

# **Mount Ida College**

**Addendum to the 2001-2002/2002-2003 Catalogue**

**Applicable to Students Who Enter the College in 2002-2003**

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**NOTE:** This Addendum to the Catalogue is applicable to students who enter Mount Ida College in 2002-2003.

**Policy on Non-Discrimination:** Mount Ida College is committed to a policy of non-discrimination in its educational programs, activities and employment practices. It is the policy of the College not to discriminate on the basis of race, ethnicity, national origin, sex, sexual orientation, color, age, religion, or handicap.

## FINANCIAL ASSISTANCE

Mount Ida College is committed to providing financial assistance through federal, state, private and institutional grants, scholarships, loans, and payment plans to help students and their families meet their educational goals. In order to be considered for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) and a Mount Ida Financial Aid Application and submit the appropriate income verification documents. These forms are available at the Office of Student Financial Services or can be downloaded from the Student Financial Services section of our website: [www.mountida.edu](http://www.mountida.edu). All students are encouraged to apply.

Student's eligibility for need-based financial aid is determined according to federal government regulations and College policies governing financial aid programs, using the information provided on the FAFSA and other supporting documentation. The Office of Financial Aid calculates the amount of family resources that a student and his/her parent(s) are expected to contribute towards his/her educational costs. These resources, known as the Estimated Family Contribution (EFC), are subtracted from a standard budget of expected educational expenses or Cost of Attendance. The difference between the Family Contribution and the Cost of Attendance is the maximum eligibility for need-based assistance.

*Federal law prohibits a student from receiving financial assistance in excess of her/his calculated eligibility.*

In most cases, a student's family contribution consists of a contribution from your income and assets and a contribution from your parent(s) income and assets. Please note that when determining eligibility for assistance, all assets are assumed to belong to the person who reports the interest and/or dividends earned from those assets on her/his tax return.

*Federal eligibility formula calculates a contribution of 35% of a student's total assets be used each year for educational expenses.*

Students are classified as dependent or independent because the Federal Student Aid Programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post secondary education. When students complete the FAFSA, their answers to certain questions will determine whether they will be considered a dependent or independent student.

Students must file new applications for financial assistance each year of enrollment. The amount of financial aid that students receive after the first year may vary, reflecting changes in their family's financial strength, cost of attendance and available funding. However, Mount Ida College attempts to match grant funding to students from year to year. Merit funding is renewable if a student maintains the required Grade Point Average (G.P.A). *Students should expect the amount of the loan in their package to increase as they progress through their academic career at Mount Ida College.*

Continued eligibility for aid from federal and institutional sources requires that a student maintain satisfactory academic progress. Review this catalogue for a detailed description of the College's current satisfactory academic progress policy.

The Office of Financial Aid determines a student's eligibility for need-based aid only. Merit based scholarships or grants are awarded through the admissions process or are determined by a scholarship committee. All students accepted for admission to Mount Ida College are automatically considered for College funded merit-based aid such as The President's Scholarship or Chamberlayne Art Awards. Students will be notified if a merit-based scholarship is offered to him/her.

Most students who receive need-based assistance are awarded an aid package consisting of grant, loan and work awards designed to help meet the applicant's calculated eligibility. Usually a loan is awarded first, followed by a work-study grant, federal and state grants, and finally institutional grant assistance. The College's priority deadline is May 1.

Mount Ida College does not award to *full-calculated* need. However, we do offer a wide range of financing options to help families attain their educational goals. Students who submit application materials late may jeopardize or reduce their ability to receive some form of grant assistance.

A student's Financial Aid Award Letter may include one or more types of need-based financial aid sources as listed later in this publication. Please note that an award letter assumes a level of federal and state appropriations that frequently has not been finalized at the time that the awards are made. Therefore, if funds fail to be appropriated as anticipated, offers may need to be adjusted accordingly. Students will be notified as soon as possible if changes are necessary. Also be aware that outside funds awarded after the initial award could affect the level of institutional grant award.

A student's Financial Aid award may be subject to a process called *verification*. In these cases we will verify that the information provided on the FAFSA is accurate. Collecting needed documentation such as Federal Tax Returns, the Mount Ida Financial Aid Application and other secondary income verification is required for verification. The Office of Financial Aid will notify the student/family if additional documentation is needed. It is the student's/family's responsibility to follow up on all applications.

### Grants/Scholarships

Mount Ida College Grant: Direct gift aid from the College that a student does not need to repay. The College provides these grant funds. These funds are awarded based on calculated eligibility, need, enrollment status and the availability of funds. Mount Ida College currently has an institutional grant budget of 5.0 million dollars. A priority filing date of May 1 applies for all students. After this date, funding levels may be reduced based on availability of funds

Federal Supplemental Educational Grant (SEOG): A federally and institutionally funded campus based grant program. Recipients are students selected by Mount Ida who demonstrate significant financial need. This grant is generally awarded only to those students eligible for a PELL Grant. Student awards will be prorated based on level of enrollment (full-time, 12 credits; 3/4 time, 9 credits; and 1/2 time, no less than 6 credits). Funds are limited and subject to availability.

