosophy—Descartes through Kant; Nineteenth-Century Philosophy; Contemporary Philosophy)
- B. Value Theory (courses such as Biomedical Ethics; Business and Professional Ethics; Oriental Philosophy; Philosophy of Art; Aesthetics; Social Ethics; Social and Political Philosophy;

## Philosophy (continued)

Metaethics) [HUMx310 Bioethics: Philosophical Issues, PHlx310 Ethics: Theory and Practice, BUS 323 Business Ethics, MLS 680 Science Technology & Society, MLS 684 Ethics, Media, The Arts and Society]

- C. Systematic Philosophy (courses such as Epistemology; Existentialism; Phenomenology; Feminist Philosophy; Metaphysics; Philosophy of Language; Philosophy of Law; Philosophy of Literature; Philosophical Psychology; Philosophy of Religion; Philosophy of Science; Philosophy of the Social Sciences; Symbolic Logic; Philosophy of Mind) [RELx310 Religions of the World, MLS 633: Darwinism and Its Influence, REL 340 Science and Religion]

### III. Electives

Additional courses in philosophy [CJ 328 Crimes Against Humanity, HIS 240 History and Philosophy of American Education, MLS 681: Leadership in Organizations and Education, MLS 683: The Art of Leadership in Literature and Film]

## Physics Major

The science of physics is the investigation of the basic rules or laws that govern the operation of the natural world. Essential background coursework for the study of physics includes general chemistry and mathematics at least through differential equations. These courses will not count as part of the physics major but will apply toward the total credits required for the degree. You are encouraged to take additional mathematics and chemistry courses, although they are not required. Requirements for the physics major include at least two laboratories, one of which must be upper level. You may petition for a waiver of lab requirements when competency gained through work or experience can be documented for review by faculty.

**Note:** Minimum 30 semester credits and a 2.0 GPA required.

### I. Core requirements

- A. Introductory or General Physics (two semesters including one semester of introductory lab) generally covering topics such as Newtonian mechanics, waves, and thermodynamics in the first semester and electricity and magnetism,

optics, special theory of relativity, and quantum physics in the second semester

1. First Semester General Physics
  2. Second Semester General Physics
- B. Electricity and Magnetism (two semesters) including work with Maxwell's equations
1. First Semester Electricity and Magnetism
  2. Second Semester Electricity and Magnetism
- C. Classical Mechanics (principles of classical mechanics including dynamics of particles, resonance, rotating reference frames, celestial mechanics, wave motion, and Lagrangian mechanics)
- D. Atomic or Modern Physics (experiments and theories in quantum phenomena; elementary quantum theory of atoms, molecules, solids, and nuclei; applications to devices such as the laser and the transistor)
- E. Research and Writing in the Major [LA 490 Research and Writing—Natural Sciences]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

### II. Intermediate and upper-level courses with a minimum of one course in each of three of the following areas and including at least one upper-level laboratory:

- A. Quantum Mechanics
- B. Thermodynamics and/or Statistical Mechanics
- C. Waves and Light and/or Physics-Optics
- D. Atomic or Modern Physics (of a more advanced level than core requirement)
- E. Nuclear Physics
- F. Solid State Physics and/or Quantum Theory of Matter

### III. Electives

Additional physics courses such as Theoretical Physics; Particle Physics; Atomic or Modern Physics (at a more advanced level than core requirement);

**Find the courses and exams you need to finish your degree with Course Search: [www.excelsior.edu/coursesearch](http://www.excelsior.edu/coursesearch)**

Nuclear Physics; Solid State Physics; Quantum Theory of Matter

### Political Science Major

Contemporary political science explores the processes by which binding rules are made and fought over in political communities ranging in size from apparently private organizations through cities and nation-states to the international system. We encourage you to develop an understanding of the breadth of the discipline of political science and to familiarize yourself with some of the major approaches to the study of political phenomena while studying one area in some depth.

**Note: Minimum 30 semester credits and a 2.0 GPA required.**

### Outcomes for the Political Science Major

Students who complete the major in Political Science should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Explain how the institutions of American Government operate and how the procedures and outputs of these institutions are affected by the participation and attention of citizens.
2. Analyze significant political issues according to the standards of the discipline in three of the following five areas:
  - a. American politics and government focusing on institutions such as Congress, the Supreme Court, the presidency, state and local governments, or aspects of American political behavior such as voting and elections, political parties, and public opinion
  - b. Public administration and public policy
  - c. Comparative politics: either within regions, or among different systems or different political phenomena
  - d. International politics
  - e. The enduring controversies and values underlying the contending theoretical and philosophical controversies which have marked either classical political theory and/or modern positive political theory

3. Understand research employing methods, including descriptive and inferential statistics, commonly used in contemporary political science.

### I. Core requirements

- A. Introduction to American Government [POL 105 Introduction to American Government]
- B. International Politics (this course must have a global focus) or Comparative Politics [POL 360 International Politics, POL 340 Comparative Politics: Latin American Studies]
- C. Statistics (political science or equivalent) [MATx210 Statistics, MAT 201 Statistics]
- D. Research Methods (political science or equivalent) [SOC 465 Social Science Research]
- E. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences]

**Note: Please see page 21 for more information on the Research and Writing in the Major requirement.**

### II. Intermediate and upper-level courses covering some of the major concerns of political science, including at least one semester-long course in each of three of the following five areas and at least three courses in one of the areas:

- A. American Politics courses focusing on American government institutions such as Congress, the Supreme Court, the presidency, state and local governments, or aspects of American political behavior such as voting and elections, political parties, and public opinion [CJ 330 Judicial Process, HSSx420 American Dream (3 of the 6 credits apply to the major), POL 370 American Political Behavior]
- B. Public Administration and Public Policy courses studying traditional concerns of public administration such as budgeting, personnel management, and productivity improvement, or emphasis on general public-policies issues (courses such as Public Policy and the Political

100–200 lower level  
300–400 upper level  
“x” designates examinations.



## Political Science (continued)

Process; Environmental Policy; Constitutional Law and Politics) [POL 311 Public Policy Issues]

- C. Comparative Politics coursework such as area studies on the politics of Africa, Latin America, or Western Europe, or comparative studies of political systems or political phenomena (courses such as Politics of Russia and Eastern Europe; Politics of Israel; Politics of Sub-Saharan Africa; Comparative Political Parties) [POL 340 Comparative Politics: Latin American Emphasis, POL 341 Contemporary European History and Politics, POL 342 Contemporary Middle East History]
- D. International Politics coursework dealing with international law or international organizations, or dealing with questions of international security, international conflict, or foreign policy (courses such as Issues in World Politics; The United Nations System; International Law) [CJ 328 Crimes Against Humanity, CJ 350 International Terrorism, CJ 450 Counterterrorism, HIS 332 History of U.S. Foreign Affairs Since 1898, HISx340 World Conflicts Since 1900, POL 360 International Politics]
- E. Political Theory/Philosophy coursework covering any of the following three topics:
1. Major political philosophers, ancient or modern, such as Aristotle, Plato, or Marx
  2. Major normative issues that affect political decisions, such as theories of equality or justice
  3. Significant political theories such as game theory or theories of rational choice

### III. Electives

Additional courses in political science such as Introduction to Politics [POL 310 Family Law]

## Psychology Major

Psychology is the study of behavior, thought, and feeling. It is a scientific field with broad application to human concerns. Full appreciation of its subject matter is gained through developing familiarity with a variety of perspectives including biological, social, and cognitive origins of behavior. We encourage you to develop an understanding of the breadth of the discipline of psychology and to study some of its core concepts in depth. We recommend that you include in your major either one course that is natural sciences-oriented or a sampling of courses that examine human behavior from the perspective of biology and natural sciences.

