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www.martin.edu Course Catalog 1
MESSAGE FROM THE PRESIDENT

Dear Students:

Welcome to Martin University, the University that aspires to become a premier leader among its peer groups in preparing ordinary people to perform extraordinary tasks as citizen leaders. The University was established in 1977 and focused on serving the needs of marginalized adult learners. As the President of Martin University, I am proud to welcome you to a special place.

It is a place of academic exploration built on the legacy and vision of Father Boniface Hardin and Sister Jane Schilling. It incorporates a nurturing and supportive learning community with the ideas of service-built human exchange and outreach.

Martin University has a unique history and a tremendous legacy of opportunity, hope, education, and preparation for life. We see the University and the community as one, a "Communiversity", which can be defined as "an institution of higher education that offers undergraduate and graduate degrees with a research and service-oriented mission that benefits its community."

We are very happy with Martin's opportunity and role in shaping new futures for our students. Please review our website and know that there is a place at Martin University for you.

Sincerely,

Dr. Sean Huddleston,
President
ACCREDITATION

Martin University is accredited by the Higher Learning Commission of the North Central Association. The University’s current status is "Accredited".

The Higher Learning Commission of the North Central Association can be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411 Phone: (800) 621-7440 or (312) 263-0456. FAX: (312) 263-7462.

ORGANIZATIONAL MEMBERSHIPS

Consortium for Urban Education (CUE)
Higher Learning Commission/North Central Association of Colleges and Schools (HLC)
Independent Colleges of Indiana (ICI)
Independent Colleges of Indiana Foundation
Indiana Council of Blacks in Higher Education
National Association of College Admissions Counselors

This Course Catalog will remain in effect until a revised edition is published.
UNIVERSITY HISTORY

Martin University was founded with the name of Martin Center College by the Reverend Boniface Hardin and Sister Jane Schilling, in 1977. The founding was in response to research indicating that minorities, adults, and low-income persons were not adequately served by institutions of higher learning. The barriers to higher education for these persons often were job requirements (including shifts and work times), family responsibilities, age, health, failure in another institution (for reasons other than lack of ability), transportation difficulties, or the myriad of other problems associated with the obligations of life. At the same time, the changing workplace was making demands that employees seek more education, and many jobs required a university degree.

Martin Center College was incorporated on April 20, 1979, in the state of Indiana as an institution of higher learning, and it enrolled its first seven students. In 1980, the College applied for and received candidacy status with the North Central Association of Colleges and Schools. In February of 1987, the NCA Commission on Institutions of Higher Education granted regional accreditation to the College. The original campus, encompassing four buildings on North College Avenue, is known as the College Avenue Campus, primarily housing Martin Center, Inc.

The main campus was opened in 1987; it is located two blocks west of Sherman Drive off 22nd Street within view of U.S. 1-70. It comprises the new Education Building, the Andrew J. Brown Building, classrooms, bookstore, and a study area for students. In 1990, the North Central Association of Colleges and Schools granted Martin University permission to offer master's degrees in Community Psychology and Urban Ministry Studies. The College became Martin University in 1990. The University derives its name from the memory of Dr. Martin Luther King, Jr., and Saint Martin de Porres, two Martins who cared about the needs of people—especially poor people—physically, spiritually, mentally, and intellectually.

MISSION STATEMENT

Martin University’s Mission is to provide excellence in educating and developing traditional and non-traditional students in an inclusive, supportive and healthy collegiate environment.

Values

In order to establish and maintain a University Culture that will produce educated, responsible, and accountable student graduates, the University will incorporate the following values in all actions, programs and endeavors:

- Professionalism (In all personal interactions, products produced, and University activities)
- Communication (Clear, appropriate, thoughtful and intelligent)
- Support and Respect for All (People, Relationships, Citizenship, Families and Social Justice).

The University recognizes that students vary in their personal circumstances, work environments, career goals, prior learning experiences, and educational needs. These factors are taken into consideration so that equal educational opportunity may become a reality for all who wish to pursue a degree. Martin University does not restrict learning to the usual age span, time frame, or learning spaces of traditional higher education. The program is student-centered, with each degree individually planned to meet the educational and career goals of the student. The specific degree, i.e., Bachelor of Science, Master of Science is determined by the overall plan.
ACADEMIC OBJECTIVES

Martin University has defined the following objectives to provide a clear framework for the realization of its overall purpose:

1. To deliver educational services to those persons who cannot be served by traditional four-year programs;
2. To ensure that each student has acquired the necessary skills to function as an independent, self-directed, life-long learner;
3. To assist each student to relate his/her unique educational background to his/her chosen field of study;
4. To expose students to a variety of learning styles;
5. To provide specialized and professional knowledge and technology within a major academic field;
6. To familiarize each student with the current literature and practical problems in areas related to his/her major field;
7. To broaden each student's educational and cultural perspective through exposure to a liberal arts curriculum;
8. To provide each student with occupationally relevant experiences;
9. To create experiences that encourage student learning through interaction with fellow students, faculty and with employers in a positive environment; and
10. To empower students to become active, positive leaders in their communities through the knowledge, skills and abilities they acquire in the University.

CONTACT INFORMATION

Main Number/Admissions Office 317-543-3235

Mailing Address 2186 North Sherman Drive Indianapolis IN 46218
ACADEMIC CALENDAR

The Academic Calendar is published every academic year and is available on the University website.

ADMISSIONS APPLICATION POLICIES AND PROCEDURES

Admissions Application

Martin University has a liberal admissions policy. To be admitted to the University, all applicants must complete and sign an admission application, register with Selective Service, and provide an official high school, G.E.D. or H.S.E. transcript and show two pieces of identification with one piece of identification to verify citizenship, which must be picture identification. Applicants to the undergraduate and graduate programs must pay an application fee. Applicants may also be admitted, 1) under the Ability-to-Benefit program or 2) with an Associate Degree from an accredited school. Applicants applying to graduate programs must refer to the Community Psychology Graduate Course Catalog and the Urban Ministry Studies Graduate Course Catalog¹. Once admitted into Martin University, students are eligible to schedule classes with either the Office of Admissions. Martin University reserves the right to deny admission or continuing enrollment to persons who cannot benefit from the educational services available.

Note: Official transcripts may be retrieved from Parchment Transcript Services.

Financial Aid

Martin University participates in the Federal Title IV program. As such, qualifying students are eligible to receive a variety of forms of financial aid to assist in their education. The Free Application for Federal Student Aid (FAFSA) application should be completed during or before the admissions application process for all applicants wishing to use financial aid. Details about the University’s financial aid program, policies, and procedures can be found at www.martin.edu and through the Office of Financial Aid.

Non-Degree Seeking Students

Students may take courses at Martin University as non-degree-seeking candidates. Non-degree seeking students must meet the minimum placement assessment score requirements equivalent to ATB requirements (waivers will be considered for those who qualify). The Office of Admissions and Academic Affairs will discuss this option. Non-degree seeking students are not eligible for federal financial aid. Non-degree seeking students who successfully complete courses (with a grade of C or better) are eligible to complete the admissions process to be admitted as a degree seeking student and may be eligible for federal financial aid.

International Students

International students must be provided with I-20 Procedures to begin the admissions application process. The PDSO (Primary Designated School Official) for International Students and is certified to process International students and will initiate the application process for immigrant applicants who desire to attend Martin University. International students planning to attend Martin University should contact enrollment management personnel to be provided with the I-20 Procedures.

¹ Urban Ministry is not a program that you can gain admittance to, however, it will run through 2021.
Martin University is authorized under federal law to enroll non-immigrant students. To obtain a non-immigrant student visa, the prospective student must complete an application for admission and ask the University to complete an I-20 form. The I-20 form is the first step in a formal request for a non-immigrant student visa.

Before the University can fill out an I-20 form, the prospective student must provide documentation to the Admissions Office verifying birthplace, nationality, and graduation from high school (or equivalent). The prospective student must also provide proof of his or her financial responsibility, as well as proof of financial responsibility of any sponsors. When accepted by the Admissions Office, International students are expected to pre-pay all tuition each semester. The University must also be satisfied that other expenses will be met.

Once all documentation has been provided to the University, a prospective student already in the United States may take or send the completed I-20 form to the Immigration and Naturalization Service (INS). The INS will eventually inform the student whether he/she will be granted a non-immigrant student visa. Prospective students who have provided all necessary documentation to the University and are not already in the United States may arrange to have a completed I-20 form sent to them. The student is then expected to take the completed I-20 form to the American Embassy in his/her country of residence and request a non-immigrant student visa from the Embassy. Once a prospective student has received his/her I-20 form, he/she then takes the following steps:

1. Take a diagnostic test to determine English and mathematics placement.
2. Applicants whose native language is not English should plan to submit scores from the Test of English as a Foreign Language (TOEFL). Students should note that Martin University does not offer classes that teach English as a Second Language, and if scores are unsatisfactory, arrangements must be made to take such classes elsewhere.
3. All non-immigrant (F-1) students are expected to carry a full course load. This is at least 12 credit hours during each of the fall and spring semesters.

**Tuition and Fees**

The following are current undergraduate tuition and fees and schedule.

*Tuition and fees are subject to change. If this occurs, a new tuition and fee schedule is distributed to students by the Bursar’s Office, an email is sent to the student portal, and is published on the website.

**UNDERGRADUATE TUITION & FEE SCHEDULE SPRING 2020, SUMMER 2020, Fall 2020**

**TUITION**

| 1 credit hr. | = $535.00 |

**FEES**

**Various classes have fees, please see the official course schedule for complete details**

- Admission/Photo Fee (Undergraduate/Non-refundable/One Time fee) $25.00
- Student Activity Fee (Mandatory Fee/All students/All semesters) $30.00
<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (Mandatory Fee/All students/All semesters)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Safety and Public Services Fee (Mandatory Fee/All students/All semesters)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Book Fee (1-year subscription includes all books - Mandatory)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Drop in Center</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Identification Fee (Annually or to replace lost/damaged)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Enrollment Verification Fee</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Transcript Fee (cost varies per delivery method)</td>
<td>$10.00 &amp; up</td>
</tr>
<tr>
<td>Late Registration Fee (First day of semester or later; paid at the time of registration)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Return Check Fee</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>ECE Program Fee</td>
<td>$151.95</td>
</tr>
<tr>
<td>ACC 260 NBA Bookkeeper Certification</td>
<td>$100.00</td>
</tr>
<tr>
<td>SSE 200 Professional Development Seminar</td>
<td>$ 37.00</td>
</tr>
<tr>
<td>HUM 101 Introduction to Humanities</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Laptop Computer (optional) – priced at current market value of the selected device – All Martin University courses require the use of a computer.</td>
<td></td>
</tr>
</tbody>
</table>

**COURSE FEES MAY BE ADDED; ALL TUITION & FEES ARE SUBJECT TO CHANGE**

**ENTRANCE FEES ARE NON-REFUNDABLE**

(Revised 6.5.18)

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**REFUND POLICIES**

**Withdrawal from the University**

**Unofficial withdraw** - a student who ceases to attend classes and fails to notify the University that he or she is officially withdrawing. May incur financial penalty.

**Official withdraw** - a student who informs the university of their intent to withdraw from all courses

**Drop** - Ends the Saturday of the second week of a 16-week semester or the Saturday of the first week of an 8-week semester; no grade earned; no financial penalty

**Withdrawal from a course(es)** - Ends approximately the Saturday of the eighth week during a 16-week semester, or approximately the Saturday of the fourth week of an 8-week semester; grade of W earned

**Withdrawal from the University** – When a student drops all his/her courses in a given semester and earns grades of W for every course in that term. Withdrawal from the University may occur any time during a semester. A student may withdraw from Martin University at any time. Since this is a formal act, students must have an exit interview and complete a withdrawal form at that time. A student should be aware of the distinction between dropping or withdrawing from a course and withdrawal from the University. To officially withdraw from the University, students must contact the Registrar. The Registrar is responsible for the date of determination. To drop or withdraw from a course, the student should contact his/her mentor and then see the Registrar's Office.
Fall and Spring Semesters

Students may receive a 100% refund of tuition and course specific fees, if the course is dropped before the end of the second full week of the semester, with no more than two attendances in the class. No refund of tuition and fees are offered after the end of the fourth full week of the semester (see below).

Summer Term

Students may receive a 100% refund of tuition and course specific fees if the course is dropped before the end of the first full week of the summer term with no more than one attendance in the class.

No refund of tuition and fees are offered after the end of the first full week of the semester.

Refund Policy

<table>
<thead>
<tr>
<th>Week of Classes</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>100% refund of tuition and fees</td>
</tr>
<tr>
<td>2nd</td>
<td>100% refund of tuition and fees</td>
</tr>
<tr>
<td>3rd</td>
<td>50% refund of tuition and fees</td>
</tr>
<tr>
<td>4th</td>
<td>25% refund of tuition and fees</td>
</tr>
<tr>
<td>5th and later</td>
<td>No refund of tuition and fees</td>
</tr>
</tbody>
</table>

Books and Supplies Refund Policies

The University does not refund class fees and e-book fees. Questions about these fees should be directed to the Bursar.

ACADEMIC POLICIES AND PROCEDURES

The following academic policies and procedures have been adopted for the guidance of students, faculty members, and staff at Martin University. The policies stated in this section pertain to degree candidates and non-degree students alike.

Student Course Load

A full-time undergraduate student completes a minimum of twelve credit hours per semester. Semesters include two eight week sessions. Half time and three-quarter time students complete from six to eleven credit hours per semester. Fewer than six credit hours per semester is less than half-time status and may result in the student not qualifying for financial aid. Students receiving financial aid are advised that the terms for some financial aid require full-time status. Financial aid recipients should consult a financial aid counselor for details.

Martin University is divided into three semesters per academic year. Currently, the fall and spring semesters include two eight weeks long sessions. The summer semester is one eight week long session.

Students are advised to maintain their university enrollment continuously. Statistics prove that students who take "time out," find it difficult to return and finish. Financial planning is required to complete an academic degree.

Plans to complete a degree within four years require taking at least thirty credit hours each year during three
semesters per year. Students should regularly meet with their academic mentor for assistance with their degree program, as well as Financial Aid staff to assist with a financial plan.

**Attendance**

A student at Martin University is expected to attend all sessions of each class in which they are registered. Attendance is taken during the first week of class during an academic session (example, Session A attendance will be taken during the first week of Session A; Session B attendance will be taken during the first week of Session B) If a student misses the first week of classes during a session, the student will be dropped from the course(s). A student attendance at the beginning of a class establishes enrollment in the course.

**Late Start Policy**

Late start must be approved prior to the start of a session. If it is approved for the session, all faculty and staff will be notified prior to the start of the semester. Late start allows a student who cannot attend the first week of class in an academic session in a semester due to a serious problem or emergency to remain in a class. He/she should contact the professor and provide documentation by email prior to the first class to make certain that they get the coursework necessary to be active in the class. The instructor should forward the information to the Registrar.

**Note:** Late start allowances may vary and must first be approved by the Registrar and second by the Bursar via a waiver.

**Course Cancellations**

Courses with low enrollment may be canceled during the first week of the semester. If a course must be canceled, the Registrar will send an email to students notifying them of the cancellation. A student success coach will notify students about registering for a differing course. Students are encouraged to register early to prevent course cancellations.

**Semester Credit Hour Guidelines**

The credit hour is the unit by which an institution measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for the class.

In the interest of accurate academic measurement and cross-university comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. These definitions constitute a formalization of current and historic policy to ensure consistency throughout Martin University.

Using the two eight week sessions for a 16 week semester, the semester credit hour, and the 50-minute class hour, Martin University course offerings are measured under the following guidelines.
Credit Hour Guidelines

One semester credit hour is assigned in the following ratio of component hours per week devoted to the course of study:

1. **Lecture, Seminar, and Classes**

One credit hour is associated with an in-class meeting for 50 minutes of lecture per week for an entire semester, with a typical weekly out-of-class workload of 2-3 hours. An example would be that a 3-credit hour class would have a total of 150 minutes of in-class time including all activities per week with 6-9 hours of out-of-class work (e.g., unsupervised computer-aided-instruction, homework, research writing assignments, projects, etc.).

2. **Laboratory Classes**

One credit hour is associated with a class meeting for 50 to 200 minutes per week for an entire semester (or the equivalent 750 to 3,000 semester-minutes, excluding final exams, in other meeting formats). Two semester credit hours could be earned for a class meeting for 150 to 300 minutes per week of the semester. (The overlap in minutes in class allows for departmental discretion)

3. **Lab Discussion**

One semester credit hour is associated with a class meeting 50 to 150 minutes per week of the semester. This 50 to 150-minute session is used to discuss proper techniques, calculations, pit falls, science, etc. associated with the lab to be performed.

4. **Other**

In the case of off-campus practicum and internships, a formal university-wide policy would be counterproductive to the development of curricula. Instructors who make use of practicum and internships in their curricula must adhere to the general guidelines listed in the Faculty Handbook for the assignment of credit hours to the associated internships. Credit hours for practicum and internships may reflect (e.g., professional content/development, student workload, professional standards, accreditation requirements, etc.) required for completion.

5. **Online**

In the case that a course is offered online the course will have the same amount of contact, but in an online course format discussion forums and online meeting account for class time.

Course Numbers

All courses have a department indicator (capital letters), and they are assigned a number on the following basis:
100 - Introductory or required and core courses (freshman)
200 - Exploratory level (sophomore)
300 - Intermediate level (junior)
400 - Advanced (senior)

Martin University Transfer Credit Policies

Policy Statement

Martin University will consider credits in transfer from all coursework taken through a regionally-accredited institution. The work must reflect satisfactory completion (a grade of C or better from institutions that award grades). The course must meet Martin University's academic criteria for content, format, and intensity. Grades attained at another institution are not used in the computation of a Martin University grade point average.

Reason for the Policy

To set forth the criteria the University uses in determining the acceptability of credits taken outside of Martin University toward a Martin University degree.

Policy Elaboration

Factors that determine the acceptability of transfer credit.

1. Accreditation

*United States* - The educational institution from which coursework is being considered for transfer credit should be accredited by a regional accrediting body. However, courses may be accepted from institutions accredited by organizations recognized by CHEA (Council for Higher Education).

*International* - The foreign government or state governmental agency of a foreign country must formally recognize an educational institution as offering post-secondary school instruction leading toward a degree or diploma comparable to that offered at Martin University. Credit would be considered for transfer if the education in a foreign country was sponsored by a regionally accredited American college or university that is governed by the American school's accreditation. Credit will also be considered for transfer when Martin University has been affiliated with an independent academic program through a formal inter-institutional agreement. Martin University will consider accepting transfer credits from institutions outside the United States upon receipt of the credit recommendations from a recognized credit evaluation service.

2. Determination of the level of accomplishment attained in each course.

The level of achievement for any course must be equal or above a grade of C and “A to F" scale, as determined by the sending institution for the course to be eligible to transfer.

3. Meeting Martin University's criteria for content, format, and intensity.

Credit is transferred on a course-by-course basis and is reviewed by the Curriculum Committee and the lead
faculty member for the course program. Courses submitted to meet degree requirements will be considered on the basis of their comparability to corresponding Martin University courses at the discretion of the Registrar and with the approval of Academic Affairs. Special care is taken in the case of sequential courses to ensure that no student is under-prepared because of varying academic content in a prerequisite course. **There is no guarantee that all credits for transfer consideration will apply to a specific program.** The Registrar has the ultimate responsibility for supervising the degree program and makes the final determination for how potential transfer credits apply toward a student's degree requirements at Martin University.

In most cases, if a course contains two-thirds of the material as a similar course offering at Martin University, the courses will be judged to be comparable. Courses that must contain specific topics to prepare students for a particular function or further study may be reviewed by the faculty of their discipline for comparability determination outside of the two-thirds guideline.

4. **Non-Standard Post-Secondary Education**

**Credit by Examination**
The following American and foreign standardized examinations which test post-secondary school knowledge are recognized for transfer credit consideration by Martin University.