Federal PELL Grant: Funded by the federal government. Provides awards ranging from \$400 to \$4,000 to eligible undergraduates. The College cannot finalize a student's federal PELL Grant and ensure proper crediting of funds to a student's account unless the student has listed Mount Ida College as a recipient of the information on the student's Federal Student Aid Report (SAR). Awards are prorated and based on level of enrollment. Part-time students may be eligible provided they meet the eligibility criteria set by the Federal Student Aid Program.

State Scholarship/Grant: This is an award from the student's state of legal residence. Any amount indicated on the Financial Aid Award Letter is estimated based on preliminary information provided by the student and/or family in response to state aid questions. Mount Ida cannot replace with College funds any state funds for which a student is eligible but fails to apply for in time, so students should be certain they file their FAFSA prior to their states' application deadline. Massachusetts State Scholarship deadline is May 1. State funds awarded to the student after the initial College award is made may affect the student's awarded institutional grant. Some states may award state scholarships/grants to part-time students. Students should check with their state agency for more details.

Gilbert Grant: Funding provided to Mount Ida College by the Commonwealth of Massachusetts. The College awards this grant to eligible students who have significant financial need and are legal residents of Massachusetts. Institutional policy states that awards generally range from \$500 to \$2000, according to eligibility and availability of funds. The student must be enrolled full time (9 credits or more) in a degree-granting program.

## **Awards of Circumstance**

President's Scholarships and Admissions Awards: Each student who is accepted on the FAFSA to Mount Ida College is evaluated for a merit-based President's Scholarship or Admissions Award. Although a student does not have to apply for financial aid to receive a President's Scholarship or Admissions Award the amount of these scholarships increases with financial need. These awards are renewable based on maintaining the required G.P.A. and are awarded through May 1 of the academic year preceding a student's enrollment at Mount Ida College.

The Ronald J. Lettieri Scholarship: The Ronald J. Lettieri Scholarship is a merit-based award given to full-time returning students, (9 credits or more) enrolled in a Bachelor degree program. They must have achieved an academic standing in high school which places them in the top third of their high school graduating class or who have earned a minimum GPA of 2.5 or who have an average grade level of 75. The maximum resident award is \$2,500 and the maximum commuter award is \$1,500.

*In order to receive a Ronald J. Lettieri Scholarship, students must submit a deposit to secure enrollment at Mount Ida College, no later than June 1. This award is renewable in future years by maintaining a CGPA of 2.75, depositing by June 1 for the following enrollment year, and being in good financial standing with the College.*

Dean's Award: The Dean's Award is given to returning students whose exceptional personal attributes make them a unique match to the institution. Were it not for this preferential award, it would be highly unlikely that the applicant would be able to attend. Award amounts vary and are based on need as determined by Federal Methodology. Students must be enrolled on a full-time basis (minimum of 9 credits) and are renewable based on a CGPA of 2.75.

Chamberlayne Art Award: The Chamberlayne Art Award is a merit-based award that is given to students once a formal portfolio review has been conducted by the design faculty. The maximum award granted is \$1,500 and is renewable with a CGPA of 3.0. Students must be enrolled on a full-time basis (min. of 9 credits) in a degree granting design program.

Mount Ida College awards several other scholarship programs such as New England Institute of Funeral Service Scholarships, Commonwealth Futures Grants for students enrolled in the bachelor degree Veterinary Technology Program, President's International Scholarships, Student Government Awards and more. Please call the Financial Aid Office at 617-928-4785 for more details on these and other programs.

## **Federal Work-Study**

Work program funded by Mount Ida College and the federal government. Students may work at either an on-campus department or an approved off-campus community service organization. The FWS grant is NOT credited to the student's tuition account. Students receive bi-weekly paychecks based upon actual hours worked. Student employment awards are generally used towards indirect expenses such as books, supplies, transportation and miscellaneous personal spending. Although FWS earnings are taxable, any wages earned under the FWS program will be excluded from the student's income when she/he is being considered for financial aid the subsequent year.

The work award offered is the maximum gross earnings students may receive. Their actual earnings will depend upon the availability of hours involved in any given position(s). It is the student's responsibility to keep track of how much she/he has earned, and what remains to be earned. The College is not responsible to pay for hours worked beyond the awarded amount. Students will be paid on a bi-weekly payroll. It is the student's responsibility to secure and maintain a position that will allow them to fulfill their work allocation. Students must complete an I-9 and a W4 form prior to starting any work-study job. Students who are not cleared by the Work Study Coordinator will not be paid for hours earned prior to their clearance. Any work allocation not earned by the end of the academic year will be forfeited. Due to limited funding, additional awarding of FWS funds will be very limited.