**Note: Minimum 30 semester credits  
and a 2.0 GPA required.**

### Outcomes for the Psychology Major

Students who complete the major in Psychology should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Write an essay tracing the historical development of psychology and identifying the development of its subfields.
2. Write a review essay evaluating at least two professional papers in psychological research, including both quantitative and qualitative methodologies and comparing the methods, statistical tools, and ethics employed.
3. Analyze the social influences on behavior in given contexts.
4. Evaluate the importance of cultural competency and how the issue of social justice relates to the field of psychology.

### I. Core requirements

- A. General Psychology/Introductory Psychology [PSY 101 Introduction to Psychology]
- B. Statistics (psychological or equivalent) [MATx210 Statistics, MAT 201 Statistics]
- C. Research Methods/Experimental Psychology/Experimental Design [PSYx365 Research Methods in Psychology, SOC 465 Social Science Research]
- D. History and Systems/ History of Psychology/ Psychological Foundations

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E. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences]

**Note:** Please see page 21 for more information on the Research and Writing in the Major requirement.

**II. Intermediate and upper-level courses in central knowledge areas or sub disciplines of psychology, including a minimum of one course in each the five areas from among the following:**

- A. Biological and Physiological Foundations: biopsychology, physiological psychology, animal behavior, comparative psychology, perception, sensation, neuroscience
- B. Developmental Perspectives: developmental/child psychology, human development, psychology of adolescence, adult development/aging, lifespan development, foundations of gerontology [PSYx210 Life Span Developmental Psychology, PSYx315 Psychology of Adulthood and Aging, SOCx310 Foundations of Gerontology]

**Note:** Contact your advisor to discuss avoiding duplication in the Developmental Perspectives area.

- C. Social Influences: personality theory, social psychology, motivation, counseling theory and practice, group counseling, group dynamics [PSY 360 Social Psychology, PSY 420 Human Motivation, PSYx325 Social Psychology]
- D. Abnormal Psychology: abnormal psychology, developmental disorders, psychopathology [PSYx310 Abnormal Psychology]

**Note:** A lifespan development course is strongly advised before taking a course in the abnormal psychology area.

- E. Cognitive Bases: cognition, learning and/or memory, educational psychology, psycholinguistics, psychology of language, language development [PSY 330 Educational Psychology, PSY 340 Psychology of Learning]

**III. Electives**

Additional psychology courses including advanced courses built on the foundation of the courses listed herein or within the following specialized areas: applied psychology; behavior modification; clinical

cal methods; death and dying; exceptional children; human services; community psychology; industrial psychology/human factors; measurement (psychometrics); psychology of adjustment; psychology of disability; psychology of women; psychopharmacology; sex differences; sexuality/reproduction; states of consciousness; stress; substance abuse/rehabilitation; independent studies/research/advanced labs [PSY 365 Psychology of Diversity, BUS 311 Organizational Behavior, BUSx315 Organizational Behavior]

**Sociology Major**

Sociology is the study of social phenomena—the self, groups, social organizations, institutions, economic and political behavior, culture, and values—in societies of various types and levels of development. It is the study of how groups, societies, and larger social systems change or remain the same. We encourage you to develop an understanding of the breadth of the discipline of sociology and to study some of the approaches to the field.

**Note:** Minimum 30 semester credits and a 2.0 GPA required.

**Outcomes for the Sociology Major**

Students who complete the major in Sociology should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Summarize the core concepts of sociology and recognize and explain the “sociological imagination” when viewing social phenomena and their own lives
2. Analyze social phenomena utilizing theoretical frameworks of sociology appropriate to each phenomenon.
3. Conduct social science research using methods, including descriptive and inferential statistics, appropriate to the social application, with demonstrated awareness of any ethical dilemmas involved in the research process.

**I. Core requirements**

- A. Introduction to Sociology
- B. Methods of Research in Sociology [SOC 465 Social Science Research]

## Sociology (continued)

- C. Statistics (sociological or equivalent) [MATx210 Statistics, MAT 201 Statistics]
- D. Sociological Theory (study of specific theorists such as Marx, Weber, or Durkheim, or investigation of social thought, or surveys of classical or contemporary theories)
- E. Research and Writing in the Major [LA 490 Research and Writing—Social Sciences]

Note: Please see page 21 for more information on the Research and Writing in the Major requirement.

### II. Intermediate and upper-level courses (minimum 18 credits) reflecting the central knowledge areas or sub-disciplines of sociology. Courses in a variety of areas may be selected such as the following representative examples:

- A. Social Inequality (courses in race/ethnicity, social class, sex and gender, aging, stratification, poverty) [CJ 228 Multicultural Issues in CJ, CJ 420 The CJ System and Women, HIS 330 US Immigrant and Ethnic History, SOCx305 Cultural Diversity]
- B. Social Institutions (courses in the family, politics, education, law, medicine, religion, economy, mass media) [HIS 240 History and Philosophy of American Education, SOC 201 Family, SOC 325 Families in a Global Context, SOC 428 Families, Delinquency and Crime, POL 370 American Political Behavior]
- C. Social Psychology (courses in social interaction, social roles, socialization, the self) [PSYx325 Social Psychology, PSY 360 Social Psychology, SOCx310 Foundations of Gerontology]
- D. Deviance and Social Control (courses in deviance, criminology, social problems, juvenile delinquency, prisons) [CJ 324 Criminology, CJ 326 Victimology, CJ 350 International Terrorism, CJ 352 Domestic Terrorism, CJ 365 Police and the Community, CJ 385 Cyber/White Collar Crimes, CJ 432 Drugs and Crime, CJ 450 Counterterrorism, SOC 215 Contemporary Social Problems, SOCx320 Juvenile Delinquency, SOC 428 Families, Delinquency and Crime]

- E. Organizations (courses in organizations, work, bureaucracy, corporations) [MLS 681 Leadership in Organizations and Education]
- F. Communities (courses in community, urban sociology, rural sociology, the suburbs, social networks, cyber communities)
- G. Global or Comparative Sociology (courses in political economy, globalization, contemporary Japanese society) [CJ 328 Crimes Against Humanity, SOC 341 Globalization, MLS 623 The Search for Meaning and Identity in the Contemporary World]
- H. Population and Environment (courses in the environment, world population, demography) [SOCx330 World Population, SOC 380 The Global Impact of Aids: Person, Family, Community]
- I. Social Change and Social Policy (courses in social movements, collective behavior, technology, modern and postmodern societies, development, social policy) [CJ 420 The CJ System and Women, MLS 623 The Search for Meaning and Identity in the Contemporary World]

### III. Electives

Additional courses in sociology  
[CJ 101 Introduction to Criminal Justice]

### World Language and Literature Major

Through this course of study you will develop expertise in a language other than English.

Acquiring knowledge in the major will enable you to develop your ability to speak, read, and write in the language and to acquire a broad knowledge and appreciation of the literature, culture, and civilization associated with it. The categorization of the following languages into Levels I, II, and III is based on information drawn from the School of Language Studies of the Foreign Service Institute and Defense Language Institute. The following is a representative list of languages. If you wish to study a language that is not on the list, please contact your academic advisor.