The Advanced Placement Examination of the College Board (AP) The College Level Examination of the College Board (CLEP)

The nature and scope of material examined must be comparable to courses offered at Martin University. Martin University follows the American Council on Education’s (ACE) recommendations for determining minimum examination scores and the number of credits to be accepted. However, the University reserves the right to set a higher standard for some examinations to establish equivalency to Martin University courses. Credit for examination cannot be evaluated from a college or high school transcripts; an official score report issued directly from the examination program or organization or an official ACE Credit Recommendations transcript is required. In general, credits by examination are comparable to freshman/sophomore level credits numbered 100-299 at Martin University.

5. **Dual Credit**

Martin University will accept courses taken before high school graduation for transfer credit when all of the following stipulations are satisfied.

a. The course(s) must be approved and monitored by an accredited college or university and be eligible for credit toward a degree program at that sponsoring college or university.
b. The course must carry a grade of C or better and be similar in content, nature, and intensity to courses offered at Martin University.
c. The course must be presented on an official transcript issued by the sponsoring college or university.

6. **Armed Services**

Instruction received through the Armed Services is considered for credit in transfer based on the course descriptions provided by the various branches of the Services and the American Council on Education. The instruction which is comparable in content, nature, and intensity to undergraduate courses at Martin University may be granted credit if it carries the American Council on Education’s credit recommendation. Credit award for any single course will not exceed the credit value of the comparable course at Martin University. Credit transfer
requires presentation of form DD Form 295 (Application for the Evaluation of Learning Experiences During Military Service) or DD Form 214 (Certificate of Release or Discharge from Active Duty), the AARTS (Army/ACE Registry Transcript System) transcripts, or SMART (Sailor/Marine American Council on Education Registry Transcript) transcripts. Military course numbers must appear on the service record.

7. **Employer-Sponsored Instruction**

Various companies, corporations, and organizations which offer internal courses for their employees have had their curriculum reviewed by the American Council on Education for the purposes of recommending credits to degree-granting colleges and universities. Martin University will consider this type of course for credit under the following conditions:

- The course must be similar in content, nature, and intensity to courses offered by the discipline at Martin University.
- The course must carry a grade comparable to at least a C or better.
- The course must carry a credit recommendation from the American Council Education and the National Program on Non-Collegiate Sponsored Instruction (PONSI).
- The amount of transfer credit will not exceed the credit value for a comparable Martin University offering.

8. **Credits Earned Through Institutions without Regional Accreditation**

Semester credits earned at non-regionally accredited institutions usually cannot be considered for direct transfer to Martin University, except as in cases noted above.

9. **Coursework That Will Not Transfer**

- Any coursework in which the grade earned is below a C.
- Continuing Education Units (CEUs).
- Courses identified as remedial, i.e., necessary to correct academic deficiencies, such as remedial English, mathematics, science and developmental reading. (Often numbered below 100-level.) Students cannot receive credit for previous courses in which the content has been substantially duplicated. Nor may course credit be earned in subjects for which advanced placement has been granted. For example, credit cannot be earned for two courses, even if one is more theoretical in approach than the other.
- Courses involving technology that were taken more than five years before enrolling at Martin University.
- Courses where no official transcript is provided
- Skill based or college/university introductory courses
- In any and all cases, Martin University reserves the right to accept or reject transfer credits at their discretion.

10. **Prior Learning Assessment (PLA) Credit Limits and Residency Requirement**

Prior Learning Assessment (PLA) 130 is an intense research course that requires students to work independently and create a portfolio that demonstrates their prior learning. Students must commit to completing all course work within the semester in which the course is taken.

No more than 50% of the courses in the student's major may be provided through PLA. In all cases, students must take at least 34 credit hours of course work at Martin University to receive their undergraduate degree. This is the residency requirement. Credits received through PLA will be noted on the transcript with a "G" for granted.
These courses will count toward graduation but will not be graded, so they will not count toward the student's GPA.

11. **Guidelines for Application of Prior Learning Assessment (PLA) Credits toward Martin University General Education Requirements**

In accepting PLA earned credits, Martin University takes care to ensure that students have met stated learning outcomes of programs at all levels. The University's policies seek to balance the institution's educational philosophy; with students' knowledge and the need to obtain a degree without redundant course work.

**Prerequisites for Application to PLA 130**

To apply for PLA 130, a course that allows for portfolio development to demonstrate prior learning through employment, volunteerism and/or personal interest, a student must have fulfilled the following requirements:

- Successful completion of ENG 125, CTE 150 and ENG 135 (or equivalents)
- Pursuing an undergraduate degree
- Matriculation to MU with all official transcripts on file
- 3+ years of “college-comparable” prior learning in volunteer or professional context
- Completion of PLA Pre-assessment: “Prior Learning Assessment – Am I a Good Candidate?”

**Enrollment Process for PLA 130**

- Students must complete the PLA Pre-assessment.
- STUDENTS MUST COMPLETE ORIENTATION BY ATTENDING THE FIRST-CLASS SESSION.
- Students must commit to completing all coursework within the semester in which the course is taken.

**Skills Competencies**

All degree-seeking transfer students, except those transferring 30 or more credit hours into Martin University, are required to take the writing, reading and math assessment placement tests. For students entering Martin University with fewer than 30 transfer credits, all general education requirements apply. Students entering with 30 or more transfer credits do not need to take SSE 100 but may take an elective to satisfy the credit requirement.

**Procedures**

**Required Documentation for Transfer Credit Conversion**

All course work presented for transfer must appear on an official transcript sent directly from the original teaching institution to Martin University. Copies, facsimiles or student carried transcripts will not be accepted. Credit for examination cannot be evaluated from a college or high school transcripts; an official score report issued directly from the examination program or organization or an official ACE Credit Recommendations transcript is required. Martin University will consider accepting transfer credits from institutions outside the United States upon receipt of the credit recommendations from a recognized credit evaluation service, such as World Education Services. International students are encouraged to contact the U.S. Embassy Student Services department in their country. Until an official transcript is received, the University will record no transfer credits.
Credit Conversion

Martin University is on a semester system. All academic coursework accepted for transfer will be converted into semester hours of credit by the Registrar's Office. Quarter hours will be converted to semester hours using a 2/3 (.67) conversion factor, unless otherwise prescribed by the presenting institution. In all cases, the transcribing institution's recommendation for semester credit conversion will be given serious consideration.

Process

Applicants may obtain a preliminary estimate of applicable transfer credits appropriate to the individual's area of expressed interest. This preliminary evaluation is non-binding. Final evaluation of transfer credits is completed when all official transcripts from a student's previous institutions have been received. All students who are admitted to the University as matriculated students are assigned a mentor. Matriculated students and their Student Success advisors are jointly responsible for making sure that all degree requirements are met. Admitted students are encouraged to meet with their mentor as soon as possible for initial degree planning.

Only credits that are applicable to a matriculated student's degree requirements are acceptable. The student's assigned mentor with administrative approval (VP) will determine which courses fulfill Martin University's degree requirements. Transfer credits are recorded by the Registrar's Office on the student's transcript, which must be submitted at the time the student applies for admission as a degree-seeking student. After a student has enrolled as a degree-seeking student, credit earned from external learning will be accepted only with the prior approval of Academic Affairs. Students who drop out and earn credits while away will reapply and have a transfer credit analysis done during the readmission process. Since graduation requirements at Martin University vary from program to program, a reevaluation of transfer credit is required if a student changes majors after enrolling. At such time, the mentor will re-assess all prior learning toward meeting the requirements of the newly declared degree. Should a degree program's requirements change during a student's tenure at Martin University, he or she will be allowed to finish their program in the original degree plan which they used upon entering Martin University provided they remain active students. Students may select the new degree plan at their option. Should they wish to do so, they must notify their mentor in writing as soon as possible. However, students who change majors or who have not been active students for more than four semesters will be required to use the current degree plan and not the plan with which they began work at Martin University.

The University does not require that transfer applicants provide official transcripts to register for classes, and as a result, many do not provide them at the point of application. Students have one semester to provide an official transcript. Failure to do so will result in Transfer Students enrolling in courses they already took, but where there is no proof. Applicants, then, fall into one of three categories: official transcript provided with application, unofficial transcript provided, and no transcript provided. Additionally, applicants with multiple previous institutions may actually be represented in more than one category.

The Office of the Registrar will monitor these students until the transcript is received (or it is determined that the transcript will not be submitted). Without an official transcript, students will be enrolled in courses without regard for any courses, which may have been completed elsewhere.

Applicants who have earned prior credit at a regionally accredited university will be admitted using the following guidelines:

Official transcript presented with completed application.

The Office of the Registrar will review the transcript to identify courses that most likely will transfer. This
preliminary review will:

1. Provide evidence of a given prerequisite for major courses.
2. Provide a basis for a suggested (unofficial) degree plan.
3. Provide a basis for determining if the applicant is a candidate for Prior Learning Assessment.

Student Services will assist in registering students for courses. Online registration through the Student Portal is encouraged.

Unofficial transcript presented with completed application.

Student Services will review transcript to identify courses that most likely will transfer. This preliminary review will:

1. Serve as the determining factor for whether the applicant must take the Placement test.
2. Provide a basis for suggesting (unofficial) degree plans.

Student Services will register applicants in core courses for which the prerequisite has been met. Applicants may not register in major courses until the official transcript has been received. If the official transcript is received before the end of the semester's drop/add period, the student may change his/her schedule to reflect transferred courses; no schedule changes may take place after the conclusion of the drop/add period.

Students must provide an official transcript no later than the end of the first registered semester. Students who do not provide an official transcript by this time may not further register in courses for which the prerequisite has not been officially transferred. Additionally, students may be required to take the Placement test before registering for the subsequent semesters.

If an official transcript is received before the end of the semester's drop/add period, the student may change his/her schedule to reflect transferred courses; no schedule changes may take place after the conclusion of the drop/add period. Students will have one semester to provide an official transcript after which time students will be assigned courses as if no transfer credits would be available.

No courses can be transferred directly into Martin University without an official transcript, nor can Prior Learning Assessment be used to accept credits as a way around the need to obtain an official transcript.

Transcripts

To order official transcripts students must go online to martin.edu/registrar and follow the prompts for the parchment service.

To order unofficial transcripts students can fill out the unofficial transcript request form and return to registrar@martin.edu
The Office of the Registrar cannot accept telephone requests for transcripts.

All transcript requests will be processed within one business day.

Transcript

It is a Martin University policy to charge a fee for official transcripts. No transcripts shall be issued to students until the transcript fee has been paid. Parchment (online) or the Bursar’s office (in person) are responsible for processing the transcript fees. Transcripts will not be distributed to students who have not satisfied their financial obligations to the University.

Transcript

$10.00 parchment
$10.00 in person
$20.00 expedited (in person option)
$0.00 unofficial

Transferability of Martin University Credits

Many institutions accept Martin University credits. However, credits earned at Martin University are transferable at the discretion of the receiving school. A transfer student's Martin University transcript indicates the institution and the number of course credits earned there. It does not list the grades earned at the transfer student's previous college or university. A transfer student who needs a record of studies completed before admission to Martin University must secure a transcript from the previous institution.

Registration

To register officially for courses, a student takes the following steps:

1. New, re-entry and new transfer students are registered by Admissions or Student Services staff. Returning students must consult with the assigned mentor and register online via the student portal.
2. See a counselor in the Financial Aid Office. See the Bursar and pay tuition and fees.
3. Students may be denied registration if they have failed to meet minimum standards of academic progress, have failed to fulfill their financial obligations to the University, or have conducted themselves in a manner deemed to be harmful to the University, its representatives, or those whom it serves. Any student whose registration is rejected will receive a letter from the Registrar informing the student of the rejection and the reason for rejection.
4. Students receive verification to attend class through the student portal.

Transient Student Policy

The Transient Policy provides the opportunity for a Martin University student to attend other schools that are members of the Consortium for Urban Education (CUE) for up to two classes per semester if the student needs the class at a certain time and it is not being offered at Martin University. The other school may accept the Martin
University student if there is available seating in the class for that student. Students may take a limited number of transient courses during their degree program. Transient courses cannot be taken during the semester of the student’s graduation unless approval is granted by Academic Affairs. Students who seek to be transient students must fill out the Transient Approval Form. A student who would like to be a transient student must speak with Financial Aid to determine financial aid eligibility and funding.

This service is provided by the Consortium for Urban Education (CUE). The colleges and universities that participate in the program are IUPUI, Marian University, Franklin College, Ivy Tech Community College, Butler University, and the University of Indianapolis.

Students may obtain full information about Transient course work and the Transient Approval form from the Registrar's Office or on the website at martin.edu/registrar

**Change of Registration (Drop/Add)**

Students have one week for each session to drop or add a course with no financial or grade penalty. The drop/add procedure is initiated with the mentor and completed in the Office of the Registrar.

**Drop Refund Policy:** For students dropping one or more classes while remaining enrolled in one or more other classes.

Dropping a course is permitted only within the first week of a Session (for example, the first week of Session A Fall semester and the first week of Session B Fall semester). Dropping a course incurs no academic penalty, but may result in a delayed graduation if the student drops a course that he/she needs to graduate. See the Academic Calendar for the final date for each session that a student can drop a course(s) without penalty.

After the first week of a Session, students may withdraw from a course up until the last day to withdraw as listed in the Academic Calendar. Withdrawing from a course(s) may affect financial aid, and the student may owe a balance to the university for this course.

Students who stop attending after the ‘date to withdraw without penalty’ period will remain on the course roster and receive the grade they earned for the course. Failure to drop or withdraw from a course(s) officially may jeopardize refunds and federal aid programs. Students who do not attend classes for which they are registered and who fail to drop the classes officially will receive grades of "F" for the classes. Unless the proper paperwork is completed, students will be held financially responsible for the classes, even if they never attended. This may cause the grade point average to drop below the required 2.0, possibly disqualifying the student from future financial aid.

Adding a course to a student's schedule is permitted through the first week of a Session in a semester.

**Undergraduate Internship and Practicum Registration**
Several degree programs at Martin University provide academic credit for an internship and/or a practicum. No credit will be awarded for these experiences unless the student is officially registered for the internship or practicum at the time when the student is actually doing the work for the internship or the practicum. When a student is working at an internship or a practicum site, the faculty member who offers the course must provide a roster as part of the permanent class record (Faculty Portal) for no later than the end of week one. The roster should detail each student name, practicum site, start and end date, site supervisor, and site contact information. This coordination cannot take place unless the student is officially registered for the internship or practicum course. The faculty member will be considered the "instructor" for the internship or practicum and will have all of the responsibilities common to instructors, including site follow up and grade report.

Internships/Practicum must be identified before the start of the class and must correlate to the students' field of study. Faculty members who offer internship courses must secure internship sites related to the field of study before the start date of the course. Students are not responsible for finding internships sites although they can recommend a desired site.

The following guidelines outline the student internship/practicum experience for credit hours at Martin University:

1. Students must complete and pass SSE 200 Professional Development Seminar;
2. Students must register for an Internship course, before beginning the Internship, to receive college credit. Internship experience hours will not be awarded for experiences obtained before registering for the course.
3. A minimum of 25 hours must be completed in internship onsite activities.
4. A Martin University internship course instructor will oversee the student’s internship experiences. The duties of the internship course instructor include:
   a. Assigning internship sites;
   b. Ensure that student learning outcomes, and objectives are met during the internship;
   c. Provide a spreadsheet as part of the course record (Faculty Portal) no later than the end of week three (3) of the semester which details, the student’s name, site, start and end date, site supervisor and site contact information for each student;
   d. Maintain regular communication with the internship site supervisor on student progress;
   e. Initiate evaluations from the site supervisor on the student’s performance;
   f. Assign a final grade for the internship experiences;
   g. Assist in the resolution of disputes between the student and the site supervisor and/or internship site;
   h. Meet in group or one-to-one with the students to discuss internship experiences;
   i. Provide guidance as students complete the internship;
   j. Provide a midterm and final evaluation of the student’s performance.
5. Although the guidelines will, out of necessity, vary from one department to another, the following minimum content is appropriate to all:
   a. Students must complete and pass SSE 200 Professional Development Seminar;
   b. An initial meeting time and any other required meetings with the students;
   c. Provide a spreadsheet to the department chair by the end of week three (3) of the semester which details, the site, start and end date, site supervisor and site contact information for each student;
   d. A course outline and course objectives and student learning outcomes;
   e. Any necessary instructions; and,
   f. A description of the appropriate dress, for reasons of professionalism or as a representative of the university outside the classroom setting.
Note: Please refer to the Graduate Catalog for information regarding Practicums and Internships for the graduate programs.

Veterans' Registration

Students who are veterans are responsible for notifying the Bursar Office when certification to the Veterans' Administration is required, and when changes occur that affect benefits. If requested, the Office of the Registrar will provide a grade report or enrollment verification.

Grading System

Martin University uses the following grading system to indicate the quality of the academic work completed. A cumulative grade point average of 2.0 is required for graduation.

A = 100 – 90
B = 89-80
C = 79-70
D = 69-60
F = Below 60

Letter Grade Equivalents

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Stands out as excellent performance. Has unusually sharp insights into the material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in the progression of ideas. Example &quot;A&quot; work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The &quot;a&quot; student is, in fact, an example for others to follow.</td>
</tr>
<tr>
<td>B</td>
<td>Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for a college student. Work shows intuition and creativity. Example &quot;B&quot; work indicates good quality of performance and is given in recognition for solid work; a &quot;B&quot; should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.</td>
</tr>
<tr>
<td>C</td>
<td>Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, and initiative. Requirements of the assignments are addressed at least minimally.</td>
</tr>
<tr>
<td>D</td>
<td>Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.</td>
</tr>
</tbody>
</table>
F | Quality and quantity of work are unacceptable and does not qualify the student to progress to a more advanced level of work.

Other symbols, for which no grade points are awarded, appear on Martin University transcripts as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete (see policy below)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>G</td>
<td>Granted in Prior Learning Assessment (PLA)</td>
</tr>
<tr>
<td>P</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

**Incomplete Grading Policy**

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

The student must request in advance a grade of incomplete from the instructor of the course and provide written documentation as to why the “I” is being requested. The student must make arrangements to complete the coursework with the instructor.

1. At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester (5 weeks in a 8-week semester). At the time of the incomplete request, the student must have a grade of "C" or better in the course (instructor must provide evidence of satisfactory work).

2. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attending class weekly.

3. The instructor of a course initiates an incomplete request. Instructors will complete the Academic Action Form and submit requests and documentation to the Dean of Academic Affairs. The Dean of Academic Affairs must sign the form for final approval.

4. A student will be required to submit documentation in writing of the reason(s) why they are unable to complete the coursework at the time they request an Incomplete. The student and instructor must complete an "Agreement for Completion of Course" form outlining specific work required for course completion and expected date of completion. "Incompletes" must be completed by the following semester (for example, an Incomplete grade given in FA-19 session A must be resolved by the grade due date of SP-20 Session B). Failure to meet this deadline will result in an automatic F for the course.

**Student Grievance Policy**

Students who have a grievance against staff and other students should complete a Grievance form and submit the form to the Director of Student Services. The Director will schedule a meeting with the student and attempt to resolve the issue. If the student believes that the issue was not resolved, the Director will schedule a meeting with the student, their mentor and the Ombudsman. If the student believes that the issue is still unresolved, they may appeal to the Associate Dean of academic affairs. The Associate dean will schedule a meeting that includes the Title IX Compliance

**Note:** Grievances against the Office of Financial Aid must be directed to Financial Aid.

**Grade Change Policy/Grade Grievance**
Grade change issues are to be addressed according to the following protocol:

1. A student grievance regarding a grade must be made and signed by the student within 10 days of the issue of the grade. A grievance made after 10 days will not be considered.
2. If the grievance is not resolved between the student and the faculty member, the student should consult with the Director of Student Services who will review and work to resolve the issue with the student.
3. If the grievance is not resolved through the meeting process, and the student chooses to pursue a further remedy, the Director of Student Services will send all documentation of concern and a request for a meeting to the Associate Dean of Academic Affairs. The Associate Dean may decide to meet with the student and the Director of Student Services to ask questions to understand the issues. The associate dean makes the final decision regarding grade grievances and will send notice of the final decision within 48 hours.