## **Loans**

New students who are awarded any of the following loans as part of their financial aid award will be provided with the required promissory note(s), instructions and entrance counseling information from the Student Loan Office. These documents will be available at the beginning of the semester.

Returning students who signed Master Promissory Notes previously at Mount Ida College and are awarded Stafford Loans will not have to sign Promissory Notes for the award. The funds will automatically be posted as soon as the student is eligible to receive these funds. If a student is awarded Stafford Loans and wishes not to borrow, they must provide written notification directly to the Loan Office.

Federal Stafford Student Loans are federally supported, low-interest loans available to eligible students.

**Subsidized Stafford Loan**

Students who demonstrate financial need according to federal regulations are eligible to borrow through the Subsidized Loan Program. With the Subsidized Loan, the federal government pays the interest while the student is in school. Therefore, no payments are required while the student is enrolled in school (at least 1/2 time, minimum 6 credits) and no interest on the loan will accrue. Loan amounts are as follows; \$2,625 for a freshman, \$3,500 for a sophomore and \$5,500 for a junior or a senior.

**Unsubsidized Stafford Loan**

Students who do not qualify for a Subsidized Stafford Loan may be awarded an Unsubsidized Federal Stafford Loan. With the Unsubsidized Stafford Loan, the federal government does not pay the interest while the student is in school. Therefore, interest does accrue and must be paid or capitalized.

Loan amounts are as follows: \$2,625 for a freshman, \$3,500 for a sophomore and \$5,500 for a junior or a senior. Additional Unsubsidized Stafford Loans are available for qualified students in the amounts of \$5,000.

**Massachusetts No Interest Student Loan**

Students who demonstrate financial need as determined by the Federal Student Aid Program and the Commonwealth of Massachusetts may be eligible to borrow under the Massachusetts No Interest Loan Program.

A student must be enrolled full-time in a degree granting program and be a permanent resident of Massachusetts. Loan amounts range from \$1,000 to \$4,000. There is no interest charged during the life of this loan. Students must first borrow under the Federal Stafford Loan program before they qualify for the Massachusetts No Interest Loan. Massachusetts No Interest Loan cannot replace Stafford Loan. Funds are provided by the Commonwealth of Massachusetts and are subject to availability.

**Additional Financing Options**

Mount Ida College offers a wide range of financing options. There are many loans that are available to families and students depending on individual financial eligibility. The Office of Student Financial Services invites all students/parents to contact the Student Financial Services Help Desk to inquire which option(s) would best suit their individual situation. "Financing Your Education" is available to help students explore their options. Students should remember to look at annual amounts when borrowing family loans and utilizing the monthly payment plan.

**2002-2003 COLLEGE CHARGES**

**Full-Time Tuition**

All residence hall students are considered full-time.  
Commuting students enrolled in 9 or more credits per semester are considered full-time.

Fall & Spring Semesters	\$15,700.00
Course Overload (exceeding semester requirement) per <i>credit</i>	500.00
Learning Opportunities Program Fee (Academic Year)	2,900.00

**Part-Time Tuition**

Commuters enrolled in fewer than 9 credits per semester are considered part-time	
Part-time enrollment <i>per credit</i>	500.00
Audit (per credit hour)	200.00

**Residence Hall**

Room & Board	\$8,950.00
Single Room (If available - an additional)	900.00

**Fees**

<b>Full-time students</b>	<i>Residence Hall</i>	<i>Commuting</i>
Comprehensive Fee (Mandatory, Non-refundable)	\$420.00	\$240.00
Activities Fee	176.00	176.00
Health Insurance (Health insurance is mandatory unless proof of other insurance is provided to the College by September 18, 2002)	770.00	770.00

All Students		
Commencement (Mandatory, Non-refundable)	\$100.00	\$100.00
Parking (Mandatory w/car use, Non-refundable)	75.00	40.00

**Laboratory & Field Trip Fees, Material Fees, Program Fees (Mandatory, Non-refundable)**

Specific courses or programs may require additional laboratory or field trip fees. These fees are listed in the Course Descriptions and are charged to individual student accounts as they are incurred.

**Books & Supplies**

It is the student's responsibility to pay for these items at the time they are required. While these costs vary in each program, experience indicates that they may be between \$300 and \$400 per year. Some art programs may include books & supplies costs of up to \$750 per year.

**Deposits**

Residence Hall Students	\$275.00
Full-Time Commuting Students	\$200.00
Part-Time Students	\$100.00

This deposit is required to reserve enrollment in an academic program, specific courses, residence hall space and financial aid awards. The deposit, required for each year of enrollment, is credited to the student's tuition account, and is non-refundable after the April 30th prior to registration.