Level I: Afrikaans, Basque, Danish, Dutch, French, German, Haitian-Creole, Italian, Norwegian, Portuguese, Romanian, Spanish, Swahili, Swedish

Level II: Albanian, Amharic, Bengali, Bulgarian, Burmese, Cambodian, Czech, Finnish, Greek, Hebrew, Hindi, Hungarian, Indonesian, Laotian,

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Malay, Nepali, Persian, Polish, Pashto, Russian, Serbo-Croatian, Slovenian, Tagalog, Thai, Turkish, Ukrainian, Urdu, Vietnamese

Level III: Arabic, Chinese, Japanese, Korean

Level I languages normally require four semesters of study (or equivalent) to prepare for advanced course work.

Level II and III languages normally require six semesters of study (or equivalent) to prepare for advanced course work.

**Note: Minimum 30 semester credits  
and a 2.0 GPA required.**

### **Outcomes for the World Language and Literature Major**

Students who complete the major in World Language and Literature should, at a minimum, be able to understand research and write in the style of the major. Students should also be able to:

1. Read, speak, write and comprehend spoken forms of the target language at the advanced level.
2. Identify one or more aspects of the culture supporting the language (e.g. history, geography, social organization, belief system, art forms, institutions, behavior patterns).
3. Summarize in broad outlines the literary tradition(s) associated with target language and culture.

#### **I. Core requirements**

- A. Reading, writing, listening, speaking: at least 6 credits in the target language at the advanced level. Credits earned below the advanced level will not be applied toward the major but will count toward the degree.
- B. A survey of the culture in the target language area
- C. A survey of the literature in the target language area

Level I—must be taken in the target language

Level II & III—may be taken in English Translation

#### **D. Research and Writing in the Major [LA 490 Research and Writing—Humanities]**

**Note: Please see page 21 for more information  
on the Research and Writing in the Major  
requirement.**

#### **II. Intermediate and upper-level courses**

- A. One advanced language (see introductory section of this major for an explanation of language study at the advanced level) and linguistics course (for example, phonetics; reading; history or structure of the language; advanced oral practice; debate; special language such as for business or journalism; classical or literary language)
- B. Three literature courses (for example, literary periods or movements; literary genres; specific authors; literary theory and stylistics). At least one course must cover the pre-1900 time period.

Level I—must be taken in the target language

Level II & III—may be taken in English Translation

#### **III. Electives**

Additional language and literature courses (for example, Literature and Society; Women in Literature; Literature and Revolution; Topics in Folklore)

Level I—must be taken in the target language

Level II & III—may be taken in English Translation

# Homeland Security Certificate Program



**Few areas of public safety generate the broad and intense interest that matters relating to homeland security do. Ensuring the safety and security of a nation's homeland—its infrastructure, its institutions, its economy, and most importantly, its people—is a prerequisite for success in all other aspects of societal life. Students will be introduced to the threats posed by domestic and international terrorism and strategies for countering those threats. Additionally, students will explore the best practices behind successful security planning and threat assessment. Finally, students will learn the key principles of emergency management and disaster planning which can and should be employed in the face of both man-made and natural threats to the homeland. All six courses can be applied toward the Homeland Security Emphasis within the Criminal Justice major at Excelsior College.**



# The Homeland Security Certificate

This certificate is a stand-alone credential designed for those interested in starting or furthering a career in ensuring the safety and security of a nation's homeland. Although all coursework for this certificate must be at the baccalaureate level, there is not a general education component and no prerequisites for enrollment. Excelsior College accepts applications for admission to the Certificate in Homeland Security program on a rolling or continuous basis. You can start anytime by completing the application form, which can be downloaded from our Web site.

The total program consists of five 3-credit courses and one 1-credit course for a total of 16 undergraduate-level credits. You may take any of the courses without enrolling in the program. The Certificate in Homeland Security was developed by a group of national experts in the field of criminal justice, including faculty and criminal justice professionals who represent a variety of criminal justice disciplines.

Students can complete all program requirements from their home community. The program and courses are offered online and therefore no travel is required. While the program was designed to provide maximum flexibility for the adult learner, because of the timely nature of its content, the Certificate in Homeland Security must be completed within three years from the time of enrollment.

Support for students is offered in the form of an electronic learning space for each course in the program. The electronic learning space provides access to faculty, staff, and other students as

well as a variety of resources and guided learning activities. In addition, students have the support of Excelsior College staff including advisors, a technical help desk, and financial aid personnel.

All 16 undergraduate credits earned for this certificate may be applied toward the Bachelor of Science degree in Liberal Arts, Criminal Justice major, or toward the Bachelor of Science, Liberal Studies degree. Excelsior College students should consult with their academic advisors before enrolling in this program or registering for courses. Acceptance of these courses by another college or university is at that institution's discretion.

Credits can be transferred into the Certificate in Homeland Security if the faculty determines the coursework to be comparable to the courses offered by Excelsior College. You may transfer up to two courses into the program. This coursework can be no more than five years old. You must take three out of the five required courses at Excelsior College and maintain an overall 2.0 GPA in the certificate program.

Refer to our detailed fee schedule, the *2008–2009 Undergraduate Fee Schedule*, available for download at [www.excelsior.edu/fees](http://www.excelsior.edu/fees).

# Homeland Security Certificate Course Descriptions

## **CJ 350: International Terrorism (upper level)**

**3 credits**

This course provides an examination of the history, political and religious contexts, and modern manifestations of international terrorism and terrorist organizations. Terrorism originating in the Middle East, Europe, Asia, and Latin America will be included.

## **CJ 352: Domestic Terrorism (upper level)**

**3 credits**

This course provides an examination of terrorism originating in the United States. Right-wing groups (such as those rooted in racial purity and anti-government causes or ideologies) and left-wing groups (such as Marxist organizations and eco-terror groups) will be explored. Current strategies for combating American-grown terrorism will also be considered.

## **CJ 354: Managing Homeland Security (upper level)**

**3 credits**

This course will explore the principles and practices regarding the management of homeland security operations, including but not limited to, emergency management and disaster planning, incident mitigation, coordination between federal, state, and local agencies, grant writing, public affairs, etc.

## **CJ 450: Counterterrorism (upper level)**

**3 credits**

This course provides an in-depth examination of counterterrorism efforts and strategies in the United States and abroad. The successes and failures of strategies throughout history will be considered. Additionally, the respective roles of the intelligence, law enforcement, and military communities in the United States and around the world, in responding to and thwarting terrorism will be discussed.

## **CJ 452: Security Planning and Assessment (upper level)**

**3 credits**

This course explores the theories and practices behind security planning and threat assessment. An emphasis will be placed on physical security practices and countermeasures within the context of critical infrastructure targets, including public buildings, airports, power suppliers, and large-scale public attractions/gatherings.

## **LA 490: Research and Writing in the Major**

**1 credit**

This is a capstone course that requires students to demonstrate their ability to write a well organized, professionally documented research paper in their major or certificate specialty area.

# Criminal Profiling and Investigative Analysis Certificate Program

Pending approval;  
enrollment date to be determined.