Note: Grievances involving other student code of conduct issues, students, student organizations, events, and facilities are to be referred to the Department of Student Services.

**Honors Program**

Martin University offers two academic honors ceremonies: Honors Program and Graduation Academic Honors.

*Honors Program*: The Honors Program is held in the spring semester of the academic year for students who enroll in and complete at least 12 credit hours of course work that can be counted toward a degree. Qualifying GPAs for honors recognition are calculated based on the fall semester grades before the Honors Program. The program embodies two levels of excellence:

1. **The President's List** requires a 3.85 or higher-grade point average;
2. **The Dean's List** requires at least a 3.50-grade point average.

*Graduation Honors*: The Graduation Honors are awarded during Commencement for graduating seniors who have achieved outstanding scholarship as reflected in their cumulative GPA's:

1. **Summa cum laude** = 3.85 - 4.00
2. **Magna cum laude** = 3.65 - 3.84
3. **Cum laude** = 3.45 - 3.64

Note: Qualifying GPAs for Graduation Honors recognition are calculated based on the final graduating semester grades before the Commencement Ceremony. Those completing their requirements in a summer semester who plan to walk in the prior spring commencement will not have honors denoted in the graduation program. However, those students will have the honors listed on their diplomas.

**Academic Status**
A student's academic status is determined according to the number of credit hours he/she has successfully completed that count toward a degree.

<table>
<thead>
<tr>
<th>Freshman</th>
<th>0-29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

A minimum of 120 credit hours is required for graduation if all other requirements have been met. Martin University undergrad students will need to take at least 60 hours at Martin University in order to obtain a degree from Martin University. 60 hours can be transferred in from other accredited institutions. Transfer credit will be determined by the Registrar’s Office in conjunction with faculty for degree specific coursework. Students may receive a maximum of 60 hours PLA (Prior Learning Assessment). The conjunction of transfer credit and PLA will not exceed 86 hours total (requiring a residency of 34 hours to be taken at Martin University). Martin University graduate students will need to take all but a maximum of 6 hours at Martin University in order to obtain a degree from Martin University. 6 hours can be transferred in from other accredited institutions. Transfer credit will be determined by the Registrar’s Office in conjunction with faculty for degree specific coursework.

**Leave of Absence Request**

Students who stop attending the University for four or more consecutive semesters must reapply for admission through the normal procedures and pay another admission fee. However, students who foresee the need for a leave of absence extending three or more semesters may request permission in advance from the Office of the Registrar, and may return after that period without reapplying. If the approved period is exceeded, however, a student must reapply for admission.

**Reinstatement or Readmission**

All students reentering the University are obliged to follow the academic requirements of the catalog in use at the time of reentry. If a student is dismissed from the University because of unsatisfactory academic progress and desires to return, the following conditions must be met:

1. The admission process will be repeated, including payment of the admission fee.
2. Course deficiencies may be replaced by submitting an official transcript to the Registrar. Satisfactory grades from another school during the interim may satisfy a deficiency if the courses were similar or equivalent to the courses that the student failed.
3. If readmitted, the student must not receive any grade below a "C." Any grade below "C" will result automatically in the student being placed on academic probation. Therefore, readmitted students are advised to keep in regular contact with their mentors.

Note: If a re-entry student was on Satisfactory Academic Progress (SAP) when they left the University, they must return on SAP warning and submit appropriate paperwork.

**Program Changes**
Re-Entry students will need to complete the latest requirements outlined in the most current catalog. Old degree plans will not be honored, but every attempt will be made to make substitutions to assist the student towards graduation. The most current Degree Audit will be available to the student through the Student Portal.

Grade Reports

Student grades are posted in the Student Portal and can be accessed as long as the student does not have an active Business Hold.

Satisfactory Academic Progress

Martin University students are expected to maintain satisfactory academic progress (SAP) during their matriculation at the University. SAP is evaluated in two ways, cumulative grade point average (GPA) and academic progress. To maintain SAP, all students must satisfy both the minimum cumulative GPA and minimum academic progress requirements established by the University. A detailed discussion of the specific cumulative GPA and academic progress requirements is presented below.

**Note:** See the Teachers Prep Program Catalog for the Teachers Prep Program requirements and the graduate program catalogs for graduate SAP requirements.

Cumulative GPA

All students enrolled at Martin University are expected to maintain an adequate cumulative GPA during all semesters enrolled at the University. The minimum adequate cumulative GPA requirement is dependent on classification status (i.e., students enrolled in undergraduate courses vs. students enrolled in graduate courses) and the cumulative number of credits hours the student has attempted.

**Minimum GPA requirements for undergraduate students.**

Martin University requires that all Freshman and Sophomore students maintain a cumulative 1.5. GPA; Junior and Seniors maintain a cumulative 2.0 to meet GPA standards for SAP.

Cumulative Academic Progress

All Martin University students are expected to successfully complete the courses in which they are enrolled. Academic progress is a measure of the extent to which a student is successfully completing his/her coursework. It is calculated by dividing the cumulative earned credit hours into the cumulative attempted credits hours. The resulting value is expressed as a percent ranging from zero (0) to 100. Higher percentages reflect a greater amount of success in completing courses and hence, greater cumulative academic progress.

Minimal Academic Progress Requirements for Undergraduate Students

Undergraduate Students are expected to successfully complete at least two-thirds (70% rounded) of the cumulative attempted credit hours in which they are enrolled. A successfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was an A, B, C, or P (Grade D is
considered passing for some elective courses). An unsuccessfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was a D, F, NP, I or W. Please note that while final marks of Non-Pass (NP), Withdrawn (W), and Incompletes (I) do not count towards the cumulative GPA, they do count towards cumulative academic progress. Also, coursework transferred to Martin University (identified as "TR" on the transcript) that counts towards a student’s degree also counts towards cumulative credit hours attempted and cumulative credit hours completed. Coursework that is transferred into Martin University that does not count towards a student’s degree does not count towards the cumulative credit hours attempted and cumulative credit hours completed. In general, Martin University only transfers credit that counts towards a degree. It is recognized however, that students sometimes change majors, and previous transferred credit may no longer count towards that major/degree. Because of these instances, any student who has credit transferred to Martin University must have this transfer credit re-evaluated if he/she changes his/her major. Moreover, credit earned from prior learning assessment (PLA and identified as "G" on the transcript) also counts towards the cumulative credit hours attempted and cumulative credit hours completed if the credit applies to the student’s degree. If the PLA credit does not count towards the student’s degree, then the PLA credit does not count towards the cumulative credit hours attempted and cumulative credit hours completed. A student with PLA credit who switches majors must have the PLA credit re-evaluated to determine if the credit continues to count towards his/her new major/degree. In cases where courses are retaken, the original course continues to count towards the cumulative hours earned and cumulative hours attempted.

The SAP requirements for undergraduate students discussed above are summarized below:

**SAP Requirements for Undergraduates:**

<table>
<thead>
<tr>
<th>Total Attempted Credits/ Minimum Cumulative GPA/ Cumulative Academic Progress</th>
<th>1 – 59</th>
<th>66.67%</th>
</tr>
</thead>
<tbody>
<tr>
<td>60+</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Time Period for Evaluating SAP – End of Each Semester**

SAP is evaluated by the Student Success Manager at the end of each academic semester for each student. When evaluating SAP, both cumulative GPA and cumulative academic progress as defined above are examined. A student is considered to be achieving satisfactory progress when he/she meets the minimum cumulative GPA and minimum cumulative academic progress requirements. A student is considered making unsatisfactory academic progress if either the minimum cumulative GPA requirement and/or the minimum cumulative academic progress requirement are not met at the end of the academic semester in which he/she is enrolled.

**Consequences for Failing to Maintain SAP**

Martin University has a three-step process to be followed when a student does not meet the SAP requirements. This three-step process includes a warning status, probation status, and suspension/dismissal status. Each of these conditions is presented below.

**SAP Warning Status**

As a first step, any student who does not achieve satisfactory academic progress (per the minimum cumulative GPA and minimum cumulative academic progress requirements presented above) in a given semester will be placed on SAP Warning status. SAP Warning status is assigned by the Student Success Manager without
appeal or other action by the student. The student is notified in writing of the SAP Warning status. While on SAP Warning status, the student has one academic semester to achieve satisfactory academic progress. If the student meets the SAP requirements at the end of the following semester, the SAP Warning is rescinded. In this case, the student is notified in writing by the Student Success Manager. No further action is required.

SAP Academic Dismissal/Suspension

At the time of notification from the student success office regarding a suspension status, the student will have 10 days to submit a written appeal outlining mitigating circumstances.

The appeal letter should include the following

· Mitigating circumstances that prevented the student from meeting the requirements of academic progress (e.g. death in the family, student illness or injury, other personal circumstances). Mitigating circumstances do not include: withdrawing from classes to avoid failing grades, pursuing a second major or degree, etc.

· Documentation that supports the student’s basis for the appeal

· Steps the student has taken/will take to ensure future academic success

· If it is not possible for the student to achieve satisfactory academic progress with one successful probationary semester, the student must also submit an academic plan signed by their academic advisor. This plan should outline the student’s academic goals for each semester (e.g. number of credit hours and cumulative GPA) that will enable the student to meet the requirements of academic progress at a specified future point in time.

Reinstatement Following Dismissal

Students are not eligible for reinstatement for at least three semesters after a SAP dismissal. To be reinstated after SAP dismissal, a student must present evidence to the SAP Committee that he or she is ready and able to make satisfactory progress. The SAP Committee is responsible for acting on requests for reinstatement after academic dismissal. Reinstatement is a formal process in which the student petitions the University in writing for reinstatement. As part of this petition, the student must provide evidence that he/she can achieve academic success and maintain satisfactory academic progress. If a student is reinstated, the student would be required to follow terms and conditions outlined by the SAP Committee that promote future academic success and SAP. The student must agree to these conditions in writing before being reinstated to the University.

If the SAP committee denies reinstatement, the student may appeal the decision to the Associate Dean of Academic Affairs, who will use only the material presented to the SAP Committee to review the case. After examining the evidence, the Associate Dean of Academic Affairs will render a decision on reinstatement. This decision is final. A student denied reinstatement by the SAP Committee, and the Associate Dean of Academic Affairs may petition for reinstatement to the University the following semester, using the same process contained in this subsection. Students may appeal to the University President.
Note: This policy does not determine financial aid eligibility.

**SAP Probation Status**

Students who return after a suspension/dismissal or who appeals a suspension/dismal will be placed on probation status. As part of the probation, the student will be required to follow an academic plan developed by the SAP Committee designed to move the student into making satisfactory academic progress. The academic plan must be signed by the student and Student Success Manager. The student will be notified in writing of Probation Status. The student will be on SAP Probation for the following academic semester. At the end of the semester in which the student is on SAP probation, the student must meet the requirements of SAP to avoid dismissal from the University. If the student achieves SAP requirements, at the end of the semester, the SAP Committee will rescind the SAP probation. If the student does not achieve SAP requirements at the end of probation status, the student will be dismissed and will not be eligible to return for three semesters. The Student Success Manager will notify the student in writing.

Note: Re-Entry students who leave on SAP will re-enter the University on probation status if they left the University on SAP.

**Repeating Courses**

If an undergraduate student repeats a course for which the original grade was "D" or "F," or if a graduate student repeats a course for which the original grade was a "C", "D", or "F", both the original grade and the last grade received will appear on the transcript. The original grade will factor into that semester’s Term GPA, but only the highest grade earned will factor into the Cumulative GPA. Students should speak with Financial Aid regarding repeating a course to see the guidelines for receiving Financial Aid for a repeated course.

**Student Handbook**

Upon admission to Martin University, all students receive online access to the *Student Handbook*, which further explains Martin University policies and procedures.

**Introduction to Higher Education**

All students new to higher education (those who are new to higher education or those transferring in less than 30 credit hours) are required to take **SSE 100 - Introduction to Higher Education.** The credit course assists students in setting goals, describes how the educational system works and teaches students how to solve problems they will encounter in higher education.

Note: All students entering on the Ability to Benefit (ATB) program must take SSE 100 during their first semester.

**Class Attendance**

Martin University is not an attendance taking University. However, failure to attend classes regularly will impact a student's grade. Students are required to attend the first week of courses in a Semester in order to be captured as attending Martin University for Financial Aid purposes. Failure to attend during the first week of a Session will result in the student being dropped from the course. Students are responsible for regular and punctual attendance at all scheduled classes and laboratories. It is neither the faculty's nor administration's responsibility
to check up on students who repeatedly miss class. Before dropping a student from a class, faculty will attempt to contact the student. Students may expect poor attendance to affect their grades negatively. Poor attendance may also affect students' financial aid negatively.
Degree Requirements

A student is expected to fulfill the requirements for graduation that are stated in the catalog at the times of either admission or readmission to Martin University. The general requirements for a baccalaureate degree are as follows:

1. Completion of at least 120 credit hours.
2. A cumulative grade point average of 2.0 (Teachers Prep Program requires a grade of a B or better in some courses. Please refer to the program information).
3. Completion of residency requirements.
4. Completion of the general education curriculum Core.
5. Completion of all requirements of the student's academic department. The Final Project must be completed in residence.
6. Completion of any elective hours to reach the 120 earned hour minimum requirement

To be eligible for a degree at Martin University, all the objectives for the entire curriculum as outlined in the student's degree plan must be achieved. The completion of 120 credit hours does not, by itself, qualify a student to receive a degree.

**Note:** See the Teachers Prep Program Catalog for the program requirements.

Academic Mentors

 Upon entry to the University, a student is assigned an academic mentor to assist and guide him/her in all academic endeavors. Students are encouraged to consult with their mentors at least once each semester and about any academic concerns. The mentor has the responsibility of monitoring the student’s academic progress. Mentors also assist students in developing degree plans and selecting courses. Students bear the responsibility for the completion of their degree plans, for seeking the mentors’ advice, and for having their preliminary graduation requirements approved by their mentor and Academic Affairs to make sure completion of prerequisites and other requirements are met. Three semesters before graduation, mentors are expected to make certain students have met all requirements for graduation. If students have any questions about the degrees offered by Martin University or other degree requirements, they are advised to read the academic catalog and/or make an appointment to consult with their assigned mentors. The mentor retains the student’s degree plan, and the mentor is the first to recommend graduation when a student has met all requirements.

Gateway Courses

Students must complete at least SSE 100, ENG125, ENG 135 and CTE 150 before they begin the major and minor fields of study. In consultation with the mentor, a degree audit is applied to guide the student toward graduation.

Degree Audit

Degree Audit is a tool that students can access via their student portal in order to track their academic progress toward graduation.

Major
Majors at Martin University require a student's Final Project/Capstone Course and/or Internship. In the major, some programs require more courses to fulfill the requirement. At Martin University, credit hours required in the major will be listed on the student's degree audit. A cumulative GPA of 2.0 is the minimum acceptable grade for required courses in every major.
Minor

All Martin University students are encouraged to include a minor area of concentration in their degree plans. Minors may be developed in consultation with the student and his/her mentor. These minors may come from a wide variety of subject areas as the student's ability and interest dictate. In all cases, a minor will involve at least 18 credit hours of coursework in the selected area of interest, with at least 9 credits at the 300 and 400-level. At least 50% of the minor courses must be taken at Martin University in order for a minor to be conferred. **A minor must be in a degree program offered by the University.**

Double Major

Students who want to graduate with two majors (double major) must complete all the requirements for each major, including completion of a final project/capstone course and/or internship for each major. This means that the number of credits required for graduation will be significantly higher than the normal 120 credits required for a single major. Students who intend to pursue a double major must first obtain the consent of their Academic Mentor. Earning a double major does not mean that a student has earned two separate degrees.

Second Baccalaureate Degree

Students who wish to earn a second baccalaureate degree from Martin University must notify the Financial Aid department.

Final Project/Capstone Course

Each major requires a Final Project/Capstone Course. For the Final Project, the student initiates, develops, refines, and presents a project or thesis that demonstrates the student's comprehensive knowledge in the major field. The faculty teaching the course guides the final project/capstone. Students must complete their final project/capstone, no later than the fall semester preceding their semester of graduation.

Commencement

During the month of May, Martin University holds its commencement exercises. This ceremony is the official recognition of all students who have completed academic degree requirements in the Fall, Spring, or Summer semesters of an academic year. Students who have 9 hours or less to complete in the summer semester following commencement are permitted to walk in the May commencement exercise. Diploma covers are given out at commencement, and diplomas will be ready for pick-up or mailing 6-8 weeks after degree conferral.

Confidentiality of Student Records (The Family Educational Rights and Privacy Act of 1974 [FERPA])

Martin University informs students and concerned others of the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act and the federal regulations implementing its provisions, with which this University complies, were adopted to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide the opportunity for informal and formal hearings to correct and expunge inaccurate or misleading data. Students may schedule a record review with the Registrar. Student records must be kept confidential and may be reviewed only by the proper officials of the University. Students who wish to have their academic or financial records available (such as to a parent or spouse) may do
so by filling out the Third Party Release Form on file in the Registrar’s Office.

**Disability Statement**

Many students who transition into a university environment may be accustomed to significant previous assistance from family members and professionals in obtaining necessary services related to the effects of disabilities and health problems. Students may be faced with discussing personal information about an established or newly acquired disability with University personnel, perhaps for the first time.

These kinds of sensitive discussions are best held with individuals who are familiar with accommodations that the University can provide. It is best to meet with a student to build a team approach for planning accommodations based on the resources available to the student. This approach proves to be most beneficial to the student and the respective faculty and the staff members who need to be included in the conversation. Students, whose disabilities may be defined by the Americans with Disabilities Act (ADA), are highly encouraged to have these conversations early with faculty and staff at Martin University.

Any individual with a pre-existing disability, over time, has developed mechanisms and strategies for coping with the challenges of academic life; and those with newly acquired health difficulties may not be as familiar with some effective strategies, which may help them to maximize their University experience. Individuals have the right to differing accommodations based on their training and experiences. All educational buildings, classrooms, and restroom facilities are accessible by wheelchair. It should be noted that some disabilities, often denoted as "invisible disabilities," may not be noticeable to everyone. However, may require significant accommodations, nonetheless.

Martin University encourages discussions between students and faculty or appropriate staff to work out agreements, which are beneficial to both students with particular needs and the requirements of courses. Appropriate accommodations can allow all students equally to demonstrate their ability and knowledge in courses. All students who would like to speak directly with staff about these situations may do so by contacting the Director of Student Services and Enrollment located on the 1st Floor of the Administration Building.

**Drug-Free Environment**

Martin University, through its policies and programs, is dedicated to providing an atmosphere that promotes the following:

1. Reinforcement of positive, drug free living,
2. Prohibition of illegal drugs,
3. An understanding of the effects of drugs, including alcohol and nicotine, on personal health and safety.

The unlawful possession, use, or distribution of alcohol or illicit drugs is prohibited among students, staff, and faculty on University premises or property, or at any University-sponsored activities.

**Tobacco Use**

Smoking is limited to outside designated areas on the University campus.

**Non-Discrimination Code**

Martin University shall not exclude any student based on race, religion, age, ethnic origin, gender, or disability.
This policy extends to the University's administration of its policies, financial aid programs, scholarships, employment, and any other program.

**Reservation of Right**

Martin University reserves the right to modify or change, at any time after the publication of this catalog, the policies, fees, tuition, academic requirements, courses, and all other matters contained in this publication. Students will be informed of changes via email communication and announcements on the student portal.

**University Policies**

Policies of Martin University are published in this catalog and the *Student Handbook*. New policies or policy changes are publicly displayed and available on the Student Portal. Students should regularly read the Student Portal as well as martin.edu/registrar to get updates on new policies and news. The Emergency Preparedness Plan is on the University's website.

**Martin University Online Security Practices**

The majority of courses listed in the Course Catalog are presented in a traditional face-to-face setting. However, an increasing number of courses are offered as online or a hybrid course format.