**Payments**

Fall semester charges are due by August 1, 2002. Spring term charges are due by November 27, 2002. Students who present the College Financial Aid Office with all the required qualification forms for non-family funding will have the total of these "Verified" funds subtracted prior to determining the amounts due by the above dates.

A monthly budget plan for the student/family portion of College charges is available through a non-College agency (Tuition Management Systems, Newport, RI) for a nominal annual fee and may be used to defer the above payments by monthly installments through May 2003.

Information on educational loans, which are not dependent on financial aid eligibility, is available from the Bursar or the College Loan Officer.

**Contract Terms**

A student may enroll at Mount Ida College upon the express condition and agreement that he/she shall enroll at the College (and, if a Residence Hall Student, in a residence hall) for the entire academic term unless suspended or dismissed for misconduct or breach of College discipline. The parent/guardian and student agree that in the event of such suspension or dismissal, and additionally in cases of medical or voluntary withdrawal, only that portion of tuition, room, board and fees as outlined in the College's 2002-2003 Withdrawal Adjustment Policy will be adjusted. In such a situation, any unpaid balance on existing charges after application of the Withdrawal Adjustment Policy shall become immediately due and payable to Mount Ida College. In cases where a student's program requires brief periods of field training at an off-campus site, tuition, room, board and fees charged remain in effect.

A student whose payments are in arrears will not be allowed to attend classes, pre-register for the next term's classes, graduate, receive transcripts or have transcripts forwarded to other colleges, agencies or individuals. The College reserves the right to make such changes in program offerings, services and College charges as may be deemed necessary by the Administration. By enrolling at Mount Ida College, the parent/guardian and/or the student agree to be bound by the terms and conditions of the applicable College Catalogue and Student Handbook.

**Withdrawal Adjustment Policy**

Students who withdraw from the College may be eligible for a reduction of tuition, room, board, and fee charges. To be eligible for such an adjustment, the Student must complete a Withdrawal Form, available in the Registrar's Office. The official date of withdrawal is the date the student formally notifies the Registrar.

**Withdrawal Adjustment Schedule**

Withdrawal Date	Reduction of Charges
Prior to August 27, 2002	100% Reduction of Fall Semester Charges
From August 27 through September 4, 2002	80% Reduction of Fall Semester Charges
From September 5, 2002 through January 13, 2003	No Reduction of Fall Semester Charges, 100% Reduction of Spring Semester Charges
From January 14 through January 22, 2003	80% Reduction of Spring Semester Charges
After January 22, 2003	No Reduction of Spring Semester Charges

**Tuition Refund Insurance**

This is an optional insurance policy, which provides reimbursement of non-refundable College charges in cases of withdrawal for medical reasons is available through an outside agency (Delaware Insurance, Braintree). Information regarding this option is mailed with a first statement of College charges and is otherwise available through the Bursar's Office.

## ADMISSIONS POLICIES AND PROCEDURES

### PROVISIONAL ACCEPTANCE

A provisional acceptance may be granted to selected students whose potential for success is recognized by the College admission committee. Provisionally accepted students must demonstrate a capability to undertake college-level work. A required program of academic support services facilitates the effort to pursue a college degree.

## ACADEMIC INFORMATION/ACADEMIC POLICIES & PROCEDURES

### ACADEMIC YEAR

The academic year is divided into two semesters of approximately 15 weeks in length (excluding the final examination period). Full-time students in most programs take five 3-credit courses per semester. Some programs require additional courses per semester. Some allied health and applied science programs feature a combination of 4- and 3-credit courses. For detailed information consult the curriculum outlines.

### CREDIT HOUR EXPLANATION

Each course is assigned a credit value based on the number of scheduled hours established for that course. Generally, one academic credit is earned for approximately 15 hours of classroom work. Most lecture courses carry a value of 3 credits and meet up to 45 hours per semester. Most studio courses in the art and design areas carry a value of 3 credits and meet up to 90 hours per semester. PE100: Concepts in Health Management now carries 2 academic credits and can be applied toward a degree. Physical education/recreational activity (PE) electives carry PE credit only, which cannot be applied toward a degree.

### FULL-TIME, PART-TIME STATUS

Students are billed full-time tuition for 9 to 18 credit hours. Students are advised to take a minimum of 12 credits to ensure athletic eligibility, insurance coverage, and full financial aid consideration and to facilitate academic progress toward degree completion.