**Criminal Profiling has become an extraordinarily popular area in Criminal Justice in recent years. The Criminal Profiling and Investigative Analysis certificate program will provide specialized knowledge, offering students a more comprehensive and focused opportunity to develop the skills and knowledge necessary for a criminal profiler; provide excellent added skill for a homicide detective or police officer; and offer a useful investigative tool for a private investigator. All six courses can be applied toward the Criminal Profiling and Investigative Analysis emphasis within the Criminal Justice major at Excelsior College.**

# The Criminal Profiling and Investigative Analysis Certificate

This certificate is a stand-alone credential designed for those interested in this growing field. Although all coursework for this certificate must be at the baccalaureate level, there is not a general education component and no prerequisites for enrollment. Excelsior College accepts applications for admission to the certificate in Criminal Profiling and Investigative Analysis program on a rolling or continuous basis. You can start anytime by completing the application form, which can be downloaded from our Web site.

The total program consists of four 3-credit core courses, one 3-credit elective course, and one 1-credit core course for a total of 16 undergraduate-level credits. You may take any of the courses without enrolling in the program. The Criminal Profiling and Investigative Analysis was developed by a national expert in the field of criminal profiling and faculty and criminal justice professionals who represent a variety of criminal justice disciplines.

Students can complete all program requirements from their home community. The program and courses are offered online and therefore, no travel is required. While the program was designed to provide maximum flexibility for the adult learner, because of the timely nature of its content, the Criminal Profiling and Investigative Analysis must be completed within three years from the time of enrollment.

Support for students is offered in the form of an electronic learning space for each course in the program. The electronic learning space provides access to faculty, staff, and other students as well as a variety of resources and guided learning activities. In addition, students have the support of Excelsior College staff including advisors, a technical help desk, and financial aid personnel.

All 16 undergraduate credits earned for this certificate may be applied toward the Bachelor of Science degree in Liberal Arts, Criminal Justice major, or toward the bachelor of Science, Liberal Studies degree. Excelsior College students should consult with their academic advisors before enrolling in this program or registering for courses. Acceptance of these courses by another college or university is at that institutions' discretion.

Credits can be transferred into the Criminal Profiling and Investigative Analysis if the faculty determines the coursework to be comparable to the courses offered by Excelsior College. You may transfer up to two courses into the program. This coursework can be no more than five years old. You must take three out of the five required courses at excelsior College and maintain an overall 2.0 GPA in the certificate program.

Refer to our detailed fee schedule, the *2008–2009 Undergraduate Fee Schedule*, available for download at [www.excelsior.edu/fees](http://www.excelsior.edu/fees).

# Criminal Profiling and Investigative Analysis Certificate Course Descriptions

## **CJ 360: Forensic Pathology, Non-Lab Core Required Course**

**3 credits**

An examination of the early theories and practices, as well as advances, up to and including the latest scientific concepts and breakthroughs in the field. Focus will be on several areas of controversy within the criminal justice field and a look to the future and the changes that are coming.

## **CJ 370: Criminal Profiling and Investigative Analysis Core Required Course**

**3 credits**

An exploration of the history and practice of criminal profiling as it applies to criminal investigation. Exploration of methodologies and techniques of profile construction and behavioral analysis, as well as ethics and standards of the field. Case studies will be read, which will allow the creation of criminal profiles and evaluate the usefulness of the profiles to an investigation.

## **CJ 372: Crime Scene Analysis Core Required Course**

**3 credits**

An exploration of the practice of developing a theory as to crime motivation, crime elements, and offender identification by means of physical evidence, forensics, crime scene behavior, crime reconstruction, and crime reenactment. Addresses topics such as the cause of death (forensic pathology), equivocal death analysis, blood spatter pattern, and ballistics. Case studies will be read, which will allow the opportunity to apply the learning to analyze crime scenes and evaluate their findings.

## **CJ 472: Psychology of Violent Crimes Core Required Course**

**3 credits**

Study of the behaviors and traits of perpetrators and victims of violent crime (psychopathology and victimology). Examination of the etiology and criminal choices of violent offenders including serial killers, rapists, school shooters, spouse killers, pedophiles, and terrorists. Exploration of the offender-victim connection and the influence of gender, race, and culture on criminal behavior.

## **CJ 490: Research and Writing in the Major Core Required Course**

**1 credit**

This is a capstone course that requires students to demonstrate their ability to write a well organized, professionally documented research paper in their major or certificate specialty area.

### **Choose one elective course:**

## **Serial Rape and Homicide Investigation Elective Course**

**3 credits**

An exploration of the investigative methodologies of handling serial crimes, and the aids and barriers to case closure. Study of the importance of linking serial homicides through behavior, evidence, data banks, and communications. Examination of the use of outside experts in serial crime investigations, as well as law enforcement and media/community relations.

## **Ethics in Criminal Justice Elective Course**

**3 credits**

An examination of the philosophical, moral, and ethical bases of human behavior from a criminal justice perspective. Exploration of topics such as justice, law and punishment, moral decision-making, and ethical and legal dilemmas in criminal justice. Four areas of ethical decision making opportunities will be presented: law enforcement ethics (including criminal profiling and investigative analysis), legal professional ethics, correctional ethics, and policymaking ethics.





# Master's Degree Program in Liberal Studies

The Master of Arts in Liberal Studies in program offers an interdisciplinary approach to graduate studies that allows students to tailor their studies to their specific interests. Our students, comprised of teachers, deployed military personnel, community college administrators, independent business owners, retirees, museum administrators, musicians, artists, writers, technical managers, and many others, find the program to be ideal in aligning their interests with their career and personal goals. They enjoy the opportunity to explore wide-ranging, interdisciplinary perspectives as well as the chance to take an in-depth look at a particular question or topic. Since 1998, individuals from all walks of life and in many parts of the United States and the world have taken advantage of the convenience of a program that accepts students year-round and which allows them to start almost immediately at the beginning of every month. Taught by experts in the field, our online courses enable students to have one-on-one guidance and mentoring combined with clear, structured interaction with fellow students in a virtual community. The Master of Arts in Liberal Studies experience can be both a powerful and positive force in one's life. The emphasis is not on the enhancement of professional skills—although virtually every professional can benefit from a liberal education—but rather is on the development and refinement of broader, crucial skills, such as: reading and writing, cross-cultural understanding, team-building, critical thinking, and decision-making.

# Master's Degree in Liberal Studies Curriculum:

The MA/LS program requires **33** credits (semester hours) of interdisciplinary study in Liberal Studies. The program is divided into three Tiers. Tier I requires the completion of foundational courses—four courses for **3** credits each—which introduce students to interdisciplinary study. Tier II requires the completion of **15** credits in two or more disciplines. Students develop their interdisciplinary focus areas in Tier II. These credits can be earned from a variety of sources and through a variety of learning modes. Tier III requires the completion of a **6**-credit thesis (traditional or creative).



MA  
|  
LS

Graduate Degree  
Programs

## Thus, the program has the following structure:

- Admissions Application with Essay
- Tier I: Foundational Coursework (12 credits)
- MLS 500: Graduate Research and Writing (Tier I)
- Three additional Tier I courses
- Degree Completion Plan (required, no credit)
- Individual Advising and Approval of Plan
- Tier II: Focused Coursework (15 credits in at least two disciplines):
  - Excelsior MA/LS program Tier II courses, previously completed courses, including new graduate courses taken through other graduate programs, and/or Independent Learning Contracts
- Thesis Prospectus (required, no credit)
- Tier III: Capstone Project (six credits):
  - Thesis (traditional or creative)

## MA/LS Tracks

Students work with an advisor to develop a degree plan that involves selecting Tier I, Tier II, and Tier III (the thesis) courses and topics. Depending on the courses selected, transfer credit, and thesis topic, the student will receive a Master of Arts degree in Liberal Studies in one of the following tracks or emphasis areas.