Students who enroll in online courses at Martin University are undertaking a new learner-based experience that has both benefits and additional demands. Unlike a traditional face-to-face setting, online students must exclusively rely on electronic communications. As a result, students are expected to have a basic proficiency with computer technology that includes word processing, e-mailing, chat rooms, and instant messaging. Specifically, online students must be able to learn and use the various components of Martin University’s learning management system (Student Portal).

To be successful, online students must have access to computers and the internet. Students are expected to regularly check the course platform homepage, calendar, and/or assignment page. As required, the students must post responses on the course discussion board, take quizzes, and complete assignments within established cutoff dates. Students are also expected to be professional in all online correspondence.

Martin University expects all students to be honest and act with integrity at all times. As a result, there is no tolerance for any form of cheating, plagiarism, or any other form of academic dishonesty. While these expectations are understood and practiced by most students, the university has also established procedures to minimize the opportunities for inappropriate behavior by students especially while taking exams.

Unfortunately, the advent of online learning has provided new opportunities for students to cheat during exams. The most common problems involve the use of prohibited resources, allowing someone else to take an exam and unauthorized collaboration. To preclude these practices, Martin University strictly enforces the use of university e-mail addresses, usernames, and passwords. Also, online exams are routinely timed and require an authorization code by an approved proctor. Depending on the exam (mid-term, final, etc.), online students are required to take the exam on campus in the presence of the instructor.

**Academic Dishonesty Policy and Procedures**

All allegations of academic dishonesty should be directed to the Student Service Office.
Academic Integrity

Each Martin University student is expected to uphold the utmost in academic integrity. This adoption of practices includes values such as the avoidance of cheating, plagiarism, and overall academic dishonesty. Academic dishonesty is defined as:

1. Tampering with a transcript, records, etc.;
2. Using unauthorized materials before or during an exam;
3. Providing or receiving unauthorized assistance during an exam;
4. Cheating (using someone else's paper or assignments, etc.);
5. Committing plagiarism

Penalties for Academic Dishonesty

If a faculty member suspects a student of cheating or plagiarism, the instructor will confront the student and request that the student clarifies the source material. The faculty member may put in writing the results of the confrontation, and the incident report will be placed in the student’s file. If a faculty member can prove that a student has plagiarized or cheated, the instructor may apply the following:

1. Papers or exams receive a low or failing grade; and/or
2. Receive a low or failing grade for the course.

The Office of Academic Affairs will be informed of any action that is taken, and an incident report will be placed in the student’s file.

Plagiarism

Plagiarism is defined as the unacknowledged use of another’s words, ideas, research or propositions. The source may be not only printed material, but also material presented in lectures, interviews, broadcasts, and computer programs. Incorporating isolated formulas, phrases or sentences without proper acknowledgment is plagiarism, just as much as copying whole paragraphs or more. Even if the material is paraphrased and not quoted directly, the student is guilty of plagiarism if the source is not acknowledged appropriately.

Therefore, students should be careful to acknowledge all assistance in preparing an assignment. Presenting as one's own, the idea or words of another, without acknowledging the source of information can occur in assigned papers, open book exams, or take-home exams; and, students should adhere to the guidelines regarding plagiarism in all instances.

If a student seeks help for typing or proofreading, this help also should be acknowledged in the assignment. If acknowledged, the help would not be considered collusion. In all courses, students must do their proofreading (typing by another is permitted if acknowledged).
Student Services

Student Success Center (SSC)

The Student Success Center (SSC) was established to enhance support services for students. The Center is designed to assist students in adjusting to college and includes academic and other support services. The Center includes the following services:

Literacy Support

Literacy: The condition of being knowledgeable enough to turn your reading material into thoughtful writing and interpretation.

The goal of the literacy support is to help students become knowledgeable enough in their reading ability to interpret and demonstrate that knowledge in writing. The purpose of the literacy support is to assist students in developing the following skills:

1. To comprehend course material through developing skills in understanding vocabulary,
2. To identify main ideas and details, summarizing, interpreting,
3. To explain reading materials, using them to create new applications.

Also, students will learn ways to organize ideas in the reading material to enable them to understand information, apply it to other situations, and create new applications and hypotheses.

Students in literacy support will become life-long learners through vocabulary development, will develop reading comprehension, and learn how to apply new information to previous knowledge to form hypotheses and discover better ways to live and work.

Writing Support

Martin University's mission has always been to aid and assists those who want to attend college. The Student Success Center provides one-on-one and group tutoring sessions, which enable students to utilize writing as a tool for both communication and expression. Trained tutors and faculty will offer help with processes such as brainstorming, drafting, and implementing and understanding revision strategies. By suggesting changes, we guide writers in implementing and understanding revision strategies. Revision, ultimately, is the writer's responsibility. Our primary goal is to help Martin students acquire the knowledge, confidence, and tools that they need to help "write themselves into the world." Writing support instructors will not edit or proofread papers. Nor will they do students’ reading or thinking or writing. Instead, their goal is to teach students to do these things themselves to become better, more confident writers.

Early-Alert System

The purpose of the early alert system is to identify students who are performing below "C" level in their classes or who have poor attendance early in the semester (week 4). Faculty and instructors refer at-risk students to the Student Success Center to identify and correct problems that are preventing them from succeeding in their classes.


**Computer use in the Student Success Center**

Students are encouraged to use computers in the Global Computer Lab. The computers in the Student Success Center are to be used for academic support activities.

**Ombudsman**

The Ombudsman is available to students who encounter personal issues while enrolled in school. The Ombudsman has an office in Academic Affairs and is available to meet with students. The Ombudsman mediates between two parties and serves as an intermediary in assisting the student with locating assistants with an outside agency or within the University. The Ombudsman’s duties are listening to and educating constituents of rights, confidentially providing consultation and recommending strategies to resolve issues. For students with complaints, the Ombudsman may refer students to the Title IX Director Compliance Officer or the Director of Student Services for grievances. The Ombudsman may be required to participate in the investigation and resolution of the complaint, (See the Student Code of Conduct for additional information). Students with issues other than personal concerns should complete the Student Grievance Form. The Student Grievance form is located at the back of this handbook, in the Student Services Department and with mentors.

**Mentor/Mentee Program**

The goal of the Mentor program is for students to partner with faculty from the beginning of a student’s academic journey to assist the student in meeting the demands and challenges necessary to succeed in their academic endeavors and to attain their goals. All students are assigned a faculty mentor upon enrollment. The goal is to promote student success by counseling students in academic and career choices and assisting with registration and course selection. By way of guidance, the mentor will help to expand the student’s ability to accomplish his or her educational, career goals and objectives.

If returning students have any questions about the degrees offered by Martin University or the degree requirement, they should check the course catalog and make an appointment to consult with their assigned faculty mentor.

**Prerequisites**

Before registering for classes at Martin University, students should read each course description carefully to ensure that they are registering for the courses needed to meet their educational goals. Students should also make an appointment with their mentor who will help develop a Degree Plan and determine the classes that are needed. Many courses restrict enrollment to students who meet a level of preparation that is essential for them to succeed in those courses. These restrictions are called *prerequisites*. Courses may also have a *recommended preparation or recommended concurrent enrollment* that will also enhance chances for success in these classes. Students may be able to meet course prerequisites throughout the curriculum if they have completed coursework at another college or university. Proof of successful course completion (courses must have been completed with a grade of "C" or better, for "course credit") should be submitted to the Registrar.

Students will not be able to enroll in courses which have a prerequisite that has not been met.

**University-Wide Learning Outcomes:**

Institutional Learning Outcomes (ILO’s) include the knowledge, skills, and competencies embedded within every aspect of the college to inspire and enhance each student’s transferable learning skills. The ILO’s represent the broad categories of competence that enable students to be successful in further education, careers, as
citizens and in their personal lives. They are:

COMMUNICATION SKILLS
Students will effectively express and exchange ideas through listening, speaking, reading, writing and other modes of interpersonal expression.
∙ Create a written summary of the main ideas extracted from information gathered. (CS1)
∙ Effectively organize communications, ensuring there is a clear introduction and In conclusion, the content is well-sequenced and there are appropriate transitions. (CS2)
∙ Know and use the active listening skills. (CS3)
Make effective presentation, formatting and stylistic choices when developing communication. (CS4)
∙ Translate or explain what written information means and/or how it can be used. (CS5)
∙ Understand the role of context, audience and purpose when developing a communication. (CS6)
∙ Use appropriate posture, gestures, eye contact and vocal expressiveness to effectively communicate information. (CS7)
∙ Use high-quality, credible, relevant sources to support writing. (CS8)
∙ Use visual representations such as graphs, charts or graphics to enhance the meaning of the message that is being communicated. (CS9)
∙ When communicating, use language that is appropriate to the audience. (CS10)

CRITICAL THINKING AND QUANTITATIVE REASONING
Critical thinking and quantitative reasoning provides students with the knowledge, skills, and perspectives needed to appreciate many viewpoints, a key measure of a liberal areas education. It serves as the foundation for all intellectual activity, including problem-solving, inquiry, and decision-making. Philosophical learning promotes informed reflection on various areas, topics, and figures in philosophy. Students learn to formulate and defend solutions to philosophical and ethical issues related to social, cultural, economic, and political factors that affect communities.
Students will be able to gather and synthesize relevant information, evaluate alternatives and implement creative and effective solutions.
∙ Clearly and completely state and describe a problem/issue. (CT1)
∙ Consider the context, costs, benefits and consequences of potential solutions to problems or issues. (CT2)
∙ Create and/or organize data and information into meaningful patterns in order to interpret and draw inferences from it. (CT3)
∙ Develop a plan to implement a solution to a problem or issue. (CT4)
∙ Evaluate information to identify limitations and biases. (CT5)
∙ Identify quality sources for data and information pertinent to a problem or issue being examined. (CT6)
∙ Identify the best solution to a problem or issue. (CT7)
∙ Use creativity and alternate thinking to brainstorm new ideas and possible solutions to problems or issues. (CT8)
∙ Use rules or frameworks to provide context for and understand problems or issues. (CT9)
Use well-designed search strategies to gather data and information. (CT10)
CULTURAL AWARENESS
Martin University students encounter a broad spectrum of human values and behaviors that are different from their own. In doing so, students develop a broader understanding of who they are, individual potential, and the kind of dangers that threaten individuals, families, communities, and nations, and to develop an understanding of what they see as the meaning of life. As students of Martin University are prepared to become future leaders who value human life and diversity, the following courses have been identified to provide them with knowledge about who they are and their role in shaping the future of the world in which we live.

Students will be able to understand how culture affects their everyday decisions.
- Become informed, open-minded, and responsible people who are attentive to diversity across the spectrum of differences. (CA1)
- Seek to understand how their actions affect both local and global communities. (CA2)
- Address the world’s most pressing and enduring issues collaboratively and equitably. (CA3)
- Explain how similar actions can be understood differently depending on cultural context. (CA4)
- Evaluate the impact of culture on individuals and groups. (CA5)
- Demonstrate the ability to articulate his/her key cultural traditions. (CA6)
- Demonstrate a basic appreciation of the diversity of the human experience. (CA7)
- Be able to compare and contrast diversity in human history. (CA8)
- Demonstrate a basic ability to analyze and evaluate the interconnectedness of local, national, and global communities. (CA9)

WORKFORCE ESSENTIALS PROFESSIONALISM
Workforce essential courses will provide students with the knowledge of computers, professional etiquette, and community service knowledge that will facilitate students’ preparation for the workplace and educational experience across the curriculum. Students will understand the nature and role of the workforce and become competent to enter the workforce and advance in their careers effectively.

Students will:
- Demonstrate an adequate understanding of computing fundamentals, including hardware, basic software, and operating systems. (WE1)
- Demonstrate an adequate ability to use the internet and apply technical knowledge and skills in real-life situations. (WE2)
- Demonstrate a basic attitude of civic mindedness. (WE3)
- Demonstrate an adequate ability to reflect his/her moral and ethical choices in making career decisions. (WE4)
- Practice professionalism and ownership demonstrate professional growth and learning. (WE5)
- Demonstrate appropriate professional and self-management practices. (WE6)
- Demonstrate personal accountability. (WE7)
- Demonstrate ethical behavior. (WE8)
- Demonstrate teamwork. (WE9)
General Education Core (39 Hours)

New Student Experience (3 Hours)
SSE100 Student Success in Higher Education

Humanities (3 Hours)
HUM 101 Introduction to Humanities

History (3 Hours)
HIS 161 Emancipatory
AFS 328 African American History

English (6 Hours)
ENG 125 Composition I
ENG 135 Composition II

Social Science (3 Hours)
INT 270 Research Methods
SOC 200 Principles of Sociology

Fine Arts (3 Hours)
MUS 150 Music Appreciation

Math (3 Hours)
MAT100 College Math for Liberal Arts

Information Technology (3 Hours)
CTE 150 Microcomputer Applications

Global Awareness (3 Hours)
HUM 153 Appreciation of Languages

Philosophy (3 Hours)
PHI 201 Critical Thinking
PHI 350 Philosophy of Religion

Communication (3 Hours)
COM201 Introduction to Public Speaking
COM 400 Cross Cultural Communication

Service Learning (3 Hours)
SLL 200 Introduction to Service Learning and Leadership
MARTIN UNIVERSITY PROGRAMS

The academic programs are designed to prepare students to meet the challenges of an increasingly complex and diverse global society. Learning in a global marketplace requires a broader set of skills and the well-rounded ability to apply education across an array of disciplines and industries.

Students are provided with the tools necessary to function effectively within their chosen vocation and/or pursue advanced education. Each student studying for a degree must complete courses in his/her major, the courses in the General Education Core Curriculum, and any elective hours still needed.

Martin University offers the following Undergraduate Degree Programs:

Bachelor of Science in Addiction Counseling (BS)

Upon completing the Addictions Counseling program, students will be able to apply knowledge and skills appropriate for employment in entry-level positions in the addictions counseling field.

Students will be able to apply knowledge of human behavior, emotions, and mental processes as it relates to addiction and addictive behavior. Graduates of the Addictions Counseling program will possess the ability to apply knowledge of social, psychological, and physiological processes as well as theoretical models associated with addiction.

Student Learning Outcomes

1. Students will be able to conduct clinical assessments, develop treatment plans, provide treatment, and evaluate treatment outcomes for persons with addiction issues in individual, family, and group settings.
2. Students will be able to engage in practices and techniques that take into consideration social, psychological, and physiological processes as well as theoretical models associated with addictions and diverse populations.
3. Students will be able to demonstrate the ability to adhere to professional ethical standards, including confidentiality, sensitivity when working with diverse populations, and responsibility for professional growth.
4. Students will be able to utilize mathematical and statistical analysis for the interpretation and solution of problems associated with addictions in society.
5. Students will use critical thinking skills to make sound and reasoned decisions regarding clinical assessments, treatment planning, treatment, the evaluation of treatment outcomes, and ethical dilemmas encountered in various practice settings.
Addictions Counseling Course Requirements

- PSY 101 Introduction to Psychology (3 cr hours)
- PSY 212 Lifespan Development (3 cr hours)
- PSY 220 Intro to Addictions (3 cr hours)
- PSY 301 Group Dynamics (3 cr hours)
- PSY 310 Addiction Counseling (3 cr hours)
- PSY 315 Assessment and Treatment Planning (3 cr hours)
- PSY 320 Multicultural Counseling (3 cr hours)
- PSY 325 Professional Ethics (3 cr hours)
- PSY 350 Abnormal Psychology (3 cr hours)
- PSY 360 Origins and Theories of Personality (3 cr hours)
- PSY 383 Counseling the Dysfunctional Family (3 cr hours)
- PSY 395 Physiology of Addictions (3 cr hours)
- PSY 495 Practicum/Internship (3 cr hours)
- PSY 499 Capstone/Final Project (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Bachelor of Applied Science Degree (BAS)

The Bachelor of Applied Science degree (BAS) is a bachelor’s degree specifically designed to provide workplace skills. The BAS degree offers two concentrations, Healthcare Management and Software Applications. The BAS program will prepare students to work in management level positions in science, and vocational and technical environments based on the students’ choice of concentration. The program is designed to enhance student’s knowledge, analytical abilities and critical thinking skills and prepare them for upward mobility in their field of study. The BAS will also provide a seamless transition for students seeking to move from research- focused programs in science, and skill-based programs, to a management level program in these areas.

Healthcare Management (Concentration)

Student Learning Outcomes

1. Students will examine the dynamic nature of healthcare administration and demonstrate the problem solving and leadership skills to manage resources as needed within this environment
2. Students will demonstrate knowledge of the healthcare delivery systems along with the associated operational and financial aspects associated
3. Students will describe the management, leadership, and healthcare theories and components of the healthcare delivery system in the United States.
4. Students will evaluate the impact of factors that affect the policies, management, and operation of healthcare organizations.
5. Students will analyze the healthcare environment and implications for managers within the field.

Healthcare Management Course Requirements

- ACC 201 Principles of Accounting (3 cr hours)
- BIO 150 Medical Terminology (3 cr hours)
- BIO 201 General Biology I (3 cr hours)
- BIO 202 General Biology II (3 cr hours)
- BIO 221 Applied Biology I (3 cr hours)
- BIO 222 Applied Biology II (3 cr hours)
- BIO 270 Management of Healthcare Organizations (3 cr hours)
- BIO 280 Ethics and Professionalism for Healthcare Managers (3 cr hours)
- BIO 495 Practicum/Internship (3 cr hours)
- BIO 499 Capstone/Final Project (3 cr hours)
- BUS 201 Introduction to Business (3 cr hours)
- BUS 220 Business Law (3 cr hours)
- BUS 301 Supervisory Techniques (3 cr hours)
- BUS 361 Management of Diversity (3 cr hours)
- CIS 151 Computer Information Systems (3 cr hours)
- CTE 200 Advanced Microcomputer Applications (3 cr hours)
- FIN 307 Managerial Finance (3 cr hours)
- HRS 313 Management of Human Resources (3 cr hours)
- INT 276 Statistical Methods (3 cr hours)
- MGT 201 Principles of Management (3 cr hours)
- SSE 200 Professional Development Seminar (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Software Applications (Concentration)

Student Learning Outcomes

1. Students will demonstrate an advanced understanding of business terms, functions, law, leadership, and technology.
2. Students will develop programs to retrieve data from forms and files to produce user displays and reports
3. Students will create user interfaces to collect and present data and information
4. Students will implement measures to create secure web sites
5. Students will design pages for a typical web application

Software Applications Course Requirements

- BUS 201 Introduction to Business (3 cr hours)
- BUS 361 Management of Diversity (3 cr hours)
- BUS 400 Business Leadership Development Skills (3 cr hours)
- CIS 151 Computer Information Systems (3 cr hours)
- CIS 258 Web Design (3 cr hours)
- CIS 300 Understanding Digital Transformation (3 cr hours)
- CIS 350 Digital Platforms (3 cr hours)
- CIS 495 Practicum/Internship (3 cr hours)
- CIS 499 Capstone/Final Project (3 cr hours)
- CTE 200 Advanced Microcomputer Applications (3 cr hours)
- CTE 210 Intro to Computer Programming (3 cr hours)
- CTE 301 Database Development (3 cr hours)
- CTE 310 Database Development II (3 cr hours)
- CTE 380 Digital Video and Multimedia (3 cr hours)
- CTE 400 Web Design (3 cr hours)
- INT 267 Statistical Methods (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Bachelor of Science Degree in Business Administration

The course of study for the Bachelor of Science in Business Administration degree will equip students to demonstrate knowledge, skills, integrity, and a sense of social responsibility, and individual qualities that will influence successful outcomes in the business world. Successful completion of the curriculum prepares the student to perform a wide range of tasks and demonstrate leadership abilities, technological awareness, and intellectual capacity. The Business Department further encourages the building of a sense of purpose and an attitude of service in a leadership capacity.