### Fee Structure, Financial Aid Eligibility, and Athletic Eligibility by Credits Taken

Credits Taken	Charges	Financial Aid Eligibility*	Athletic Eligibility
1 - 8 credits	\$500 per credit hour	No Mount Ida Aid Part-Time State & Federal Aid	No
9 – 11 credits	Full-Time Charges	Full-Time Mount Ida Aid Part-time State & Federal Aid	No
12 – 18 credits	Full-Time Charges	Full Time Mount Ida Aid Full-Time State & Federal Aid	Yes

\* Any course taken on an audit basis is **not** included in the student's course load for financial aid eligibility.

### ACADEMIC COURSE OVERLOAD POLICY

A full-time Mount Ida student may carry up to 18 credits per semester at the full-time tuition rate in all delivery systems of instruction. Students may, with permission of their Program Director/Coordinator, School Director and the Vice President for Academic Affairs, receive permission to register for a course overload as long as the number of semester credit hours they will be attempting is no greater than 21. The cost for overload courses is \$500 for each credit hour over 18.

Students who have had a reduced number of major courses while taking ESL (EN 003 or EN 004) may, after successfully completing ESL studies, take one extra course under this policy. Students with a cumulative grade point average of 3.00 or better may take one extra course for personal enrichment (i.e., a course that does not count for credit in the major) per semester under this policy.

Students who enroll in Mount Ida's summer session are limited to two courses (6 credits). Any exceptions to this policy must have the approval of the Vice President for Academic Affairs.

### REGISTRATION AND ENROLLMENT

Unless they are entering the College for the first time, students choose courses in consultation with their academic advisors during the registration period preceding each academic semester. Thus, courses offered for the spring semester are chosen before the end of the fall semester. Fall semester courses for the sophomore, junior, and senior years are selected before the end of the preceding academic year. Students entering the College for the first time choose courses for the fall semester at one of the regularly scheduled orientation sessions held during the summer.

As a rule, the Registrar processes registrations in the order in which they are received. No fall semester course selection will be processed unless and/or until the student has paid the required deposit for the coming year. Students are placed in their chosen sections unless it has already been filled or unless placing students in the chosen section creates a conflict with other courses in the student's schedule.

### CLASS STANDING

Class Standing is based on the number of credits successfully completed, transferred in (if applicable), and applied to the degree. Students are classified as follows:

Freshman	1-30 credits	Freshman in VT4 (Vet Tech) Program	1-37
Sophomore	31-60 credits	Sophomore in VT4 Program	38-72
Junior	61-90 credits	Junior in VT4 Program	73-105
Senior	91-122*	Senior in VT4 Program	106-131*

\* or total number of credits in a particular baccalaureate program

## **TRANSFER CREDIT POLICIES/PROCEDURES – Applicants/New Students**

The Registrar's Office initially evaluates applications for transfer of credit earned at other institutions as part of the admissions process. Applicants for admission who plan to have credit considered for transfer must have **official** transcripts sent to the Admissions Office directly from the Registrar's Office of every institution attended. Applicants are encouraged to provide catalog descriptions of courses completed elsewhere to facilitate the transcript evaluation process. Applicants who have taken courses at more than one institution should note that transfer credit evaluations are done after official copies of **all** transcripts have been received.

Mount Ida recognizes, for transfer credit, courses appropriate for the selected major taken at accredited colleges or universities with a grade of C (2.00) or higher. The College recognizes, for life experience credit, CLEP examinations completed in appropriate subject areas with the ACE (American Council on Education) recommended score of 50 or higher. In selected cases, Mount Ida also accepts applications, prepared and submitted as formal petitions, for life experience credit. Information about the College's life experience policy is available from the Office of Academic Affairs in Holbrook Hall (617-928-4588).

The College is the sole judge of the courses it will accept in transfer towards requirements of its programs and degrees. Courses and credits only are transferable - not grades or honor points. As a general rule, the College will not accept transfer credit for courses completed more than 7 years ago if such courses are central to the current knowledge and/or skills base of a program of study. **NOTE: Selected programs of study have special policies regarding transfer credits. Students should refer to the Policies, Conditions, and Fees information in the Curriculum Outlines Section of this Addendum for information on transfer credit policies specific to a particular degree program.**

### **Policies/Procedures for Matriculated Students to Take Courses Elsewhere**

Matriculated students may petition for approval to take courses at another accredited college or university when the College is not in session. Students may not enroll in courses concurrently at Mount Ida and another institution. To petition for approval to take a course elsewhere, students complete the appropriate petition form, available from the Registrar's Office in Holbrook Hall, and attach a copy of the catalog description of the desired course to the petition. Petitions are to be submitted in advance, with course registration to occur after receipt of written pre-approval. Approvals for coursework outside Mount Ida, if granted, are typically limited to no more than two courses a year. A pre-approved petition form with the appropriate signature(s) must be on file in the Registrar's Office for transfer credits to be considered for acceptance and application to Mount Ida requirements.