### Track 1: Issues in Today's Society

This emphasis takes an interdisciplinary approach to leadership, which gives students more tools to analyze situations, organizations, and international situations from multiple perspectives. Students will gain an in-depth understanding of individuals, groups, and entities in various contexts and circumstances, which provides historical, theoretical, and procedural vantage points, and a powerfully fluid conceptual model for successful implementation. This track complements a wide range of professional, educational, institutional, military, and academic prior learning experiences, and may help students achieve personal and career objectives.

### Track 2: Global Strategies

This emphasis allows the student to engage in an in-depth interdisciplinary study of contemporary issues in light of historical, political, economic, technological, and cultural contexts. Courses provide theoretical bases and conceptual underpinnings for effective development of analytical and problem-solving skills. Wide-ranging topics encourage learners to investigate their own interests and make connections that help them see their lives, communities, and the global situation in new ways.

### Track 3: Educational Leadership

The Educational Leadership track equips educators to address current issues in schools, learning organizations, and institutions and to be more effective. This track emphasizes leadership in organizations, education, and society, with a view to changes in technology and the social order.

### Track 4: Natural Science and Society

This emphasis provides the student with the opportunity to take an in-depth look at how geological, chemical, biological, and other natural events exert long-lasting impacts on human groups, behaviors, and economic development. In addition, the effects of geographical factors on cities, agriculture, and human activity are traced and connected with the rise of commerce, communications, and technology. Finally, individuals have an opportunity to examine how industry, religious beliefs, social activities, commerce, and technology have an impact on the environment.

### Track 5: Community Building and Conflict Resolution

Although of interest to virtually anyone, this track may be particularly useful to those bringing prior learning and work experience from employment in military, educational, social service, and not-for-profit organizations. Courses in this track examine the nature and possible origins of conflict at an individual, institutional, local and global level. The breadth of contexts we will study includes but is not limited to neighborhoods, schools, the workplace, the nation as a whole, terrorism and war. At the same time, students will explore how to achieve mutual respect, find peaceful solutions, and create safe and secure communities.

### Track 6: Self-Design

This emphasis is the most flexible of the Excelsior College Master of Arts degree in Liberal Studies program. It allows a student to take up to 15 credits as either courses transferred from other institutions or self-designed Independent Learning Contracts. ACE-approved military courses are also accepted for Tier II credit. In this track, a student selects Tier I courses that apply to their interests, and then works with an advisor and faculty to develop elective courses and a thesis topic that allows the student to explore an interdisciplinary topic in depth.

## The MA/LS Curriculum: Tier I

### Tier I: Foundational Coursework

**12 credits**

Tier I introduces students to interdisciplinary study at the graduate level.

Study in the MA/LS program begins with Graduate Research and Writing (MLS 500), which carries 3 credits. Students learn how to research and produce graduate-level academic discourse that will help them prepare the papers and thesis required in their courses. This course is offered monthly and takes eight weeks to complete. Students take three foundational courses in addition to MLS 500.

#### Tier I Courses

MLS 621	Ancient Greece through the Renaissance
MLS 622	The Birth of The Modern Age
MLS 623	The Search for Meaning and Identity in the Contemporary World
MLS 631	Revolutions in Knowledge
MLS 632	Capitalism and Its Impact
MLS 633	Darwinism and Its Influence
MLS 680	Science, Technology, Ethics, and Society
MLS 682	Social Issues in Organizations and Education
MLS 683	The Art of Leadership: Literature and Film
MLS 684	Ethics, Media, the Arts and Society

- MLS 685 Strategic Problem-Solving  
 MLS 686 Science and the Literary Imagination

# The MA/LS Curriculum: Tier II

## Tier II: Focused Coursework

15 credits

Tier II is designed to facilitate study in a student's individual subject of interest. Here a student develops an area of focus, the interdisciplinary topic on which the student will concentrate through the remainder of the program. Tier II requires the completion of 15 credits, chosen in accordance with parameters given below, in two or more liberal studies disciplines. The 15 credits can be earned through a combination of Excelsior College distance courses, traditional or distance courses taken at other institutions, and/or Independent Learning Contracts with Excelsior College faculty. A student describes his or her course of study for Tier II in the Degree Completion Plan, a short essay stating the student's area of focus and how the student's work in Tier II will prepare him or her for the thesis in Tier III. Note that the thesis topic builds upon and must relate to the track the student selects and to the student's Tier I and Tier II courses. If a student changes his or her area of focus or thesis topic after it has been approved, it may affect the eligibility of courses the student has taken or plans to take.

### Tier II Courses

- MLS 653 Character Ethics and Education  
 MLS 655 American Class Structure  
 MLS 656 Latin American Women Writers in Context  
 MLS 661 Cultural Perspectives—Interpretive Strategies  
 MLS 662 Ethics in a Changing World  
 MLS 663 Art and Culture  
 MLS 664 Geopolitical Brinkmanship  
 MLS 665 Insecurity in the World  
 MLS 667 Cultural Diversity in the Workplace  
 MLS 668 Religion in Society and World Politics

- MLS 669 Economic Development in Lesser-Developed Nations and Communities  
 MLS 670 Governance and Conflict  
 MLS 671 Geography and the World's Economies  
 MLS 672 Area Studies: Islamic Civilization  
 MLS 673 Mindsets: Cross-Cultural Understanding  
 MLS 674 Issues in the Environment and Ecology  
 MLS 675 Technology, Change, and Global Implications  
 MLS 676 Current Problems: Coming Home—War, Immigration, Community  
 MLS 691 The Face of Immigration Today  
 MLS 701–706 Independent Learning Contract (ILC—details follow)

### Choosing Tier II Courses

Choosing Tier II courses, which each student describes in the Degree Completion Plan, is a highly personal experience and different for each student. Consult your MA/LS advisor for guidance.

The following policy governs the choice of courses:

- Tier II credits must connect in some way to the student's track, and function as scaffolding for the thesis.

### Tier II Courses Should Demonstrate Interdisciplinarity

Provided they are directly related to the student's thesis topic, the student may include 6 credits of non-Liberal Studies courses (also called Applied Professional courses). Most professional courses, including education, technology, business, and counseling, are Applied Professional courses.

### Taking Additional Excelsior Tier I Courses

A student may take courses not taken in Tier I as part of Tier II, provided they fit into the student's Degree Completion Plan. Consult your MA/LS advisor before enrolling in Tier II courses.

### Transfer Credit Policy

Provided courses taken meet the above guidelines, have a B- grade or better, are documented on official transcripts, and come from regionally accredited colleges or their foreign equivalents, students may, pending advisor approval, transfer a maximum of 15 credits into Tier II of the program.

Excelsior College reserves the right to determine which courses are accepted toward a student's degree.

### New Courses Students May Take

In order to satisfy the 15-credit requirement in Tier II, and prepare for writing the thesis, students may choose to take courses from another school. Students should not take courses until the Degree Completion Plan is approved, or they may not count toward the Excelsior College degree.

If a student wishes to take courses in one or more foreign countries to satisfy the Tier II credit requirements, the student must obtain advance certification that the courses are the equivalent of U.S. graduate courses. There is a fee for this service.