Student Learning Outcomes

1. Students will demonstrate a significant understanding of the fundamental concepts of accounting, business law, economics, finance, management, and organizational behavior, and marketing.
2. Students will evaluate business problems from the perspective of multiple business disciplines and formulate, communicate, and defend recommendations to decision-makers based on those evaluations.
3. Students will develop clear written, and well-organized oral presentations.
4. Students will understand and recognize the importance of diversity or inclusion in the workplace.
Business Administration Course Requirements

- ACC 201 Principles of Accounting I (3 cr hours)
- BUS 200 Business Communications (3 cr hours)
- BUS 201 Introduction to Business (3 cr hours)
- BUS 220 Business Law (3 cr hours)
- BUS 301 Supervisory Techniques (3 cr hours)
- BUS 400 Leadership Development Skills (3 cr hours)
- BUS 416 Business Ethics & Social Responsibilities (3 cr hours)
- BUS 461 Organizational Behavior (3 cr hours)
- BUS 499 Capstone/Final Project (3 cr hours)
- CIS 151 Computer Information Systems (3 cr hours)
- CTE 200 Advanced Microcomputer Applications (3 cr hours)
- ECO 201 Principles of Microeconomics (3 cr hours)
- HRS 313 Management of Human Resources (3 cr hours)
- INT 267 Statistical Methods (3 cr hours)
- MKT 201 Principles of Marketing (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Bachelor of Science Degree in Criminal Justice

The Criminal Justice Program combines the study of criminal law, and law enforcement, in a practical yet creative manner. This course of study will prepare students for a variety of careers in or related to the justice system. Students who choose this degree path will find that there are a variety of career choices. Careers in public safety include front-line positions such as state and local law enforcement officers, parole and probation officers, border guards and corrections officers. Additionally, students can pursue careers in federal law enforcement including the Federal Bureau of Investigation (FBI), and the U.S. Department of Homeland Security.

Required courses are listed under the BS Criminal Justice Courses. Students seeking a degree in Criminal Justice are encouraged to take Prior Learning Assessment (PLA).

Student Learning Outcomes

1. Students will explain the origins of criminal behavior, society's response to crime, and the consequences of crime to society, utilizing multiple perspectives.
2. Students will explain social injustices and social harms within criminal justice systems.
3. Students will compare theoretical frameworks to the causes and prevention of crime, the processes of criminalization, and the impact that crime has on society.
4. Students will discuss the relationships between the courtroom and its procedures, the criminal law, and issues of criminal procedure (due process vs. crime control).
5. Students will apply critical thinking skills to police reports through effective report writing.
Criminal Justice Course Requirements

- CRJ 100 Intro to Criminal Justice (3 cr hours)
- CRJ 150 Criminology (3 cr hours)
- CRJ 200 Criminal Law (3 cr hours)
- CRJ 250 Introduction to Law Enforcement (3 cr hours)
- CRJ 275 Crime and Public Policy (3 cr hours)
- CRJ 320 Criminal Investigations (3 cr hours)
- CRJ 340 Court Procedure & Testimony (3 cr hours)
- CRJ 350 Corrections (3 cr hours)
- CRJ 360 Juvenile Delinquency (3 cr hours)
- CRJ 370 Probation and Parole (3 cr hours)
- CRJ 381 Race, Ethnicity, and Gender Issues (3 cr hours)
- CRJ 400 White Collar Crime (3 cr hours)
- CRJ 499 Capstone/ Final Project (3 cr hours)
- ENG 235 Research and Writing (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Bachelor of Science Degree in Early Childhood Education (BS)

Martin University’s Early Childhood Education program offers undergraduate courses for individuals who are preparing to teach young children in childcare centers, home care, and in ministry childcare programs. With the mission of the University in mind, the program is committed to the development of the competencies in the following educational areas: professional character and content knowledge, child growth and development knowledge, theoretical foundations of education and learning, curriculum development and instruction, family and community cultures, observation and assessment skills, professional and vocational ethics, and the principles on the importance of learning environments.

Martin University’s Early Childhood Education program offers undergraduate courses for individuals who are preparing to teach young children in childcare centers, home care, and in ministry childcare programs and more.
Student Learning Outcomes

1. Students will support child development and learning by understanding primary theories used in early childhood development and education
2. Students will demonstrate knowledge of children's patterns of learning specific to developmental domains
3. Students will create family and community relationships with particular attention to integrating knowledge of cultural diversity in educational learning environments settings
4. Students will apply developmentally appropriate approaches to build meaningful curriculum and positive guidance strategies
5. Students will apply knowledge of health and safety issues affecting child development within learning environments

Early Childhood Education Course Requirements

- ECE 201 Introduction to Early Childhood Education (3 cr hours)
- ECE 202 Practicum in Early Childhood Education (3 cr hours)
- ECE 204 Creative Art and Music in Early Childhood (3 cr hours)
- ECE 205 Child Development (3 cr hours)
- ECE 212 Teaching in the Inclusive Classroom (3 cr hours)
- ECE 215 Emergent Literacy in Early Childhood Education (3 cr hours)
- ECE 303 Nutrition, Health and Movement for Young Children (3 cr hours)
- ECE 304 Developmentally Appropriate Guidance - Early Childhood (3 cr hours)
- ECE 305 Mathematics and Science in Play for Young Children (3 cr hours)
- ECE 307 Curriculum I: Infants and Toddlers (3 cr hours)
- ECE 308 Curriculum II: Preschool/Kindergarten (3 cr hours)
- ECE 401 Administration of Programs for Young Children (3 cr hours)
- ECE 402 Parents and Community Education (3 cr hours)
- ECE 499 Final Project (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Bachelor of Science (BS) Liberal Arts Degree
Upon completion of the Liberal Arts degree, students will be able to express ideas in coherent, creative, and appropriate forms, orally and in writing. Students will be able to apply their reading abilities in order to interconnect an understanding of resources to academic, professional, and personal interests. Students will master verbal communication and public speaking skills as well as the ability to communicate the impact that historical leadership has on an area, a country, or the world. Students will explore, appreciate, and participate in the fine arts as they relate to society, culture, and history.

**Student Learning Outcomes**

1. Students will develop the ability to critically analyze and evaluate research.
2. Students will demonstrate the ability to communicate effectively in oral and written forms in a variety of contexts.
3. Students will reflect thoughtfully in order to develop the foundations of critical thinking and inquiry.
4. Students will demonstrate professional dispositions that reflect a commitment to promote social justice and educational equity in diverse communities.
5. Students will demonstrate technological and informational literacies for personal academic growth and for facilitating learning in the elementary classroom.

**Liberal Arts Course Requirements**

- ANT 201 Cultural Anthropology (3 cr hours)
- ENG 225 Intro to Literature (3 cr hours)
- ENG 235 Research and Writing (3 cr hours)
- HIS 172 Issues in American History (3 cr hours)
- LIB 450 Capstone/Final Project (3 cr hours)
- HIS 400 African American Social and Political Thought (3 cr hours)
- HIS 320 Modern History (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

**The Bachelor of Science Degree in Psychology**

Upon completing the Psychology program, students will be able to describe the major concepts, theoretical
perspectives, empirical findings, and historical trends in psychology. Students will be able to apply basic research methods in psychology, including research design, data analysis, and interpretation. Students will also be prepared to use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.

**Students Learning Outcomes:**

1. Students will apply critical thinking and basic research methodologies in psychology to evaluate and interpret findings.
2. Students will apply psychological concepts, theories, and research findings to individual, social and cultural issues.
3. Students will demonstrate effective oral and written communication skills following professional conventions in psychology appropriate to purpose and context.
4. Students will understand the complexity of sociocultural diversity and societal inequality in the inquiry and analysis of psychological issues.
5. Students will value empirical evidence and tolerate ambiguity of psychological issues.

**Psychology Course Requirements**

- INT 267 Statistical Methods (3 cr hours)
- INT 270 Research Methods (3 cr hours)
- PSY 101 Introduction to Psychology (3 cr hours)
- PSY 212 Lifespan Development (3 cr hours)
- PSY 230 History and Systems of Psychology (3 cr hours)
- PSY 280 African-American Psychology (3 cr hours)
- PSY 350 Abnormal Psychology (3 cr hours)
- PSY 360 Origins and Theories of Personality (3 cr hours)
- PSY 364 Social Psychology (3 cr hours)
- PSY 365 Cognitive Psychology (3 cr hours)
- PSY 370 Learning and Motivation (3 cr hours)
- PSY 390 Physiology of Psychology (3 cr hours)
- PSY 495 Practicum/Internship (3 cr hours)
- PSY 499 Capstone/Final Project (3 cr hours)

**Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.**

**The Bachelor of Science Degree in Religious Studies**
Students completing the Religious Studies program will be able to identify how significant persons, events, and movements have influenced both the religious world and the world at large. Students will be able to compare and contrast at least two major world religions and respond to the questions of the definition, origin, significance, and purpose of religion.

Individuals with a B.S. Religious Studies degrees will be qualified to seek employment as Community Ministry, Non-Profit Leaders and more.

Students Learning Outcomes:

1. Students will engage in critical, analytical thinking about religion
2. Student will understand how to use and contextualize primary source materials
3. Students will examine and interpret religion from a diversity of viewpoints
4. Students will develop reflective understanding of the practices and practitioners of religion
5. Students will discuss the relations between religion and ethics

Religious Studies Course Requirements

- ENG 235 Research and Writing (3 cr hours)
- RES 101 Survey of the Old Testament (3 cr hours)
- RES 102 Survey of the New Testament (3 cr hours)
- RES 103 Introduction to the Study of Religion (3 cr hours)
- RES 150 Introduction to Religious Education (3 cr hours)
- RES 200 Introduction to World Religions (3 cr hours)
- RES 211 Philosophy of Martin Luther King, Jr. (3 cr hours)
- RES 250 Principles of Servant Leadership (3 cr hours)
- RES 255 Study of Judaism/Islam (3 cr hours)
- RES 329 Comparative Religions (3 cr hours)
- RES 345 Life and Teachings of Jesus (3 cr hours)
- RES 350 Philosophy of Religions (3 cr hours)
- RES 365 Study of Hinduism and Buddhism (3 cr hours)
- RES 405 Principles of Pastoral Care (3 cr hours)
- RES 411 Religious Institution Administration (3 cr hours)
- RES 499 Capstone/Final Project (3 cr hours)

Students must complete all course requirements as well as the general education core. Any elective hours will also be required to reach the 120 hour minimum graduation requirement.

Christian Ministry Minor

The Christian Ministry concentration of the Religious Studies degree will prepare students to become a minister or to serve in other areas of ministry. This program builds a strong foundation in biblical studies along with the skill set needed to become well-trained, well-grounded and well-equipped for the student's unique calling. Students must complete the Religious Studies program core and the 6 courses listed below to earn a BS Religious Studies - Christian Ministry degree.
Students must take the following courses to earn a minor in Christian Ministry

- RES 101 Survey of the Old Testament (3 cr hrs)
- RES 102 Survey of the New Testament (3 cr hrs)
- RES 233 Contemporary Issues in Counseling (3 cr hrs)
- RES 405 Principles of Pastoral Care (3 cr hrs)
- RES 407 Preparation and Delivery of Religious Messages (3 cr hrs)
- RES 411 Religious Institution Administration (3 cr hrs)

Bachelor of Science Degree in Teachers Prep

Martin University’s Teachers Prep Program for the training and licensing of highly qualified urban teachers, is focused on education and service to children from preschool through sixth grade. This Education Program is unique in the traditional teacher preparation landscape. Grounded in research studies that demonstrate the importance of early childhood education in urban neighborhoods that endure ongoing poverty and lack of resources. Martin’s program will build on our current Early Childhood Education program and develop teachers who understand both the developmental and educational needs of preschool children, as well as the ongoing needs and expectations of children in elementary grades. This conceptual framework emphasizes both knowledge and service to develop teachers who effectively serve urban communities through an education that encompasses research and best practices in child development, early childhood education, elementary education and culturally responsive teaching methods. Teaching candidates graduating from Martin’s dual major education program will be eligible for licensure in both Pre-K – 3 and K – 6.

Note: See the Teachers Prep Program Catalog for detailed information on the application process and other requirements.

Teachers Prep Program

Student Learning Outcomes for Teachers Prep Program

The following standards are central to the Martin University School of Education and are drawn from the Interstate Teacher Assessment and Support Consortium (INTASC) Accreditation Standards. Other standards for pre-service teachers at Martin include those developed by the Indiana Department of Education and the National Board for Professional Teaching Standards (NBPTS).

Content and pedagogical knowledge expected of candidates are articulated through the IntTASC standards. These standards are:

Standard #1: Learner Development. The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard #2: Learning Differences. The teacher uses an understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard #3: Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in
learning, and self-motivation.

**Standard #4: Content Knowledge.** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

**Standard #5: Application of Content.** The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

**Standard #6: Assessment.** The teacher understands and uses multiple methods of assessment to engage learners in their growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.

**Standard #7: Planning for Instruction.** The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

**Standard #8: Instructional Strategies.** The teacher understands and uses a variety of instructional strategies to encourage learners to develop a deep understanding of content areas and their connections and to build skills to apply knowledge in meaningful ways.

**Standard #9: Professional Learning and Ethical Practice.** The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

**Standard #10: Leadership and Collaboration.** The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning and development, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth and to advance the profession.

**Required Courses for Teacher Prep Program Pre – K - 6 Majors**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>(Credit Hours)</th>
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<tbody>
<tr>
<td>EDU 106 Introduction to Urban Education</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>MAT 205 Math for Elementary Teachers I</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>HIS 172 Issues in American History</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>MAT 209 Math for Elementary Teachers II</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>CTE 295 Technology in Education</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>BIO 100 Life Sciences</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 107 Culturally Responsive Teaching</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 205 Child Development</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>EDU 300 Quality Use of Assessment for Elementary Teachers</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 304 Educational Psychology</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>EDU 309 Student Engagement and Classroom Assessment</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>EDU 340 Science Education/ Experimental Learning</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 350 Developmental Reading</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 355 Integrated Teaching Methods I</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>EDU 356 Integrated Teaching Methods II</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 360 Curriculum Development</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 410 Teaching Writing in Elementary Grades</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 415 Data Driven Instruction</td>
<td>(3 Credit Hours)</td>
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<tr>
<td>EDU 494 A&amp;B Student Teaching</td>
<td>(3 Credit Hours)</td>
</tr>
<tr>
<td>EDU 499 Capstone &amp; Final Project</td>
<td>(3 Credit Hours)</td>
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</table>
Required Major Courses for Teacher Prep Program Pre K – 3

Students who have graduated from Martin University with a BS Degree in Early Childhood Education may enter the Teachers Preparation Pre K-3 Grade licensure program. The general core curriculum courses from the Early Childhood Education degree will transfer to satisfy those requirements. Students will be required to complete the courses listed below to be eligible to apply for teaching licensure.

- CTE 295 Technology in Education (3 Credit Hours)
- EDU 106 Introduction to Urban/Community Education (3 Credit Hours)
- EDU 107 Culturally Responsive Teaching (3 Credit Hours)
- ECE 201 Introduction to Early Childhood Education (3 Credit Hours)
- ECE 202 Practicum In Early Childhood Education (3 Credit Hours)
- ECE 204 Creative Art and Music for Children (3 Credit Hours)
- ECE 205 Child Development (3 Credit Hours)
- ECE 212 Teaching in the Inclusive Classroom (3 Credit Hours)
- ECE 215 Emergent Literacy in Early Childhood Education (3 Credit Hours)
- EDU 300 Quality Use of Assessment for Elementary Teachers (3 Credit Hours)
- EDU 304 Educational Psychology (3 Credit Hours)
- EDU 309 Student Engagement/Classroom Management (3 Credit Hours)
- EDU 340 Science Education/Experimental Learning (3 Credit Hours)
- EDU 350 Developmental Reading (3 Credit Hours)
- EDU 355 Integrated Teaching Methods I (3 Credit Hours)
- EDU 360 Curriculum Development Elem (3 Credit Hours)
- ECE 303 Health, Nutrition and Movement for Young Children (3 Credit Hours)
- ECE 304 Developmentally Appropriate Guidance in Early Childhood (3 Credit Hours)
- ECE 305 Mathematics and Science in Play for Young Children (3 Credit Hours)
- ECE 307 Curriculum I Infants & Toddlers (3 Credit Hours)
- ECE 401 Administration of Programs for Young Children (3 Credit Hours)
- ECE 402 Parent and Community Education (3 Credit Hours)
- EDU 494 (A&B) Student Teaching (Pre-K, K-3) (3 Credit Hours)
- EDU 499 Capstone/ Final Project (3 Credit Hours)
Martin University Ability to Benefit (ATB) Program

Martin University will admit students who have not earned a high school diploma or its recognized equivalent (e.g., GED/HSE) based on the requirements defined in section 484 (d) (2) of the Higher Education Act. The Ability to Benefit (ATB) implies that a prospective student/applicant has the capability and aptitude to perform the academic work required to complete a college-level program of study.

Ability to Benefit ATB Application and Enrollment Procedure

A prospective student/applicant who applies under the Ability-to-Benefit criteria must take the following steps:

1. Begin the Martin University (MU) admissions application process by:
   a. Completing a Martin University application for admissions
   b. Providing two pieces of identification
   c. Providing verification of Selective Service Registration (males only)
   d. Select one of the ATB eligible course of study (Early Childhood Education, Microsoft Office Specialist, or National Bookkeeper Certification)
2. Schedule an appointment to meet with the Financial Aid Department to complete the Free Application for Federal Student Aid (FAFSA)
3. Schedule an appointment to take the Accuplacer Assessment
   Ability to Benefit (ATB) passing scores: Reading Comprehension=55, Sentence Structure=60, Arithmetic=34
4. Meet with the admissions advisors and review the test results
5. If the assessment requirements are met, the student is admitted to the program. Student will attend New Student Orientation
6. If the assessment requirements are not met, the student must schedule an appointment to retake the Accuplacer Assessment.
   Attend the HSE (e.g., High School Equivalency Prep program available on Martin University campus) and utilize the Plato on-line prep programs (in the Student Success Center) to increase college readiness and academic skills.
7. Re-take Accuplacer Assessment (if Applicable)
8. Register and attend Martin University courses

Ability-to-Benefit (ATB) Alternative Early Childhood Education (PRE PAC) Certification

Martin University Early Childhood Education Certification program will address a skill set necessary for success in early childhood education settings. Students will earn 60 college credits, which will prepare them to continue in higher education if they desire. The PRE-PAC (Pre-Professional Assessments & Certification) Competency Assessment and Certification will be targeted for individuals preparing for careers related to early childhood education such as those associated with:

● Child care
● Teaching assistance
● Community-based children’s programs
● After school programs
PRE PAC EARLY CHILDHOOD EDUCATION CERTIFICATION COURSES:

**General Education Core Courses**
- SSE 100 Student Success in Higher Education
- SLL 200 Service-Learning Leadership
- HUM101 Introduction to Humanities
- HIS 161 Emancipatory Narratives or AFS African American History
- MAT 100 College Math for Liberal Arts
- ENG 125 Composition I
- ENG 135 Composition II
- INT 270 Research Methods or SOC 200 Principles of Sociology
- MUS 150 Music Appreciation
- MAT 100 College Math for Liberal Arts
- CTE150 Microcomputer Applications
- HUM 153 Appreciation of Languages
- PHI201 Critical Thinking or PHI 350 Philosophy of Religion
- COM201 Introduction to Public Speaking or COM400 Cross-Cultural Communication

**Required Program Courses**
- ECE 201 Introduction to Early Childhood Education
- ECE 202 Practicum in Early Childhood Education
- ECE 204 Creative Art & Music in Early Childhood Education
- ECE 205 Child Development
- ECE 212 Introduction to Exceptional Children
- ECE 215 Emergent Literacy in Early Childhood Education
- ECE 303 Nutrition, Health and Movement for Young Children
- ECE 305 Mathematics and Science in Play for Young children
- ECE 308 Curriculum II Preschool/Kindergarten
- ECE 402 Parents & Community Education
- ECE 499 Final Project

Students must complete 120 Field Experience (Internship hours) schedules may vary Example: 4 hours per day for 5 days per week = 20 hrs. per week, 6 weeks = 120 hrs.
Ability-to-Benefit (ATB) Alternative Microsoft Office Specialist (MOS) Certification Program

Martin University Microsoft Office Specialist (MOS) Certification program will provide students with a deeper understanding of Microsoft Office applications. Students who take and pass the required courses will be prepared to receive a Microsoft Office Specialist (MOS) certification in Microsoft Word, PowerPoint, Excel and/or Access. MOS certification provides students with workplace skills, industry-recognized certification and the computing skills that companies are looking for in employees.