Students who have credit deficiencies due to course failures, course withdrawals, or placement in developmental courses are strongly encouraged to resolve such deficiencies by taking appropriate courses at Mount Ida, if courses are offered, or elsewhere during the summer. Students, with the requisite minimum cumulative grade point average (C.G.P.A.) or higher who are on academic warning or probation as a result of credit deficiencies, may petition for consideration to take more than two summer courses elsewhere, if needed, to earn the requisite number of credits to avoid placement on probation or academic dismissal.

If pre-approval for course work elsewhere is granted, the student is responsible for having an official transcript sent to the Registrar's Office at Mount Ida College from the institution attended promptly after completing the course. Students may also hand carry the official transcript in a sealed envelope from the institution to Mount Ida College. Under no circumstances will the Registrar's Office accept a hand-carried transcript that is not enclosed in a sealed envelope from the Registrar's Office where the course was taken.

### **CANCELLATION OF ACADEMIC OFFERINGS**

The College reserves the right to cancel any class, course or section of a course for which the minimum number of students fail to enroll. Further, Mount Ida reserves the right to make such changes in course and program offerings as may be deemed necessary by the Administration and the Board of Trustees.

### **COURSE CHANGES DURING ADD/DROP PERIOD**

Course changes (additions and/or drops) are processed by the Registrar's Office during the Add/Drop period, which concludes on the date established for enrollment stabilization for that semester. To change a course, students must obtain an Add/Drop slip from the Registrar's Office and secure the appropriate approvals. If dropping or adding a course, the student must obtain the approval of his/her academic advisor. If changing a section of a course only, no approval is required. If seeking entry into a course or section that the Registrar has indicated is filled, students will be placed on a waiting list and notified by the Registrar if they have secured a seat in the class or new section. When dropping a course or courses, students should ensure that they continue to carry appropriate credit levels so as to maintain financial aid eligibility.

Courses dropped during the Add/Drop period do not appear on the student's transcript. No classes may be added or dropped after the stabilization date for each semester. In most cases, the stabilization date established for the fall and spring semesters is one week after the opening of classes. **Note: Students will be charged for any class not officially dropped by the end of the Add/Drop period.**

### **WITHDRAWAL FROM A COURSE**

To officially withdraw from a course after stabilization, a student must file the appropriate form with the Registrar. The course instructor will then assign a grade of **W** (if between stabilization and the end of the third week) or a **WP** or **WF** (if between the fourth week and the end of the twelfth). Any student withdrawing from a course in the last three weeks of the semester will receive a **WF** unless special circumstances justify, in the instructor's opinion, a grade of **W** or **WP**.

### **PLACEMENT TESTS/DEVELOPMENTAL COURSES**

Placement tests are required in English and Mathematics. If English and/or math placement test results indicate a need for developmental (pre-college level) course work, students must enroll in developmental courses - e.g., EN 099, MA 090, MA 098 - to prepare themselves to undertake college level English and math. Because developmental courses are not college-level, they do not count towards graduation.

### **PROGRAM CHANGE POLICY**

Students who wish to change their major must petition for approval to do so. The petition process requires students to obtain a **Petition for Change of Program** form and an **unofficial transcript**, which are available with a Mount Ida student ID from the Registrar's Office.

Students submit their petition and unofficial transcript to the director of the desired new program or to the director of the school offering the program for consideration. Students seeking a change of major must meet all entrance and/or academic progress standards for the desired new program of study. If approved by the director of the desired new program or the school director and the Associate Vice President for Academic Affairs, students will receive a copy of their original petition with the appropriate approval signatures from the Registrar's Office. **Note:** As a general rule, as an NCAA Division III institution, Mount Ida does not allow program changes which involve a change in an athlete's degree level from baccalaureate to associate after the start of their first semester as an enrolled student.

## SUBSTITUTION OR WAIVER OF PROGRAM REQUIREMENTS

Students are responsible for all requirements of their program of study, based on the curriculum outline published for the year of their entry and/or change into the program, as well as for any program-specific standards that may apply. Any exceptions to this general rule require the filing of a **Curriculum Petition to Waive or Substitute Program Requirements**, which is available from the Registrar's Office. The petition requires the approval of the student's advisor, school director, and the Associate Vice President for Academic Affairs. If a course waiver is approved, the student is still responsible for earning the credits associated with the waived requirement.

## GRADES

### Grading System

The College grading system evaluates student work by letter grades for which the following quality point values have been established:

Letter Grade	Range	Quality Point Value	Status
A	93-100	4.00	Excellent
A-	90-92	3.67	
B+	87-89	3.33	
B	83-86	3.00	Good
B-	80-82	2.67	
C+	77-79	2.33	
C	73-76	2.00	Average
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	Poor
D-	60-62	0.67	
I			Incomplete
I/F		0.00	Incomplete/Fail
F	Below 60	0.00	Failing

### Letter Grade Interpretations

The preceding interpretations have been established by vote of the faculty. Unless otherwise noted, instructors give letter grades. All grades submitted at the end of a course are final and can be changed only by the instructor's submission of an official Grade Change Form to the Registrar and the written approval of the Vice President for Academic Affairs.