### Independent Learning Contract (1-6 credits)

The Independent Learning Contract (ILC) gives a student the opportunity to independently study a topic related to the student's area of focus. The ILC is a formal agreement between a student, Excelsior College, and a faculty member regarding the kind of learning to be engaged in, how the learning will occur, how the faculty member will evaluate the learning, and the amount of credit the student seeks to earn. The ILC should include a discussion of how the subject matter of the ILC will relate to the student's thesis.

Students may consult the ILC guidelines and application through the Excelsior College Web site at [www.excelsior.edu](http://www.excelsior.edu).

**Students are urged to consult their MA/LS academic advisor for more information about the Thesis and Degree Completion Plan.**

# The MA/LS Curriculum: Tier III

## The Thesis

6 credits

Tier III is comprised of the program's capstone project, the thesis. The thesis, preceded by a prospectus, is an intellectually mature, scholarly work which includes a significant research component. It is intended to document your ability to conduct interdisciplinary research in your area of focus, pose an appropriate question or problem, place the question or problem in its historic, economic, scientific, and/or social context, provide evidence of your ability to synthesize material in your area of focus, and offer interdisciplinary approaches to the issues suggested by your area of focus. You are encouraged to use your workplace or community as a resource for your thesis if such use is appropriate. We anticipate that the capstone project will typically take six months to complete.

Alternatively, you may choose to complete a creative thesis, which is an interdisciplinary work or performance. In a creative thesis, you will write, compose, prepare, or perform an original work. Your creative thesis will also include a significant research component, namely a critical introduction which provides the following:

- A view of the tradition from which it emerges
- Antecedents and influences
- Historical, economic, social/scientific contexts
- Your influences
- Analysis of interdisciplinarity
- Brief biographical overview
- Reasons for creating the original work



# Learning Resources



As you pursue an Excelsior College degree, you will have at your disposal a wide variety of learning resources from the college and perhaps in your own community. Working toward a degree at a distance can be an exciting, rewarding experience. Excelsior College students who are most successful create their own learning communities using many different resources to meet their individual needs. These learning and assessment services are designed to assist the self-directed learner in preparing for demonstration of acquired college-level proficiency.

## The Excelsior College Virtual Library (ECVL)

The Excelsior College Virtual Library (ECVL) is an online library designed for distance learners. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the ECVL is located at [www.excelsior.edu/library](http://www.excelsior.edu/library) (login required). It provides access to a broad array of services, including customized research assistance from librarians and online chats. The ECVL houses databases that give you access to journal articles, books, magazines, and newspapers, as well as collections of scholarly Web sites. The ECVL's resources and services can help you with your study and research needs for Excelsior College courses and examinations. It provides the support and training you need to be a successful information seeker. The ECVL can only be accessed by enrolled students.

## Academic Advising

Excelsior College academic advisors and advising teams are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and building your learning communities. They can also recommend a wide range of resources to support your studies.

## Excelsior College Bookstore

The Excelsior College Bookstore offers recommended textbooks, educationally priced software, and other resources to help you prepare for Excelsior College® Examinations and courses, and other exams and coursework you may undertake as you work toward your Excelsior College degree.

You can also order complete packages of guided learning materials through the bookstore. Items within the packages can also be ordered separately.

Excelsior College has partnered with MBS Direct to provide online bookstore services to our students and examinees. Services include accurate online ordering, a wide selection of new and used books—including over 7,000 titles in eBook format, competitive pricing, a customer loyalty program, an online buyback program, and a U.S.-based customer service available 7 days a week by phone and email (Eastern time).

Phone: 800-325-3252

Fax: 800-325-4147

Email: [vb@mbsbooks.com](mailto:vb@mbsbooks.com)

Monday–Thursday: 7:00 am to 9:00 pm

Friday: 7 am to 6 pm

Saturday: 8:00 am to 5:00 pm

Sunday: Noon to 4 pm

Order online, anytime:

<https://www.excelsior.edu/bookstore>

Write:

Excelsior College Bookstore

c/o MBS Direct

2711 W. Ash St.

Columbia, MO 65203

## Excelsior College Workshops

Periodically, at sites around the country, Excelsior College staff members offer workshops to help students identify their learning styles and make the best use of resources suited to those learning styles. They also help students improve their overall study and test-taking skills and prepare for particular assessments such as the nursing theory and performance examinations.

## Course Search

Excelsior College offers a unique course search feature that allows enrolled students to search for specific courses to complete their degree requirements. This feature is linked to a student's academic evaluation summary and will result in courses already reviewed and classified by academic advisors to meet remaining degree requirements. Students will be able to choose from Excelsior College® Examinations, Excelsior College courses, and courses from preferred provider institutions. Students will find accurate, up-to-date course information and have the opportunity to request online course approval from their advisor and to register online for their course. This inclusive process allows for students to find courses that meet their degree requirements, request course approval, and register—all online and in one place at [www.excelsior.edu/coursesearch](http://www.excelsior.edu/coursesearch) (login required).

## Online Tutoring Services

Excelsior College online tutoring services provide enrolled and prospective students access to subject matter experts. These services are available on a fee-for-service basis and currently assist students with writing and statistics. For further information about these services, email [learn@excelsior.edu](mailto:learn@excelsior.edu) or call the Office of Online Education and Learning Services toll free at 888-647-2388 (press 1-4-4 at the greeting).

## Guided Learning Packages

If you are preparing for one of several selected Excelsior College Examinations, you can get all the study resources you need for successful preparation in a comprehensive package produced exclusively by Excelsior College, available from the Excelsior College Bookstore. Each guided learning package has been carefully developed to provide you with thorough, integrated learning resources. They include the following materials:

- A course guide, which lists specific assignments to complete as you work your way through the study materials
- Sample exam questions and tips on how to do your best when you take the exam
- Textbooks and associated materials required by faculty

Visit our Web site for a current list of guided learning packages. Go to [www.excelsior.edu/exams](http://www.excelsior.edu/exams), scroll down to the EC Exams Resources and Services box, and click on Guided Learning Packages to view a list of available packages.

## My Access!® Online Guided Writing Tool

Studies have shown that the more guided writing you do, the better your writing becomes. MY Access! can truly enable you to be your own writing teacher! In addition to providing writing assignment topic prompts and writing feedback in five categories (focus and meaning, content and development, organization, language use and style, and mechanics and conventions), MY Access! gives students a complete suite of writer's tools including revision checklists, a thesaurus, and a writer's journal.

Using the same scoring engine—IntelliMetric™—used to score exams at our testing centers, MY Access! can be accessed as many times as you wish during the subscription period of nine months. Therefore, you can practice different aspects of writing and receive detailed diagnostic feedback, which will help you to improve your skills.

For more introductory information about the MY Access! service, please visit [www.excelsior.edu/myaccess](http://www.excelsior.edu/myaccess).

## The Excelsior College Web Site

The Excelsior College Web site at [www.excelsior.edu](http://www.excelsior.edu) offers interactive online services such as examination registration and personalized student record/status information retrieval as well as instant access to a wealth of information about degree programs, new College offerings, current fees, financial aid, and more. The site also contains downloadable forms and publications as well as an email directory you can use to locate and contact your advising team online. Keep informed and in touch by visiting often.

## The Electronic Peer Network (EPN)

The Electronic Peer Network is a Web-based environment that enables enrolled Excelsior College undergraduate students (and alumni) to interact academically and socially online. Members of the EPN can locate study partners, participate in real-time chat groups, join online study groups, buy and sell used textbooks, share Internet resources, and search databases of distance courses. Enrolled students have automatic access to the EPN from their MyEC page.