Students will earn 60 college credits, which will prepare them to continue in higher education if they desire. The Microsoft Office Specialist (MOS) Certification program will be targeted for individuals preparing for careers related to Computer Office Skills such as those associated with:
- Office Assistant
- Data entry
- General Office Management Specialist
- Customer Service Specialist

MICROSOFT OFFICE SPECIALIST CERTIFICATION COURSES:

General Education Core Courses
- SSE 100 Student Success in Higher Education
- SLL 200 Service-Learning Leadership
- HUM101 Introduction to Humanities
- HIS 161 EMancipatory Narratives or AFS African American History
- MAT 100 College Math for Liberal Arts
- ENG 125 Composition I
- ENG 135 Composition II
- INT 270 Research Methods or SOC 200 Principles of Sociology
- MUS 150 Music Appreciation
- MAT 100 College Math for Liberal Arts
- CTE150 Microcomputer Applications
- HUM 153 Appreciation of Languages
- PHI201 Critical Thinking or PHI 350 Philosophy of Religion
- COM201 Introduction to Public Speaking or COM400 Cross-Cultural Communication

Required Program Courses
- ACC 201 Principles of Accounting I
- BUS 200 Business Communications
- BUS 201 Introduction to Business
- CTE 150 Microcomputers Applications
- CIS 151 Computer Information System
- CTE 200 Advanced Microcomputer Application
- CTE 301 Database Development
- MKT 200 Principles of Marketing
- MKT 201 Principles of Management
Students must complete 120 Field Experience (Internship hours) schedules may vary Example: 4 hours per day for 5 days per week = 20 hrs. per week, 6 weeks = 120 hrs.

Ability-to-Benefit (ATB) Alternative National Bookkeeper Association (NBA) Certification

Martin University’s National Bookkeeper Association (NBA) Certification program will enable students to develop the knowledge and skills necessary to perform bookkeeping accurately and efficiently. NBA is a leading provider of bookkeeping education and certification. Students will earn 60 college hours credits, which will prepare them to continue in higher education if they desire. The NBA Certification program will be targeted for individuals preparing for careers related to Bookkeeping such as those associated with:

- Bookkeepers
- Data entry
- General Office Management Specialist
- Customer Service Specialist

NATIONAL BOOKKEEPING ASSOCIATION CERTIFICATION COURSES:

General Education Core Courses
- SSE 100 Student Success in Higher Education
- SLL 200 Service-Learning Leadership
- HUM 101 Introduction to Humanities
- HIS 161 EMancipatory Narratives or AFS African American History
- MAT 100 College Math for Liberal Arts
- ENG 125 Composition I
- ENG 135 Composition II
- INT 270 Research Methods or SOC 200 Principles of Sociology
- MUS 150 Music Appreciation
- MAT 100 College Math for Liberal Arts
- CTE 150 Microcomputer Applications
- HUM 153 Appreciation of Languages
- PHI 201 Critical Thinking or PHI 350 Philosophy of Religion
- COM 201 Introduction to Public Speaking or COM 400 Cross-Cultural Communication

Required Program Courses
- ACC 201 Principles of Accounting I
- ACC 202 Principles of Accounting II
- ACC 260 NBA Bookkeeper Certification
- ACC 300 Computer Applications in Accounting
- ACC 310 Cost Accounting
- ACC 431 Auditing
- BUS 301 Supervisory Techniques
- BUS 305 Business Seminar: Entrepreneurship
- BUS 416 Business Ethics & Social Responsibilities
- BUS 461 Organizational Behavior
- BUS 495 Practicum/Internship
- CIS 151 Computer Information Systems
- CTE 200 Advanced Microcomputer Applications
- MGT 201 Principles of Management

Students must complete 120 Field Experience (Internship hours) schedules may vary Example: 4 hours per day for 5 days per week = 20 hrs. per week, 6 weeks = 120 hrs.
Course Listing

ACCOUNTING COURSES:

ACC 201 Principles of Accounting I (3 Cr)
Prerequisites: CTE 150 & MAT 100. Outlines the basics of financial accounting; the accounting cycle focuses on detailed mechanics of preparing the balance sheet, income statement and statement of owner's equity. Computer spreadsheet programs are incorporated into the course.

ACC 202 Principles of Accounting II (3 Cr)
Prerequisites: None. Continues Accounting I. Accounting for management and more detailed analysis of financial statements and managerial accounting functions. Computer spreadsheet programs are incorporated into the course.

ACC 260 NBA Bookkeeper Certification (3 Cr)
Prerequisites: None: Students will learn accounting for bookkeeping, the language of business: To analyze business transactions utilizing T-accounts; to prepare a general journal and how to make adjustments to the ledger using a worksheet; to prepare closing entries, and the post-closing trial balance; to account for sales, accounts receivables, and cash receipts; to manage cash; to account for purchases, accounts payable, and cash payments. Students will learn to complete payroll computations, records, and payment; compute payroll taxes, deposits, and reports. Students will be able to account for accruals, deferrals, and the worksheet, to prepare the financial statements and closing procedures.

ACC 300 Computer Applications in Accounting (3 Cr)
Prerequisites: None: Provides hands-on experience in computerized accounting. Students will learn all facets of real world computer accounting practices using leading commercial accounting software packages. The selection of the accounting packages will vary to reflect changes in accounting technology.

ACC 431 Auditing (3 cr)
Prerequisites: None: Emphasizes auditing standards, professional ethics and techniques for the examination of internal controls, records and operations of a firm for the purpose of expressing an informed opinion as to the accuracy and fairness of a company's financial statements.

ANTHROPOLOGY COURSES:

ANT 201 Cultural Anthropology (3 Cr)
Prerequisite: None. Introduction to the study of culture as the foundation of all human societies. The course surveys cultural processes that influence human behavior, emphasizing how culture pervades many areas of social interaction.

BIOLOGY COURSES:

BIO 150 Medical Terminology (3 cr)
Prerequisite: None. Students will learn to correctly understand and use basic and specialized medical vocabulary related to normal and disease processes of living beings in their environments. This course is
required for all science majors.

**BIO 201 General Biology I and Lab** (4 Cr)
**Prerequisite:** None. This course provides Biology majors with a detailed study of the field of biological sciences including the study of applications of chemistry in understanding cellular respiration and photosynthesis. Students begin studying the structure and functions of the various systems of the human body.

**BIO 202 General Biology II and Lab** (4 Cr)
**Prerequisite:** BIO 201. Course continues with the detailed study of the taxonomic classification of all living organisms with a focus on the animal kingdom. The biological differences between phyla are examined via dissection and video resources. This course is a requisite for Biology, Chemistry and Environmental Science programs.

**BIO 270 Management of Healthcare Organizations** (3 Cr)
**Prerequisite:** None. Management of Healthcare Organizations is an introduction course of management as an integrated body of knowledge of healthcare organizations. Topics include planning, organizing, leading, decision making and management theories.

**BIO 280 Ethics & Professionalism for Healthcare Managers** (3 Cr)
**Prerequisite:** None. Ethical decision making with professional codes and concepts are discussed in this interactive course. This course examines why environmental stewardship is essential in healthcare management.

**BIO 300 Introduction to Medical Assistant** (3 Cr)
**Prerequisite:** None. This course is an introduction to the profession and role of the Medical Assistant. Content includes introduction to medical assisting, education, and certification requirements, interdisciplinary team interactions, concepts of infection control, patient interaction, assessment skills, patient interaction, patient education, nutrition & special diets, legal implications, and safety & emergency practices. Students are introduced to the role of the Center for Disease Control & prevention on healthcare practices. The principles of standard precautions & control of the spread of the infection are emphasized. Simulation experiences are included.

**BIO 301 Clinical Practice Concepts** (3 Cr)
**Prerequisite:** None. This course includes theory and laboratory instruction related to intermediate and advanced clinical skills for the Medical Assistant. Competency-based testing is included to assess cogitative, psychomotor, and affective skills based on procedures likely to be needed in a variety of settings. Skills competency is based on performative checklists, and includes skills and techniques utilized in the ambulatory and acute care setting. Competency skills include vital signs, patient assessment and education, laboratory procedures, blood and specimen collection, electrocardiography, catheterization, eye and ear irrigation, injections, medication administration, first aid procedures, assisting with minor surgical procedures, and assistance with technical procedures. Students will learn the principles and steps of professional cardiopulmonary resuscitation (CPR).
BIO 305 Concepts of Insurance & Coding (3 Cr)
Prerequisite: None. This course is an introduction to medical billing and ICD coding. Fundamental concepts related to initiating, tacking and processing of insurance claims are covered. Content includes concepts of basic practice finances, including bookkeeping and banking procedures, maintenance of patient accounts & billing activity, patient financial obligations and accounts receivable procedures. Concepts of third party reimbursement are introduced, including types of third party payers, managed care requirements, verification of eligibility, fraud & abuse, and precertification & preauthorization. Students will learn current procedural coding, diagnostic coding classifications, use of Healthcare Common Procedure Coding Systems (HCPCS) level II coding system, and utilization of medical necessity guidelines.

BIO 306 Comprehensive Certification Exam Review (3 Cr)
Prerequisite: None. This course is designed as a comprehensive review to preview the Medical Assistant Student to sit for the certification exam. In this course, students will be provided guidance in identifying content areas needing review. Content includes effective test-taking techniques, managing anxiety related to test taking, and navigation of computerized evaluation tools.

BIO 307 Micro Biology I and Lab (4 Cr)
Prerequisites: None. This course will introduce science majors to the various viruses, bacteria and other microbes that are both beneficial and detrimental to plants and animals. It will include discussion of such current topics as bacterial resistance to antibiotics, food poisoning, biological warfare and medical biology.

BIO 308 Internship (3 Cr)
Prerequisite: None. The clinical internship is designed for students who’ve completed all coursework in quarters one and two with at least the minimum grade requirements for each course. The Internship is an unpaid opportunity to apply the cognitive, psychomotor, and affective competencies attained through previous theoretical and laboratory practice in an ambulatory care setting. The student will be exposed to various phases of front & back office procedures, including clinical and administrative competencies. Hands-on training, under the direct supervision of certified healthcare providers, will allow students the opportunity to demonstrate clinical competencies. Specific daily hours may vary as will internship locations. Students must complete at least 200 hours of Internship to be eligible for program completion.

BIO 495 Internship in Life Science and Biology (3 Cr)
Prerequisite: SSE 200. Students must complete a pre-internship seminar. Provides practical experience in settings pertinent to careers in Health-Related or Life Science Research sites. Students participate on an assigned basis without monetary compensation (unless specified) and must provide their own transportation, liability insurance, uniform and all other materials required by the participating organization. A reflection paper on the tasks accomplished during the internship and how they prepare the student for employment in the field must be submitted at the end of the internship experience. Enrollment is at the recommendation of the Department Chair.

BIO 499 A Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate
programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

**BIO 499 B  Capstone/Final Project I (1.5 Cr)**

**Prerequisites:** ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

**BUSINESS ADMINISTRATION COURSES:**

**BUS 200  Business Communications (3 Cr)**

**Prerequisite:** None. Examines the techniques, theories, and skills necessary for effective organizational communication. Topics include conducting meetings, oral presentations, writing effective memos, letters and reports, managing interactions, effective listening, interviewing techniques.

**BUS 201  Introduction to Business (3 Cr)**

**Prerequisite:** ENG 125. Acquaints the beginning business student with business terms, functions and sectors. Surveys the functional divisions of business and how they relate to each other. Examines the social and governmental environment within which business operates.

**BUS 220  Business Law (3 Cr)**

**Prerequisite:** BUS 201. Studies the legal framework that surrounds the business environment. Focuses on applicable principles through the examination of case studies that illustrate the nature of law, the law of torts, contract law, labor law and sales law. Includes government regulations and laws governing partnerships and corporations.

**BUS 301  Supervisory Techniques (3 Cr)**

**Prerequisite:** BUS 201. Concentrates on studying first-line supervisory techniques. Explores the processes of supervision, delegation, motivation and employee/supervisor communication.

**BUS 305  Business Seminar: Entrepreneurship (3 Cr)**

Examines business procedures, protocol, and policies, includes staff coordination, business ethics, time management, and interviewing techniques.

**BUS 307  Research Methods (3 Cr)**

**Prerequisites:** None. In this course students are introduced to methods for collecting and interpreting data, as well as methods for finding and accurately understanding research studies that have already been performed. The focus of this course will be on research done for business related purposes.

**BUS 361  Management of Diversity (3 Cr)**

**Prerequisite:** BUS 201. Increases awareness and ethical understanding of racial, religious, class and cultural differences in the workplace, with emphasis on a win/win approach to managing this diversity.
BUS 370  International Business  (3 Cr)
Prerequisite: BUS 201. Provides an overview of the international business’ environment. Global business management, marketing, supply chain management, and finance serve as the primary focus of the course. Entering international markets and financing an international business will be explored.

BUS 400  Leadership Development Skills  (3 Cr)
Prerequisites: BUS 201. Students will be provided a hands-on model that will serve as a road map to them as they apply their newly acquired skills. Individuals who participate in this course will learn to develop people by guiding, coaching, and assisting others; discover why embracing innovation and change is an important part of a leader's realm of responsibility; discover personal leadership styles; learn what team members need to do to contribute and play a constructive part in the innovation and change process; learn how to exercise more control and assess the appropriate times to do so.

BUS 416  Business Ethics and Social Responsibility  (3 Cr)
Prerequisites: BUS 201 and 60+ credit hours. Focuses on the social responsibility of business as it relates to the economic, legal, ethical, environmental, and philanthropic responsibilities of business and the improvement of the community's quality of life. Examines the relationships between personal moral philosophy and the decision-making processes in business.

BUS 461  Organizational Behavior  (3 Cr)
Prerequisites: BUS 201 and 60+ credit hours. Examines in detail human problems in organizations that involve decision-making on both the individual and group level. Emphasizes the need for interpersonal and group skills. Applies behavioral science concepts and findings to organizational situations. Includes motivation, communication, leadership, conflict, and change.

BUS 495  Practicum/Internship  (3 Cr)
Prerequisite: SSE 200. Junior or Senior standing. Supervised, on-site experience in the discipline of business administration.

BUS 499 A  Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

BUS 499 B  Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.
COMMUNICATIONS COURSES:

**COM 201**  Introduction to Public Speaking  (3 Cr)
**Prerequisite:** None. This course examines basic theories governing effective public address and aspects of professional speaking. Emphasis is placed on practical application through a series of short class presentations that demonstrate various types of public address.

**COM 400**  Cross Cultural Communication  (3 Cr)
**Prerequisite:** ENG 125. This course addresses cross cultural communication as a way to understand various group beliefs, values, customs, and modes of both verbal and non-verbal communication. In this ever-changing global society, students must understand the dynamics, technological innovations and societal implications of cross-cultural communication.

**SSE 100**  Student Success in Higher Education  (3 Cr)
**Prerequisite:** None. This course is designed to assist the student in adjusting to college or making the transition to a new institution; includes overview of academic and student services, study habit techniques, career and educational planning, and adjustment concerns. This course is required for all new and Ability-to-Benefit (ATB) students during their initial semester of enrollment.

COMPUTER INFORMATION TECHNOLOGY COURSES:

**CIS 151**  Computer Information Systems  (3 Cr)
**Prerequisite:** CTE 150. This course provides students with an overview of information systems. The course will cover the interrelationships between organizations and information systems. The course will provide students with information on data communications, E-commerce, global information systems, management support systems and emerging trends.

**CIS 258**  Web Design  (3 Cr)
**Prerequisite:** CTE 150. This course will prepare students to launch their databases to the World Wide Web. Students will become familiar with web design software. Students will select a local urban business to establish an online database and make the database accessible to business owners.

**CTE101**  Introduction to Computer Programming  (3 cr)
**Prerequisite:** CTE 150: Students will investigate computer programming within the context of robotics. During this course students will learn visual computer programming and basic engineering design in the process of designing, constructing, debugging, and testing a robot. Students will also learn about the different disciplines and technologies that comprise Artificial Intelligence- understanding human language, representing knowledge, reasoning, learning, and sensing the world around us. At the completion of the course, students will have the opportunity to become certified as a Microsoft Technical Associate.

**CTE 150**  Microcomputer Applications  (3 Cr)
**Prerequisite:** None. This course introduces students to the Microsoft IT E-Learning Academy, Digital Literacy, Microsoft Windows Operating systems, Microsoft Office 2010 (Word, Excel, PowerPoint, & Access) and their applications in real-life scenarios such as the Global Economy, Cloud Computing, the Exponential Revolution, Mobile & Social Media.

**CTE 200**  Advanced Microcomputer Applications  (3 Cr)
Prerequisite: CTE 150. This course extends the Microsoft IT Academy education solution that continues the uses of E-Learning experiences of CTE 150 Introduction to Computers. The course uses beginning, intermediate, and advanced techniques in Office 2010. The course exposes students to the GMetrix training and practice test software. Students who take and pass the Microsoft Office Specialist (MOS) exam will receive the premier certification credential chosen by individuals seeking to validate their skills and advance their careers.

CTE 301 Database Development (3 Cr)
Prerequisite: CTE 200. This course will provide an in-depth study of spreadsheet and database programs. Students who complete this course will learn how spreadsheets and databases are used in desktop publishing, the Internet, the information society, and the world of work. Microsoft Office Specialist (MOS) certifications will be available to students who successfully complete this course and pass certification exams.

CTE 310 Database Development I (3 Cr)
Prerequisite: CTE 301. This course will provide a more in-depth study of database application programs. Students will learn how to create and use a database, query a database, maintain a database, share data among other application programs, create reports and forms, and use multi-table forms techniques. There will be a focus on uses of databases in urban society and the workplace.

CTE 320 Database Development 2 (3 Cr)
Prerequisite: CTE 310. This course will continue to build upon the skills gained in CTE 310. Students will use Macros, Switchboards, Pivot tables, and pivot charts; advanced report techniques, advanced form techniques, administer a database system and share access data on the World Wide Web. Students will locate an urban business and program a workable database. Upon completion of this course, students may pursue the Microsoft Certified Application Specialist Certification in Access 2007.

CTE 360 Introduction to Computer Graphics and Gaming (3 Cr)
Prerequisite: CTE 200. This course will explore, develop, and launch the cultural experiences of computer graphics and computer-generated animation on both desktop and mobile devices. Students will gain experience with the creation and editing of computer graphics, computer-generated animation, and virtual world design. At the completion of the course, students will have the opportunity to become certified as a Microsoft Technical Associate (MTA) in Computer Gaming.

CTE 380 Digital Video and Multimedia (3 Cr)
Prerequisite: CTE 200. This course will provide hands-on experiences in launching website podcasts with the use of multimedia application programs such as Apple’s iMovie, Windows Movie Maker, and GarageBand. Students will learn the principles that govern effective communication and use them in concert with commonly available Windows and Apple computer programs to develop audio and video podcasts as well as multimedia presentations or websites incorporating multiple media sources.

CTE 400 Web Design (3 Cr)
Prerequisite: CTE 200. This course will prepare students to launch a modern website to the World Wide Web. Students will learn major principles that govern web design. Students will become familiar with a variety of web design software. For their final project, students will develop a website and select a project concept appropriate to their field of study.

CTE 410 Introduction to Computer Programming (3 Cr)
Prerequisite: CTE 200. Students will investigate computer programming within the context of robotics. During
this course, students will learn visual computer programming and basic engineering design in the process of designing, constructing, debugging, and testing a robot. Students will also learn about the different disciplines and technologies that comprise Artificial Intelligence (AI) - understanding human language, representing knowledge, reasoning, learning, and sensing the world around us. At the completion of the course, students will have the opportunity to become certified as a Microsoft Technical Associate.