**W** Withdrawal without Prejudice. Normally assigned when a student officially withdraws from a course between the end of stabilization (i.e., the end of the Drop/Add period) and the end of the third week of the semester. (*See Withdrawal from a Course.*)  
Note: Course Withdrawals are not indicators of Satisfactory Academic Progress.

**WP** Withdrew Passing. Indicates student was achieving passing grades at time of official withdrawal from a course. Normally assigned between the beginning of the fourth week and the end of the twelfth week of the semester. (*See Withdrawal from a Course.*)  
Note: Course Withdrawals are not indicators of Satisfactory Academic Progress.

**WF** Withdrew Failing. Indicates student had failing grades at time of official withdrawal from a course. Students withdrawing from a course after the end of the twelfth week will be assigned this grade. (*See Withdrawal from a Course.*) Note: Course Withdrawals are not indicators of Satisfactory Academic Progress.

**I** Incomplete. A temporary grade given at the instructor's discretion when course work has not been completed at the close of the semester and the student has a compelling reason for not completing the work (e.g. medical emergency, death in family) and has petitioned the instructor for a grade of Incomplete. The make-up date for each "I" (Incomplete) received in the fall semester is the mid-point of the semester following. The make-up date for each "I" received in the spring semester is the mid-point of the following fall semester. Failure to make up incomplete grades on or before the established date results in the automatic conversion of "I" to a permanent grade of "I/F." Note: Incomplete grades are not indicators of Satisfactory Academic Progress.

*Note: The terms and conditions for resolving an Incomplete are outlined in an Incomplete Grade Contract, which is signed by the student and the instructor.*

In general, students will not receive a grade of "I" if they owe more than three weeks work at the end of the semester or if they are unable to attend class for more than three weeks at the end of the semester. Students who owe more than three weeks at the end of the semester or who miss class for more than three weeks at the end of the semester and do not officially withdraw from the course will receive whatever grade (excluding "I") the instructor deems appropriate (with the exception of W, WP, WF). It is in the interest of the student to remove an Incomplete from his or her record at the earliest possible date.

**AU** Audit. Identifies course in which student wishes only the opportunity to attend class sessions. Generally, such students do not actively participate in class work (either written or oral), but audited courses are recorded on official records. Students in good standing may

audit a course for \$200.00 per credit hour. Courses taken on an audit basis are not included in the student's credit load for financial aid purposes.

### **Grade Point Values**

At the close of each semester, a student's quality point average is indicated on the grade report. To compute a "GPA," the credit value of each course is multiplied by the grade value. These results are added and divided by the number of credits for which the student is registered. Grades of P, W, WP, WF, AU, and I do not affect the GPA. Transfer (T) credits, Life Experience (L) credits, and credit earned through examination (EX) also do not affect the GPA.

### **Mid-Semester Warnings and Grade Reports**

Deficiency Warning Grades are issued at the mid-semester marking period in the fall and spring semesters in those courses in which a student's work is below average or incomplete. Warnings are temporary grades and do not appear on the permanent academic record.

### **Course Failures/Retakes**

Required courses which are failed (or in which a grade necessary for progression in a program has not been obtained) may be made up by repeating the course successfully. The original grade will remain on the student's record, but if the course is repeated at Mount Ida, it will be replaced by the new grade for purposes of calculating the CGPA. Students thus have the opportunity to raise their CGPA by retaking courses at Mount Ida in which low or failing grades have been initially received. If approval to repeat a failed course at another college is granted, the CGPA is not affected. Note: "Retakes" are not exempt from tuition charges.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Time Frames for Degree Completion**

Mount Ida expects students to make satisfactory academic progress toward completion of a degree. Federal regulations also mandate that students make satisfactory academic progress in their program of study to receive financial aid. In particular, the maximum time frame for completion may not exceed **150%** of the length of the program.

With respect to **transfer students**, in determining satisfactory academic progress, the College includes all transfer credits accepted for course work completed prior to admission.

**Students in the Learning Opportunities Program (LOP)** and the **Horizon Program** whose CGPA's are in line with the College's standard are allowed up to one additional year to complete their degree with the exact amount of time determined at a rate proportionate to the number of course reductions taken.

**English as a Second Language (ESL) students** whose CGPA's are in line with the College's standard are allowed up to one additional year to complete their degree with the exact amount of time determined at a rate proportionate to the number of hours of required ESL course work. ESL courses do not count toward graduation.