## The Graduate Resource Network (GRN)

Our graduates in locations across the United States and in some foreign countries have volunteered to serve as resources for prospective and currently enrolled students. Members of the GRN will share their own experiences with examinations or courses they have taken and can help you locate learning resources in your area. They will talk with you about the challenges you may face in returning to school and about managing work and family obligations while you pursue your degree. Contact the Office of Alumni Affairs, or email [alumni@excelsior.edu](mailto:alumni@excelsior.edu) for further information.

## Career Services

Career advisement and related services are available to students enrolled in the liberal arts degree programs. Information and materials regarding self-assessment, career exploration and planning, graduate school, and job searching can be accessed on the Excelsior College Web site at [www.excelsior.edu/career](http://www.excelsior.edu/career) (login required). Career assessment materials and other career resource books are also available online through the Excelsior College Bookstore. Additional information about career services is available from academic advisors.

## Excelsior College® Examinations

Through Excelsior College Examinations, you can earn credit toward a degree at Excelsior College and approximately 900 other colleges and universities throughout the United States, Canada, and the U.S. Territories. Credit from Excelsior College Examinations can also be used for job advancement or for meeting certain licensure requirements. The examinations cover college-level subjects in the arts and sciences, nursing, business, health sciences, and education.

Examination content guides and nursing examination study guides are available at no charge from Excelsior College. Each content guide describes examination content and includes sample questions and recommended texts. Course guides and guided learning packages for a number of the examinations are available for purchase through the Excelsior College Bookstore. The college also offers a variety of study support services to enrolled students preparing for Excelsior College Examinations including online study support through listservs and our Electronic Peer Network (EPN).

Most Excelsior College Examinations carry upper-level credit. All undergraduate examinations are three hours in length. With the exception of specific circumstances, such as reasonable accommodations, Excelsior College Examinations are administered via computer at all our testing centers throughout the United States, Canada, and the U.S. Territories. For further details regarding computer-delivered testing, please refer to our publication titled *Excelsior College® Examinations Registration Guide*.

Excelsior College Examinations are also administered internationally at approved test centers. For the U.S. military, the examinations are available worldwide through the Defense Activity for Non-Traditional Education Support (DANTES) program. For additional information, contact the Test Administration Office.

## Study Resources for Excelsior College Examinations

The College provides free, downloadable Excelsior College Examinations content guides and free study guides for the nursing performance examinations (available in hard copy to enrolled nursing students).

## Excelsior College Practice Exams

Students working toward the associate degree in nursing or studying for the Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Life Span Developmental Psychology, Literacy Instruction in the Elementary School, Microbiology, or Organizational Behavior examinations can now take online practice exams. These practice exams offer the chance to sample the types of questions that appear on the actual Excelsior College Examination you will take for credit. Take these tests online—at home—and receive valu-

able feedback that can help you to further prepare. For more information please see the *Excelsior College Examinations Registration Guide*.

All practice exams are available only to students who have registered for the corresponding credit-bearing exam. For the Nursing Concepts 3, 4, 5, 6, and Foundations practice exams, you must be enrolled in the Excelsior College School of Nursing.

Visit [www.excelsior.edu/exams](http://www.excelsior.edu/exams) for future practice exam offerings.

### Portfolio-Based Assessment

Portfolio assessment is the method used by students to satisfy Excelsior College undergraduate degree requirements that cannot be met by existing standardized examinations or other methods of evaluation.

Students must petition for a minimum of six (6) credits. There are no restrictions on the maximum number of credits a student can petition through portfolio assessment. Go to [www.excelsior.edu/portfolio](http://www.excelsior.edu/portfolio) for more information.

### Other Examination Programs

*A Student Guide to Credit by Examination at Excelsior College*, Excelsior's publication that lists all of our available examinations in addition to examinations offered by several other testing programs, explains how particular examinations may be used to fulfill Excelsior College degree requirements. It is available anytime at our Web site in pdf format or by request as a printed document. This publication also states policies on passing scores and includes a conversion chart that shows the letter grade for each scaled score. Many Excelsior College students also use the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests, and/or Graduate Record Examinations (GRE) Subject Tests to meet their degree requirements.

In addition, Excelsior College grants credit for all examinations recommended by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning. These are listed in the ACE *Guide to Educational Credit by Examination*.

### Excelsior College Credit Bank

Many individuals do not need or wish to enroll in a particular program of study but do need to consolidate their academic records for employment, promotion, or educational purposes. The Excelsior College Credit Bank provides a means for non-enrolled students to certify accumulated college-level credit without enrolling in an Excelsior College degree program.

Credit earned from proficiency examinations (such as Excelsior College® Examinations, formerly known as Regents College Examinations), regionally accredited campus-based and correspondence courses, accredited military training, business/industry/government/police training that has been evaluated for college credit by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), or other accredited sources may be reported to Excelsior College for consolidation on a single Excelsior College transcript. You may have duplicative credits and college-level credits from courses such as physical education listed on your Credit Bank transcript, but such credits will not apply toward an Excelsior College degree if you decide to enroll. Your transcript will note clearly that you are enrolled in Credit Bank. The reverse side of the transcript will include, in addition to other information, a description of Credit Bank as a transcribing service and the notation that not all courses and credit listed on the Credit Bank transcript apply toward Excelsior College degree programs.

# Community Resources

No matter where you live, many learning resources are available to assist and support you in completing your degree requirements. In addition, the Internet provides local access to an almost limitless quantity of up-to-date and in-depth information from around the world that you can use to enhance your studies.

## Local Colleges and Universities

You will have access to the libraries and instructional resources of local colleges where you take classes. In many cases you can use these resources, particularly at public colleges and universities, even if you are not taking courses there.

## Public Libraries

Public libraries provide a wealth of information that is helpful to students. Many also have librarians available to meet the needs of self-directed learners. They can assist you in identifying and acquiring study materials, either within their own collections or through interlibrary loan. Excelsior College is a member of the Capital District Library Council (CDLC).

If you live in one of the ten counties covered by the CDLC ([www.cdlic.org](http://www.cdlic.org)), you can obtain a DAP card that will enable you to borrow books and materials from CDLC members. For more information, contact [learn@excelsior.edu](mailto:learn@excelsior.edu).





# Financial Aid



Several options are available to assist independent learners with the cost of earning an Excelsior College degree. Our Financial Aid Office is ready to answer your questions about financial aid opportunities and to provide additional information on all of the programs described below, most of which are available to both our undergraduate and graduate students. For detailed instructions, applications, and other personalized assistance, please feel free to contact our Financial Aid Office at any time. Visit our Web site at [www.excelsior.edu/financialaid](http://www.excelsior.edu/financialaid) or call toll free 888-647-2388; press 1-4-3 at the automated greeting.

## Sources of Financial Aid

### Federal Programs

Excelsior College administers the following federal student financial aid programs. To apply for federal financial aid, you will need to complete a FAFSA form available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Excelsior College's Federal School Code number is 014251. *(Please note: Examination-based programs—the AAS in nursing and AS in nursing—are not eligible for federal student financial aid.)*

All students should complete the FAFSA before applying for scholarships offered through Excelsior College.