CIS 300 Understanding Digital Transformation (3 Cr)
This course extends understanding of how digital transformation, products and business models in today’s competitive world are being transformed by technology. This course places information technology (IT) at the center of strategies of the operations of business, and examines technology through a business lens.

CIS 350 Digital Platforms (3 Cr)
This course will provide a broad understanding of digital platforms and how to create sustainable value through digital platforms.

CIS 495 Practicum/ Internship (3 cr)
Prerequisite: 60+ Credit Hours. Supervised, on-site experience in the discipline of technology software and digital application.

CIS 499 Capstone/ Final Project (1.5 cr)
Prerequisite: 60 + credit hours Students initiate, develop, and refine a computer technology systems project and present the completed project to a Martin University audience consisting of faculty and students, in order to demonstrate comprehensive knowledge that represents their time at Martin University.

CIS 499 Capstone/ Final Project (1.5 cr)
Prerequisite: 60 + credit hours A continuation of Students Initiating, developing, and refining a computer technology systems project and presenting the completed project to a Martin University audience consisting of faculty and students, in order to demonstrate comprehensive knowledge that represents their time at Martin University.

CRIMINAL JUSTICE COURSES:

CRJ 100 Introduction to Criminal Justice (3 Cr)
Prerequisite: None. The criminal justice system, criminality, the corrections system and society’s reactions to crime.

CRJ 150 Introduction to Criminology (3 Cr)
Prerequisite: None. Studies crime as deviant behavior, including past and present theories of crime causation, theory and specific types of crime, criminological topologies, theories and research and assessment of criminology theories.

CRJ 200 Criminal Law (3 Cr)
Prerequisite: CRJ 100. Examines the legal system of the United States and the State of Indiana as they apply to criminal procedures, due process of law, and Supreme Court interpretations of constitutional rights. Review of the laws of arrest, search and seizure.
CRJ 250 Introduction to Law Enforcement (3 Cr)
Prerequisite: CRJ 100. A survey of issues in law enforcement, including law enforcement theories and approaches; police administration, organization, discretion, subculture and legal constraints; patrol; investigations; and police/community relations.

CRJ 275 Crime and Public Policy (3 Cr)
Prerequisites: CRJ 200. This course is designed to introduce students to the process by which criminal law and criminal justice policies are crafted and implemented in the American political process. In this class, students will learn basic concepts about public policymaking across local, state and national governments as well as the unique challenges of developing effective crime control policies.

CRJ 320 Criminal Investigations (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. Deals with the processes used by a criminal investigator in solving crimes. Special emphasis will be given to the crime scene search, recordation, and processing of evidence. If time permits the course will also get into report writing and case preparation.

CRJ 340 Court Procedure and Testimony (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. This course examines criminal procedure, due process, and related issues that confront a person charged with criminal offenses on both state and federal levels. Reviews the admissibility of evidence at court proceedings; i.e., hearings, arraignments, and trials, as well as subject matter that can be covered while testifying. Explores options of what concerned others can do to help someone going through the process.

CRJ 350 Training in Corrections (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. Explores the corrections system in America from its European origins to its present condition. The focus is on examining the latest treatment programming, educational and training strategies and security issues in correctional facilities and community corrections.

CRJ 360 Juvenile Delinquency (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. Explores factors and conditions contributing to delinquency, deviant behavior in contemporary society, control and treatment of offenders and prevention programs.

CRJ 370 Probation and Parole (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. Probation and parole as an integral part of the overall criminal justice system; analyzes the organization, operation, and results of some systems.

CRJ 381 Race, Ethnic, & Gender Issues in Criminal Justice (3 Cr)
Prerequisites: CRJ 200, 250, and junior or senior standing, or permission of the department chairperson. Examination of racial, ethnic, and gender issues in the criminal justice systems and examination of theories of minority crime causations.
CRJ 400   White Collar Crime   (3 Cr)
Prerequisites: CRJ 150, 200 and 60+ Credit Hours. This course will focus on crimes committed in corporate America. The course will examine the treatment of white-collar criminals in comparisons with traditional criminal offenders.

CRJ 499 A   Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

CRJ 499 B   Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

EARLY CHILDHOOD EDUCATION COURSES:

ECE 201   Introduction to Early Childhood Education   (3 Cr)
Prerequisite: None. Teachers of young children must have a solid foundation of knowledge on which to base the many education decisions they have to make, and their understanding of how best to work with diverse individuals and families must continually evolve. (Jo Ann Brewer, Introduction to Early Childhood Education: Preschool through Primary Grades.) This introductory course is designed to familiarize the student with the field of Early Childhood Education. The purpose of the course is to answer What, Who, Why, Where, and How questions of Early Childhood Education. Students are required to complete a minimum of twenty (20) clock hours of observing diverse programs for young children in local community settings. This activity provides the pre-service teachers with practical experience in observing children and developing skills to assess child care programs and curriculum. Students majoring in Early Childhood Education are required to maintain a completed background check on file before working with children.

ECE 202   Practicum in Early Childhood Education   (3 Cr)
Prerequisites: ENG 125. The focus is on the development of observational and interaction skills with young children in early childhood settings, both with groups and individuals. It includes both college seminar and field assignments and observations in early childhood settings for young children and school age youth. Both classroom teachers and course instructors supervise the students' practicum experiences, which include instructor's classroom visits and individual conferences. Students are required to spend a minimum of three
hours per week in a childcare facility.

**ECE 204  Creative Art and Music in Early Childhood (3 Cr)**
Prerequisite: None. The course introduces students to the values and principles of creativity in art, music, and movement for young children. The focus of the course is on methods of planning and implementing developmentally appropriate activities in art, music, and movement with young children.

**ECE 205  Child Development (3 Cr)**
Prerequisites: ENG 125. The course introduces the concepts of development in children from infancy through adolescence, specifically concerning physical and mental development in relation to learning.

The course is on how children develop and learn from conception through adolescence and how children differ in physical, emotional, social, and cognitive development. Also, students will gain an understanding of the impact different ecological environments (e.g., family, school, government, and culture) has on the child's development. These content areas will be discussed within the context of the major theories and current research on child development.

**ECE 212  Teaching in the Inclusive Classroom (3 Cr)**
Prerequisites: EDU 205. This course provides an overview of exceptional children with an emphasis on methods and materials for integrating students into general classrooms in elementary and middle grades. The disproportionate representation of culturally diverse students in special education programs is addressed throughout the text and discussions of this course. Differentiated instruction lesson plans and projects are assigned to address diversity in the classroom.

**ECE 215  Emergent Literacy in Early Childhood Education (3 Cr)**
Prerequisites: ENG 125, ENG 135, and ECE 201. The course explores the basic methods for developing pre-reading skills in the young child. Students will learn to recognize the developmental stages of growth and literacy, review the most recent research on emergent literacy and learn to use the various methods and materials for developing a life-long love of reading in young children.

**ECE 303  Nutrition, Health and Movement for Young Children (3 Cr)**
Pre-requisites: None. Students will study the health and nutritional needs and the use of physical exercise in nurturing the health and growth development of young children. Students will study the principles and methods used to design and implement a safe and healthy environment for children at center-based or home-based programs.

**ECE 304  Developmentally Appropriate Guidance: Early Childhood (3 Cr)**
Prerequisites: ECE 201, and ECE 202. Students in the course will review a developmental, child-centered approach to the guidance and discipline of young children. Discipline theories, current research, and guidance techniques for early childhood teachers and other professionals to work positively and effectively with young children and families are discussed. Relevant issues of diversity in culture and social backgrounds are addressed. The course includes community resources and services, as well as classroom observation and participation with young children.

**ECE 305  Mathematics and Science in Play for Young Children (3 Cr)**
Prerequisites: ECE 201, ECE 202, MAT 100, and Science Elective. The course will address the development of mathematical and scientific understanding in young children through play. The topic will focus on cognitive stages and developmentally appropriate activities, methods, and techniques of delivery.

ECE 307  Curriculum I: Infants and Toddlers  (3 Cr)
Prerequisites: ENG 125; ECE 201, and ECE 202. This course provides students with opportunities to develop an understanding of the developmental needs of individual children from birth to three years. It focuses on principles and methods for designing, maintaining, and evaluating safe and developmentally appropriate programs for infants and toddlers. Approaches and methods of collaboration with the other caring adults in infants' and toddlers' lives (parents, other family members, and other caregivers and professionals) are discussed.

ECE 308  Curriculum II: Preschool/Kindergarten  (3 Cr)
Prerequisites: ECE 202. This course introduces students to trends and issues, and the origins and variations of current approaches in the education of young children (4-5 years of age). Developmental norms and individual differences that characterize pre-school (4 to 5 years of age) children are discussed. The course focuses on designing and implementing developmentally appropriate curriculum for preschool age children. Practical experience working with preschool children is included in the course.

ECE 401  Administration of Programs for Young Children  (3 Cr)
Prerequisite: ENG 125, ECE 201, and ECE 202. Students will learn the basic principles for establishing, staffing, enrolling, budgeting, and administering early childhood education programs (i.e., center-based, community-based programs). The course examines childcare, education, and family involvement issues from an administrative perspective through group and individual projects.

ECE 402  Parent and Community Education  (3 Cr)
Prerequisites: ENG 135, ECE 201, and ECE 202. Students will examine the process of parenting; variations in parent practices and behaviors across diverse contexts (e.g., culture, socioeconomic status, and alternatives to biological parenthood) are addressed. The course reviews the best practices and programs aimed at supporting parents and Community resources available to families.

ECE 499  Final Project: Practicum II-Supervised Teaching Early Childhood A (1.5 Cr)
Education. Prerequisites: ENG 135, 60+ Credit Hours. Practicum II for junior/senior students to observe and teach effectively in two different early education settings, serving children of two different age groups and with varying abilities, under the supervision of the university faculty and the classroom teacher. Weekly seminars focus on the refinement and integration of curricula of early childhood programs. Working with parents, and supervised experience in working with interdisciplinary teams of professionals are encouraged. Ten weeks of full time teaching 240-300 clock hours (four days per week, six hours per day) are required.

ECE 499  Final Project: Practicum II-Supervised Teaching Early Childhood B (1.5 Cr)
Education. Prerequisites: ENG 135, 60+ Credit Hours. Practicum II for junior/senior students to observe and teach effectively in two different early education settings, serving children of two different age groups and with varying abilities, under the supervision of the university faculty and the classroom teacher. Weekly seminars focus on the refinement and integration of curricula of early childhood programs. Working with parents, and supervised experience in working with interdisciplinary teams of professionals are encouraged. Ten weeks of full time teaching 240-300 clock hours (four days per week, six hours per day) are required.
ECONOMICS COURSES:

ECO 201 Principles of Microeconomics (3 Cr)
Prerequisites: MAT 100 & ENG 125. Analyzes resource allocation by individual decision units such as households and firms. Topics include theories of consumer behavior, market structures, the role and functions of government and impact of intervention in the market systems.

PRE-K-6 GRADE TEACHERS PREP PROGRAM COURSES:

EDU 106 Introduction to Urban Education (3 Cr)
Prerequisites: None. This survey course is designed to enhance students' knowledge of urban schooling, especially as related to dynamics of race, class, and culture. Along with an observational opportunity in urban schools, the course provides analysis of the following: historical, socioeconomic and political factors influencing urban education; the distribution of opportunity in cities and their schools; and effective instructional and organizational practices that close the achievement gap, including multicultural education, the development of positive school cultures, and the use of community services and resources.

EDU 107 Culturally Responsive Teaching (3 Cr)
Prerequisites: None This course, culturally responsive teaching, introduces students to the theory, research, and especially practice related to developing and enacting curriculum and instructional practices that respond to the social context in which they (will) work. The course covers general principles and approaches to culturally responsive teaching such as how teachers can develop meaningful relationships with students, how teachers can learn from and about the school and the local community, how teachers can develop and implement culturally responsive classroom management, and how teachers can develop expectations for students that maximize their capacity. In addition, the course will assist students in learning about and developing culturally responsive curriculum and pedagogy in elementary education A recurrent and central question of the course is: How do teachers develop culturally responsive instructional practices in their particular disciplinary domain to maximize students' learning opportunities?"

EDU 205 Child Development (Embedded Pre-K) (3 Cr)
Prerequisite: None. The course introduces the concepts of development in children from infancy through adolescence, specifically regarding physical and mental development in relation to learning. The focus of the course is on how children develop and learn from conception through adolescence and how children differ in physical, emotional, social and cognitive development. In addition, students will gain an understanding of the impact different ecological environments (e.g., family, school, government and culture) has on the child's development. These content areas will be discussed within the context of the major theories and current research on child development.

EDU 300 Quality Us of Assessments (Embedded Pre-K) (3 Cr)
Prerequisites: EDU 106. This course is designed for Elementary Education majors to learn to use and begin to develop a wide variety of assessment strategies and tools to measure learning for the purposes of informing instruction and measuring student knowledge, reasoning, and skill level. This course will address specific content/academic standards, including Indiana Academic standards while aligning to the Indiana Developmental
Standards for Educators. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.

**EDU 304**  Educational Psychology  
(3 Cr)  
Prerequisites: none. The study and application of psychological concepts and principles as related to the teaching/learning process, student characteristics as related to various stage and age level theories.

**EDU 309**  Student Engagement/Classroom Management  
(3 Cr)  
Prerequisites: EDU 205. This course is an introduction to strategies for facilitating learning through effective classroom management practices. It will provide the teacher candidate an opportunity to learn how to properly manage the various aspects of the classroom, help in establishing the teacher-student relationship, develop time management skills, and implement strategies on how to control the physical environment, so the students will stay on task and maintain an interest in learning. It is designed to help K-6 professionals understand the characteristics of the classroom as well as the role the teachers play in the lives of their students. This course will help the teacher candidate develop systematic strategies and techniques for effectively leading the students to cooperate with the teacher and with each other. The classroom students will also remain on task and become more engaged in the learning activities planned for them.

**EDU 340**  Science Education/Experiential Learning  
(3 Cr)  
Prerequisites: BIO 100. Students will develop an understanding of the methodologies and approaches to teaching science in the elementary school. The purpose of this course is to explore, create and utilize a variety of instructional strategies that are developmentally appropriate and motivating for the elementary school child. Students will have the opportunity to participate in activities in science in order to facilitate the learning, the application and the implementation of concepts and procedures to real-world situations. In addition, this course involves pre-service teachers in a variety of problem-solving activities designed to develop meanings and properties of and scientific concepts.

**EDU 350**  Developmental Reading (Pre-K Embedded)  
(3 Cr)  
Prerequisites: ENG 125. This course includes a study of methods for teaching early literacy skills to primary grade readers, including emergent literacy, the development of the alphabetic principle, concepts about print letter-sound patterns, comprehension of connected text, vocabulary, fluency and writing. This course examines many approaches to teaching reading, including basal, literature-based, individualized, reading workshop, guided reading, and language experience. This course will address specific Indiana Academic Standards while aligning to the Indiana Developmental Standards for Educators. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.

**EDU 352**  Diagnostic and Corrective Reading  
(3 Cr)  
Prerequisites: EDU 350. This course is designed to give an introduction to and practice in administering basic reading tests, interpreting the test results and developing a case study of a specific student which will pinpoint the student’s difficulties in the area of reading and provide a basis for remediation of those identified difficulties. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.

**EDU 355**  Integrated Teaching Methods I: Math & Science  
(3 Cr)  
Prerequisites: MAT 120. This course is designed to strengthen, broaden, and enrich the beginning teacher’s knowledge of the content, pedagogy, and curriculum critical to effectively teaching in the elementary
classroom. This course will address specific content/academic standards, including Indiana reading and math standards while aligning to the Indiana Developmental Standards for Educators. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.

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<tr>
<td>EDU 356</td>
<td>Integrated Teaching Methods II</td>
<td>(3 Cr)</td>
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<td>Prerequisites: EDU 350.</td>
<td>This course is designed to provide 21st century K-6 teacher candidates with knowledge and understanding of social studies and English to enhance the content by providing alternate ways to think critically and communicate ideas in order to prepare their students to become knowledgeable global citizens who are critical thinkers. The course will focus on the ability to create interdisciplinary lessons and units that integrate social studies and English to enhance classroom instruction and student learning. This course will address specific content/academic standards, including Indiana English and social studies standards while aligning to the Indiana Developmental Standards for Educators. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.</td>
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<td>EDU 360</td>
<td>Curriculum Development (Embedded Pre-K)</td>
<td>(3 Cr)</td>
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<td>Prerequisites: EDU 106.</td>
<td>This course provides a comprehensive overview of the curriculum for early childhood and elementary school grades by examining curriculum and instructional concepts, models, practices, and methods. The course provides an opportunity for students to interconnect and apply curriculum design principles and practices to specific subject areas taught in the early, childhood and elementary curricula. The course aims to give pre-service teachers the opportunity to identify, conceptualize, and structure a body of knowledge, organize it for instruction, develop lesson plans and develop curriculum guides.</td>
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<tr>
<td>EDU 410</td>
<td>Teaching Writing in Elementary Grades</td>
<td>(3 Cr)</td>
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<tr>
<td>Prerequisites: ENG 135.</td>
<td>This course is designed to strengthen and broaden the beginning teacher’s knowledge of theories of language and literacy development in young children. This course explores ways educators can enhance language and literacy development through age appropriate, research-based approaches in diverse classrooms. This course will address specific content/academic standards, including Indiana Academic Standards while aligning to the Indiana Developmental Standards for Educators. The course will primarily be conducted in-person, though occasionally there will be online assignments and readings.</td>
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<th>Course Code</th>
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<tr>
<td>EDU 415</td>
<td>Data-Driven Instruction</td>
<td>(3 Cr)</td>
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<tr>
<td>Prerequisites: EDU 300.</td>
<td>This course addresses using test results and class assessments to guide instruction in the K-12 classroom. Growth model statistics and the process of gathering and interpreting test data are addressed in this course. This course will provide an overview of assessment practices in the classroom, focusing on traditional testing, formative and summative assessment and modifications for special populations. In addition, an overview of assessment practices with a focus on alternative forms of assessment and evaluation will be provided. Readings regarding current thought on a much larger picture of assessment and evaluation will be provided, discussed and acted upon. Please be reminded that the course/syllabus is a general plan for the course and deviations may be necessary.</td>
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<th>Course Code</th>
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<tr>
<td>EDU 494 A</td>
<td>Student Teaching (Kindergarten)</td>
<td>(1.5 Cr)</td>
</tr>
<tr>
<td>Prerequisites: Permission Only, 60+ Credit Hours.</td>
<td>Admission to the Student Teacher Program. Full-time supervised student teaching in grades K-6 for a min. of 10 weeks in an elementary school accredited by Indiana or an equivalent approved school out of state. The experience is directed by a qualified cooperating teacher and has university-provided supervision. The grade is S/F. Expanded Description: Student teacher will plan, deliver, manage, assess, and reflect upon the entire classroom situation for full days and weeks over the specified 10-16-week period. All activities are to be carried out under the direction of a cooperating teacher and university supervisor. This course reflects the principles of the Interstate Teacher Assessment and Support Consortium</td>
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(InTASC/CAEP) and the Grade Level Standards of the Indiana Department of Education.

EDU 494 B     Student Teaching     (Kindergarten)     (1.5 Cr)

Prerequisites: Permission Only, 60+ Credit Hours  admission to the Student Teacher Program. Full-time supervised student teaching in grades K-6 for a min. of 10 weeks in an elementary school accredited by Indiana or an equivalent approved school out of state. The experience is directed by a qualified cooperating teacher and has university-provided supervision. The grade is S/F. Expanded Description: Student teacher will plan, deliver, manage, assess, and reflect upon the entire classroom situation for full days and weeks over the specified 10-16-week period. All activities are to be carried out under the direction of a cooperating teacher and university supervisor. This course reflects the principles of the Interstate Teacher Assessment and Support Consortium (InTASC/CAEP) and the Grade Level Standards of the Indiana Department of Education.

EDU 499   A     Capstone/Final Project I (1.5 Cr)

Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

EDU 499 B     Capstone/Final Project I (1.5 Cr)

This course is for undergraduate students from all disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A degree. Students must demonstrate how all components of their major fit together as one. This course focuses on the applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each students discipline of study.