- Pell Grants
- Stafford Loans
- PLUS Loans
- Graduate PLUS Loans

### Scholarships Offered Through Excelsior College

- Alumni Association Scholarships
- AXA Foundation Scholarships
- Fred L. Emerson Foundation Scholarships
- Excelsior College Endowment Fund Scholarships
- Ever Upward Scholarship
- David W. Miller Scholarships
- Ewald B. Nyquist Scholarships
- Michael John O'Donnell Scholarship
- President's Scholarships
- Reeves-Ellington Scholarships
- Vivian Runyon Memorial Scholarship
- Roy L. Simpson Nursing Informatics Scholarships
- Master Sergeant David K. Thuma Memorial Scholarships
- Julia O. Wells Memorial Education Foundation Scholarships

### Private Loan Programs

- Education Finance Partners®
- Sally Mae Signature Loan®
- Wells Fargo Education Connection® Loan

### New York State Programs

- Aid for Part-Time Study (APTS)
- Aid for Part-Time TAP
- Tuition Assistance Program (TAP)
- Vietnam Veterans Tuition Awards (VVTA)
- Persian Gulf Veterans Tuition Awards (PGVTA)

### Other Sources

- Private Scholarships
- Employer and Union Tuition Assistance
- Vocational Rehabilitation and VESID
- Department of Labor Programs

### Department of Veterans Affairs—Benefits and Programs

- Montgomery G.I. Bill-Active Duty (Chapter 30)
- Montgomery G.I. Bill-Selected Reserve (Chapter 1606)
- Reserve Educational Assistance (REAP) (Chapter 1607)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)
- Military Tuition Assistance

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**Susan Streett, MS, RN**

Director, Baccalaureate  
Program in Nursing

**Helene Wallingford, MS, RNC**

Director  
Associate Degree Nursing Program

**Ann Wentworth, PhD**

Program Director  
History and Natural Sciences

---

**Kathy Moran, BS**

Ombudsperson

# Excelsior College

# School of Liberal Arts Faculty

## School of Liberal Arts and General Education Policy

### Shamsa Anwar, MS

(Economics, University of the Punjab)  
Lecturer, Mathematics and Economics  
Pennsylvania State University

### Heather Barry, PhD

(History, State University  
of New York-Stony Brook)  
Associate Professor, History Department  
St. Joseph's College

### Libby Bay, MA

(English, University of Chicago)  
Retired, Professor of English  
Rockland Community College

### Karen Bonnell, PhD

(Communication,  
University of Kentucky)  
Professor, Communication  
University of Southern Indiana

### Ivory C. Coleman, MS, RN

(Transcultural Health Nursing,  
The Pennsylvania State University)  
Professor, Nursing Department  
Community College of Philadelphia

### William Edwards, MBA

(Business Administration,  
Wharton College)  
Retired, Harder Chair in Business  
Skidmore College

### Richard L. Leveroni, PhD

(Sociology and Education,  
State University of New York, Albany)  
Professor, Humanities  
and Social Sciences  
Schenectady County  
Community College

### Mary Lou Mayo, PhD

(Sociology, Fordham University)  
Professor, Sociology  
Kean College of New Jersey

### Maureen C. McLeod, PhD

(Criminal Justice, State University of  
New York-Albany)  
Associate Professor, Criminal Justice  
Department  
The Sage Colleges

### Narayan Murthy, PhD

(Mathematics,  
University of Rhode Island)  
Professor and Chair  
of Computer Science  
Pace University

### Barbara Pieper, PhD, RN

(Nursing Theory, Adelphi University)  
Director, Institute for Palliative Care  
The Sage Colleges

### Brian C. Schmidt, PhD

(Political Science,  
State University of New York, Albany)  
Professor, Political Science  
& International Relations  
Carleton University

### Leonard Simons, PhD

(Zoology, Syracuse University)  
Professor, Biology  
Corning Community College

### Shawn C. Worthy, PhD

(Clinical Psychology,  
Northern Illinois University)  
Associate Professor, Human Services  
The Metropolitan State  
College of Denver

### Peter S. Zaas, PhD

(Humanities, University of Chicago)  
Professor, Religious Studies  
Siena College  
Master of Arts in Liberal Studies Degree  
Program (MA/LS)

## Master of Arts in Liberal Studies Degree Program

### Michael Andolina, PhD

(Philosophy, State University  
of New York, Albany)  
Associate Professor, Philosophy  
SUNY Empire State College

### Marck L. Beggs, PhD

(English, University of Denver)  
Director and Associate Professor,  
English and Foreign Languages  
Henderson State University

### Charles Fethe, PhD

(Philosophy, New York University)  
Professor, Philosophy  
Kean College of New Jersey

### Van C. Hartmann, PhD

(English, University of North Carolina)  
Associate Professor, English Literature  
Manhattanville College

### W. Bruce Johnston, PhD

(Philosophy, The University at Albany)  
Chair, Division of Cognitive Science  
The College of Saint Rose

### Mary Lou Mayo, PhD

(Sociology, Fordham University)  
Professor, Sociology  
Kean College of New Jersey

### Stephan Mayo, PhD

(Philosophy, Fordham University)  
Professor, Philosophy  
Molloy College

### John D. Murray, PhD

(Sociology, University  
of Massachusetts, Amherst)  
Professor, Sociology  
Manhattanville College

### Lawrence Ries, PhD

(English, Southern Illinois University)  
Retired, Special Assistant to  
the Dean of Special Programs  
Skidmore College

# New York State Education Department Inventory of Registered Programs

## Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
<b>School of Business and Technology, Business Programs</b>		
Entrepreneurship	5004	Certificate
Administrative/Management Studies	5004	AAS
Business	5001	AS
General Business	0501	BS
Accounting (General)	0502	BS
Accounting (NYS CPA Track)	0502	BS
Finance	0504	BS
Global Business	0513	BS
Hospitality Management	0508	BS
Management of Human Resources	0515	BS
Management Information Systems	0507	BS
Marketing	0509	BS
Operations Management	0506	BS
Risk Management and Insurance	0512	BS
Business	0506	MBA
<b>School of Health Sciences Programs</b>		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Health Care Management	1203.12	Certificate
Health Sciences	1201	BS
<b>School of Liberal Arts Programs</b>		
Homeland Security	5505	Certificate
Liberal Arts	5649	AA, AS
Liberal Studies	4901	BA, BS, MA
Area Studies	0399	BA, BS
Biology	0401	BA, BS
Chemistry	1905	BA, BS
Communication	0601	BA, BS
Criminal Justice	2105	BS
Economics	2204	BA, BS
Geography	2206	BA, BS
Geology	1904	BA, BS

Program Title	HEGIS	Award
<b>School of Liberal Arts Programs (continued)</b>		
History	2205	BA, BS
Literature in English	1502	BA, BS
Mathematics	1701	BA, BS
Music	1005	BA, BS
Philosophy	1509	BA, BS
Physics	1902	BA, BS
Political Science	2207	BA, BS
Psychology	2001	BA, BS
Sociology	2208	BA, BS
World Language and Literature	1199	BA, BS
<b>School of Nursing Programs</b>		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
<b>School of Business and Technology, Technology Programs</b>		
Aviation Studies	5302	AAS, AOS
Technical Studies	5315	AAS
Computer Software	5103	AS
Electronics Technology	5103	AS
Nuclear Technology	5316	AS
Technology	5305	AS
Technology	0925	BS
Computer Technology	0701	BS
Electronics Engineering Technology	0925	BS
Information Technology	0702	BS
Nuclear Engineering Technology	0925	BS









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