ENGLISH COURSES:

ENG 125     Composition I     (3 Cr)

Prerequisite: None
This course is designed to improve reading and vocabulary skills by developing specific reading strategies and analytical skills, as well as by expanding basic background knowledge that will lead to proficiency in students’ college coursework. Skills to be developed include comprehension, flexibility, critical thinking, graphic illustrations, and the use of library resources. Selections, which are excerpts from current college textbooks and a variety of sources, enable students to develop further the background knowledge and vocabulary necessary to read college-level material effectively. Also addresses work-related literacies such as creative and critical thinking, following written and oral instructions, collaboration, and communication skills. May include an individually prescribed reading plan in the reading lab.

ENG 135     Composition II     (3 Cr)

Prerequisite: None
This college-level composition course provides students an opportunity to develop their writing through various stages of composing, revising, and editing. Students learn how to formulate and support a thesis using some rhetorical strategies, to conduct research, and to integrate a variety of sources according to the Modern Language Association guidelines. Students write in Standard English with consideration given to the audience, purpose, and context. Also, students study the origin of words and the historical development of its meaning.
ENG 235 Research Writing (3 Cr)
Prerequisite: ENG 125. Focuses on research and writing of informative articles and papers, use of research materials, and documentation of sources. Students learn to access and document journal articles and other scholarly material. Grammar workshops provide continuation of practice using dictionaries, thesauruses, and reference books as tools for self-editing. Students learn the use of proper form in documentation and bibliography. Also, students study the origin of words and the historical development of its meaning.

FINANCE COURSES:
FIN 307 Managerial Finance (3 Cr)
Prerequisite: ACC 202. This course examines the principles of finance from a managerial point of view. This course provides a specific focus on the methods and techniques of the financial analysis of cash flow, forecasting, cash management, budgeting, time value of money, and short-term and working capital management.

HISTORY COURSES:
AFS 328 African-American History (3 Cr)
Prerequisite: ENG 125. Traces African-American history from early colonial times to the present. Includes the origin of African-Americans, slavery, the War Between the States, Reconstruction, the World Wars, the New Deal, the Civil Rights era, and the Vietnam era.

HIS 161 Emancipatory Narratives (3 Cr)
Prerequisite: NONE. This course studies the varieties of human oppression and what it has meant to become free from them (e.g. chattel slavery, poverty, subjection, and imprisonment). Application of psychology, sociology, and economics leads to an understanding of the historical rise of classism. Emphasis is placed on ascertaining the role of self in oppression. General Education Course Required for Graduation.

HIS 172 Issues in American History (3 Cr)
Prerequisite: NONE. This course studies different issues of the development of the United States, and the importance of historical leadership.

HIS 320 Modern History (3 Cr)
Prerequisite: ENG 125. This course explores forces that have shaped the values and goals of modern societies since the Renaissance and Reformation, the struggle for political and intellectual freedom, and the age of democratic revolution and socialism. Examines the ideas of those who have made major contributions to modern thought, and the importance of historical leadership.

HIS 400 African-American Social and Political Thought (3 Cr)
Prerequisite: ENG 125, ENG 135. This course is an introduction to Black political thought in the United States. It will review and analyze the major theoretical, and ideological formulations developed and espoused by African people in their struggle for liberation. A framework in which to analyze social and political thought will be developed, linking the various ideas, theories, and programs advanced by Black analysts and activists to the concrete changing social and economic conditions of several historical periods from slavery to the present. The changing social conditions during these periods provided the basis for significant changes in the social form of
the Black experience and thus led to important changes in the political and ideological responses of Black people to their conditions. These political and ideological responses will be studies in historical perspective. Special attention will be given to such themes as Black Liberation, Liberty/Freedom, Self Determination, Socialism, and the political thought and struggles of Black Women.

**HUMAN RESOURCES COURSES:**

HRS 313 Management of Human Resources (3 Cr)
Prerequisite: BUS 201. This course is a comprehensive overview of Human Resources Management (HRM), emphasizing the functions performed in organizations that facilitate the most effective use of people (employees) to achieve organizational and individual goals. Effective management of human resources requiring the utilization of many disciplines, including psychology, employment law, management theory, medicine, group dynamics, philosophy, ethics, and statistics, will be identified. Quality HRM that fosters high productivity, high standards of performance, and high moral, will be examined. Finally, the integration of technology and the human/social system, as an integral component of HRM, will be realized.

**HUMANITIES COURSES:**

HUM 101 Introduction to the Humanities (3 Cr)
Prerequisite: NONE. This course introduces definitive epochs in the fine arts of the world in relation to the patterns of cultural history and the historical and social elements that help to shape them. Instills understanding and appreciation of music, painting, sculpture, and architecture.

HUM 153 Appreciation of Languages (3 Cr)
Prerequisite: NONE. This course introduces students to the joy of human speech, the wonder of many human tongues, and the intricacies of oral and written communication. This course is designed to teach awareness of other languages and their significance as the voices of their cultures, expressions of the minds of their speakers and power as means of human interaction.

**LIBERAL ARTS COURSES:**

INT 250 Women and Leadership (3 Cr)
Prerequisite: NONE. Women and Leadership examines challenges and opportunities related to women’s leadership development. Topics addressed included research on gender and leadership styles, traits, and effectiveness: effects of stereotypes, prejudice, and discrimination on women’s underrepresentation in leadership, identify, intersectionality, and global dimensions of women’s leadership, effects of role conflict and organizational leadership: and strategies for social change.

SLL 200 Service-Learning Leadership (3 Cr)
Prerequisite: NONE. This course will introduce students to service learning as a learning method that allows students to develop leadership skills and self-actualization through upholding a commitment to serving the need of others while enhancing academic rigor, international reflective thinking and responsible civic action. Students will explore the various types of service learning and leadership development and how they can utilize knowledge and skills gained in their own disciplinary areas to serve others and the community.
LIB 499 A  Capstone/Final Project I (1.5 Cr)

Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fit together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

LIB 499 B  Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fit together as one. This course focus on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

MATH COURSES:

MAT 100  College Math for Liberal Arts  (3 Cr)
Prerequisite: None. This is a course in college level mathematics that covers a broad spectrum of math topics with emphasis on how math is used in solving real-world problems. Topics covered: number systems, mathematical modeling, polynomials, factoring, equations, problem-solving. Euclidean geometry, non-Euclidean geometries, exponents, radicals, logarithms, permutations, combinations, statistics, graphs, functions, and linear equations.

MAT 208  Math for Elementary Teachers I  (3 Cr)
Prerequisites: MAT 130. This course provides students with foundational knowledge and understanding of school mathematics. Content will include common mathematical knowledge, problem solving, reasoning and proof, number sense, numerical operations, spatial sense, patterns, relationships and functions, and algebraic thinking. This course will address specific content/academic standards, including Indiana math standards while aligning to the Indiana Developmental Standards for Educators and Indiana Content Standards for Educators.

MANAGEMENT COURSES:

MGT 201  Principles of Management  (3 Cr)
Prerequisite: ENG 125. Studies the management functions of planning, organizing, leading and controlling. Focuses on skills development and the human side of the organization. Examines various management theories, individual and group decision-making processes, organizational structures, individual and group behavior, motivation, leadership, communication and organizational quality. Introduces individual and organizational career planning.

MARKETING COURSES:

MKT 201  Principles of Marketing  (3 Cr)
Prerequisite: ENG 125. Studies fundamentals of marketing and marketing functions, including planning, pricing, promotion, and distribution of goods and services to present and future customers.

MUSIC COURSES:
MUS 150  Music Appreciation (3 Cr)
Prerequisite: NONE. Introduces music of the world both within the confines of the history of serious art/music of the Western world and in the larger context of folk, popular and non-Western or ethnic styles. Emphasizes the basic elements of music, such as form, style and historical development.

PHILOSOPHY COURSES:

PHI 201  Critical Thinking (3 Cr)
Prerequisite: ENG 125. Reasoning is a pervasive human activity – a fundamental means by which we develop as people and society. The University exists to support the creative, focused, and self-conscious use of reason. Therefore, the analysis of reasoning is a crucial part of a university student’s intellectual development. In this course, students will be introduced to the flow of reasoning from premise to conclusion. Students will learn to discern the premises of an argument, determine its conclusion(s), and analyze the argument’s logical structure. (Which premises lead to which sub-conclusions? How do the sub-conclusions ultimately lead to the conclusion? etc.) Students will also learn the basics concerning how to classify different types of reasoning, and how to evaluate the strength of an argument.

PHI 350  Philosophy of Religion (3 Cr)
Prerequisite: NONE. In this course, students explore classic concepts and problems that have fascinated philosophers as well as religionists; these include the existence of God, the nature, and destiny of humanity, the relationship between faith and reason, the nature of evil, free will and determinism, the diversity of religious experiences, and religious language.

PRIOR LEARNING ASSESSMENT COURSE:

PLA 130  Prior Learning Assessment (3 Cr)
Prerequisite: ENG 125, ENG 135, CTE 150. Students will assemble a portfolio containing relevant documents to provide a basis for receiving college credit for prior learning. The portfolio includes an educational autobiography, goals statement, evidence of learning and reflective narratives that tie experiential learning to course objective and learning outcomes. This course counts in the degree plan as a Liberal Arts elective.

PSYCHOLOGY COURSES:

PSY 101  Introduction to Psychology (3 Cr)
Prerequisite: NONE. Overview of contemporary scientific approaches to the human psyche. Includes the study of learning and memory, sensation and perception, motivation and emotion, biology and behavior, personality, individual differences, abnormal psychology, and developmental and social psychology.

PSY 212  LifeSpan Development (3 Cr)
Prerequisite: PSY 101. Studies the developmental process from birth to death. Examines physical changes, cognitive factors and personality traits, and the theories that have been developed to explain changes that are associated with the growth and aging processes.

PSY 220  Introduction to Addictions (3 Cr)
Prerequisite: PSY 101. Explores the fatal and progressive path of active addiction. Presents the holistic model, which examines addiction from the physical, mental, emotional, and spiritual aspects.
PSY 230  History and Systems of Psychology  (3 Cr)
Prerequisite: PSY 101. Survey of psychology and its evolution as a natural science; philosophical and scientific trends and modern theories.

PSY 280  African-American Psychology  (3 Cr)
Prerequisite: PSY 101. Behavior and personality reviewed from within the cultural context. A review of primary sources of research on the topic. Chapters, books and journal articles written by leading professionals in their respective areas are studied. Includes an examination of the experience of African-Americans.

PSY 301  Group Dynamics  (3 Cr)
Prerequisite: PSY 101. Explores psychological and theoretical foundations of group counseling; analyzes the dynamics of groups, including the growth of small groups, identification of group states and facilitation of the group process.

PSY 310  Addictions Counseling  (3 Cr)
Prerequisites: PSY 101 and PSY 220. The course explores the soul sickness of addiction and the inner world of the addict. Examines the Twelve Steps as counseling tools in assisting the healing process.

PSY 315  Assessment and Treatment Planning in Addictions  (3 Cr)
Prerequisites: PSY 220. This course provides instruction related to the assessment and treatment planning for persons with substance use issues.

PSY 320  Multicultural Counseling  (3 Cr)
Prerequisites: PSY 220. This course provides an in-depth study of theories and research concerning counseling with members of minority groups.

PSY 325  Professional Ethics  (3 Cr)
Prerequisites: PSY 220. This course will present the guidelines associated with the ethical practice of mental health counseling.

PSY 350  Abnormal Psychology  (3 Cr)
Prerequisite: PSY 101. Explores theories of various mental disorders with emphasis on history, classification, cause, development, treatment and prevention.

PSY 360  Origins and Theories of Personality  (3 Cr)
Prerequisite: PSY 101. Examines the major theories of personality, with emphasis on definition, development, motivation, assessment of, and changes in, personality.

PSY 364  Social Psychology  (3 Cr)
Prerequisite: PSY 101. Studies the individual in social situations, including socialization, social perception, social motivation, attitudes, social roles and small group behavior.

PSY 365  Cognitive Psychology  (3 Cr)
Prerequisite: PSY 101. Explores information processing theories from historical antecedents through current theories. Ethnic thought patterns are surveyed.

PSY 370 Learning and Motivation (3 Cr)
Prerequisite: PSY 101. Examines the processes that underlie everyday behavior in humans and other animals. Surveys the history and development of theories addressing why we initiate behaviors, and why we respond in the manner we do in specific situations.

PSY 383 Counseling the Dysfunctional Family (3 Cr)
Prerequisites: PSY 101, PSY 220, and PSY 310. Presents a basic understanding of family dynamics, studying the dysfunctional family system. Defines codependency, survival roles, and the adult children. Examines the Twelve Steps as counseling tools in assisting the healing process.

PSY 390 Physiological Psychology (3 Cr)
Prerequisite: PSY 101. Examines the connection between the nervous system and behavior. Includes the study of the structure and function of the neuron, the central and peripheral nervous systems, and the neurotransmitters that are involved in human behavior.

PSY 395 Physiology of Addictions (3 Cr)
Prerequisites: PSY 101 and PSY 220. Explores the way drugs act on the nervous system and the consequences of drug use for the nervous system and body. Examines the effect of drugs at the neuron level, in specific brain structures and on the senses and human behavior.

PSY 495 Practicum/Internship (3 Cr)
Prerequisites: SSE 200. Under close supervision, the student undertakes on-the-job counseling practice with individuals and groups.

PSY 499 A Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

PSY 499 B Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

RELIGIOUS STUDIES COURSES:

RES 101 Old Testament Survey (3 Cr)
Prerequisite: NONE. The Old Testament story unfolds in unique historical, social, political and spiritual settings. Along with contemporary approaches to the interpretation of Scripture, this course combines responsible historical- critical and literary approaches to the Old Testament with an ever-present concern for how to apply what we read to our lives and the lives of those around us.

RES 102     New Testament Survey (3 Cr)
Prerequisite: NONE. The New Testament story unfolds in unique historical, social, political and spiritual settings. Along with contemporary approaches to the interpretation of Scripture, this course combines responsible historical- critical and literary approaches to the New Testament with an ever-present concern for how to apply what we read to our lives and the lives of those around us.

RES 103     Introduction to the Study of Religion (3 Cr)
Prerequisite: NONE. This course is an introduction to the nature of religion, including research, analysis, and interpretation of religious experiences. It will utilize historical, anthropological, sociological, psychological, philosophical and phenomenological approaches to view elements of religion in their cultural contexts.

RES 150     Introduction to Religious Education (3 Cr)
Prerequisite: NONE. This course introduces theories, principles, methods, and models of religious education for churches, religious schools, and other educational institutions.

RES 200     Introduction to World Religions (3 Cr)
Prerequisite: NONE. This course is an introductory survey of the major world religions: Hinduism, Buddhism, Judaism, Christianity, and Islam.

RES 210     Topics in Religion (3 Cr)
Prerequisite: NONE. This is an open course designed in response to particular interests in Religion.

RES 211     The Philosophy of Martin Luther King, Jr. (3 Cr)
Prerequisite: NONE. This course examines the practical application of the theories and the teachings of Reverend Martin Luther King, Sr., and the Reverend Martin Luther King, Jr. in light of world events and everyday life.

RES 233     Contemporary Issues in Christian Counseling (3 Cr)
Prerequisite: NONE. The course introduces Students to critical contemporary issues in counseling, such as divorce, remarriage, premarital counseling, abortion, adoption, altar counseling, co-dependency, addictions and sexual issues.

RES 329     Comparative Religions (3 Cr)
Prerequisite: NONE. In this course, students will explore the commonalities and distinctions that run between the religious traditions of the world. The focus will be on sociological aspects of religion as well as doctrinal aspects of religion.

RES 250     Principles of Servant Leaders (3 Cr)
Prerequisite: NONE. This course examines principles of servant leadership through a variety of disciplinary perspectives, including but not limited to, both male and female contributions from the fields of sociology, anthropology, psychology and theology.

RES 255     Study of Judaism and Islam (3 Cr)
Prerequisite: NONE. Required. The course examines comparative tenets between Judaism and Islam.

RES 329 Comparative Religions (3 Cr)
Prerequisite: NONE. In this course, students will explore the commonalities and distinctions that run between the religious traditions of the world. The focus will be on sociological aspects of religion as well as doctrinal aspects of religion.

RES 345 Life and Teachings of Jesus (3 Cr)
Prerequisite: NONE. This course explores the life and message of Jesus and their impact on the social and theological climate of 1st century Palestine.

RES 350 Philosophy of Religion (3 Cr)
Prerequisite: NONE. This course explores traditional concepts and problems that have occupied philosophers as well as theologians, including the existence of God, the nature and destiny of humanity, the relationship between faith and reason, the relationship between faith and science, free will and determinism, the diversity of religious experiences, and religious language. (3 Cr)

RES 365 Study of Hinduism and Buddhism (3 Cr)
Prerequisite: NONE. Required. The course examines comparative tenets between Hinduism and Buddhism.

RES 405 Principles of Pastoral Care (3 Cr)
Prerequisite: 60+ Credit Hours. This course is an analysis of the theories, techniques and practices for effective pastoral service in the church.

RES 407 Preparation and Delivery of Religious Messages (3 Cr)
Prerequisites: 60+ Credit Hours. This course examines basic principles of hermeneutics (the art and science of interpretation) as well as homiletics (the art and science of preaching). It also provides students with practice and evaluation in the preparation of a sermon and the development of effective techniques for delivery.

RES 411 Religious Institutional Administration (3 Cr)
Prerequisites: 60+ Credit Hour. This course reviews and analyzes theories and methods of church management. It emphasizes elements of administration such as leadership, delegation, communication and budgeting in contemporary settings.

RES 499 A Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is for all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.
RES 499 B    Capstone/Final Project I (1.5 Cr)
Prerequisites: ENG135. This course is Part II for students from all undergraduate disciplines who are completing a capstone/final project to satisfy the completion of the B.S. or B.A. degree. Students must demonstrate how all components of their major fits together as one. This course focuses on applicable principles through the examination of the undergraduate programs and onsite experience, by compiling a capstone/final project that is representative of each student’s discipline of study.

.SOCIOLOGY COURSES:

SOC 200    Principles of Sociology (3 Cr)
Prerequisite: NONE. Students explore the "Sociological Imagination" including social stratification, social interaction, religion, industrialization, modernity, culture and deviance.

Note: For those courses which have no specifically listed prerequisite, it is understood that the academic advisor will check the master course list (for prerequisites) to ensure that the student acquires the necessary academic background to participate in the course.
MARTIN UNIVERSITY FACULTY

Angela Adams
BS Business Administration, Organizational Psychology & Development, American Intercontinental University
MS Education, Leadership in Educational Organizations, American Intercontinental University

Viveca Carter, EdS
BS Secondary English, Auburn University
MS Secondary English, Purdue University
EdS School Administration, Indiana State University

Martin Greenan, EdD
BS Mechanical Engineering, Western New England College
MBA Business Administration, University of New Hampshire
MA History, Butler University
EdD Adult and Community Education, Ball State University

Ted Hall, PhD
BA Child Development, Morehouse College
MED Curriculum and Instruction, Indiana Wesleyan University
PhD Learning, Technology, and Culture, Michigan State University

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MS Education, Indiana University
PhD Psychology, Grand Canyon University

Ronnie Hiller, PhD
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MS Music Education, Vandercook College
EdS Educational Specialist, Purdue University
PhD Educational Leadership, Indiana State University

John Mize, MS
BS Psychology, Martin University
MS Community Psychology, Martin University

Dawn Moore, MBA, ABD
BA - Journalism, Indiana University
Charlesetta Smith Staley, EdD
BS Marketing Management, Martin University
MBA Organizational Leadership, Indiana Wesleyan University
MA Advanced Leadership Studies, Indiana Wesleyan University
EdD Organizational Leadership, Indiana Wesleyan University

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PhD Psychology, University of North Carolina at Greensboro

Jack Thomas, PhD, HSPP
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PhD Clinical Psychology, Indiana University