### **Course Withdrawals, Incompletes, Retakes**

Course withdrawals (W's) adversely affect a student's progress because they count as "credit hours attempted" and remain on the academic record. Grades of incomplete (I's) also adversely affect progress for any given semester. Course retakes adversely affect academic progress as well, but earning a higher grade by repeating a course at Mount Ida improves the CGPA. Students who repeat a course for whatever reason do not earn additional credits for doing so. In other words, credits are not granted for any given course more than once. Any course repeated outside Mount Ida would not affect the CGPA because the College accepts credits, but **not** grades, in transfer.

### **Academic Progress Review**

The Office of Academic Affairs conducts a review of the academic record of each student when grades are released at the end of each semester to determine whether the student is making satisfactory academic progress in terms of cumulative grade point average (CGPA) and cumulative credits earned toward her/his degree. Students who are not meeting the College's Satisfactory Academic Progress Standard are subject first to placement on Academic Warning, followed by placement on Academic Probation if the Standard remains unmet. Students in these situations are notified by the Associate Vice President for Academic Affairs in writing of their academic status in terms of CGPA and credits accumulated to date, the conditions associated with that status, and the consequences of non-improvement.

Students who are moved from Academic Warning to Academic Probation and do not meet the conditions of their probationary semester are subject to loss of financial aid eligibility and to Academic Dismissal. In selected cases, students who do not meet the conditions of their semester on Academic Warning may be moved directly to Academic Dismissal if the situation is such that it would be mathematically impossible for them to meet the expected standard even if granted a probationary semester and/or the opportunity for additional summer course work. Information on provisions for appealing academic progress actions and for petitioning for reinstatement is published in the College Catalogue. Policies regarding the academic progress review of students with **Provisional Acceptance** status can be found in the next section.

### **Academic Contract**

Students who are placed on Academic Warning or Academic Probation are required to sign an Academic Contract, which outlines the steps they are expected to take to facilitate their academic success including, but not limited to, the following:

- immediately repeating courses with failure grades,
- immediately resolving Incompletes,
- dropping courses with unmet prerequisites,
- using academic support services on a regular basis,
- participating in a group meeting for all students on Academic Contracts,
- conducted by the Office of Academic Affairs at the beginning of the semester, and/or
- enrolling in summer courses to resolve credit deficiencies.

The class schedules of pre-registered students who are placed on academic warning or academic probation are subject to adjustment, if indicated, to meet the conditions of their respective Academic Contracts.

### Satisfactory Academic Progress by Degree Level and Semesters Completed

To be recognized as making satisfactory academic progress towards a degree for both College and Student Financial Aid purposes, all students must achieve the minimum CGPA and all full-time students (i.e., students carrying 12 or more credits) must, in addition, accumulate the minimum number of earned credits required for each semester of enrollment indicated in the chart below for each degree category or type.

After Semester	Bachelor CGPA/Credits	Associate CGPA/Credits	Plus-Two Bachelor CGPA/Credits	Three-Year Associate (Vet.Tech.) CGPA/Credits	One-Year Bachelor (Capstone) (Vet. Tech.) CGPA/Credits
One	1.70/12	1.60/12	2.00/12	1.60/12	2.00/12
Two	1.80/24	1.75/24	2.00/24	1.75/24	2.00/24
Three	1.90/36	1.90/36	2.00/36	1.90/36	2.00/26*
Four	2.00/48	2.00/48	2.00/48	2.00/48	
Five	2.00/60	2.00/60	2.00/60	2.00/60	
Six	2.00/72	2.00/62*	2.00/62*	2.00/72	
Seven	2.00/84			2.00/84	
Eight	2.00/96			2.00/96	
Nine	2.00/108			2.00/106*	
Twelve	2.00/122*				

\* or total credits required by program

The number of credits to be accumulated by students who take less than 12 credits/semester is pro-rated and equal to the number of credits attempted. With respect to transfer students, the number of transfer credits accepted for course work completed prior to admission is included among the credits completed by a student to date, and the expected minimum CGPA and timetable for degree completion are adjusted accordingly.

*NOTE: Selected programs of study offered by the College have program-specific policies for continuation and/or progression in the curriculum, which apply to students enrolled in that program. Information regarding academic progression policies specific to a particular program can be found on the page in this Addendum that describes each degree program.*

### POLICIES FOR STUDENTS WITH PROVISIONAL ACCEPTANCE STATUS

Students who are admitted to the College with Provisional Acceptance status agree to a Provisional Acceptance Contract prior to entry in which they accept the conditions of the Provisional Acceptance. These conditions include, but are not limited to, the following: to enroll in 12 (13) academic credits (four courses) for the semester and satisfactorily complete all 12 (13) academic credits (four courses) by the end of their semester on Provisional Acceptance status (i.e., no Withdrawals, Incompletes or Failure grades can be on their academic record at the close of their semester on Provisional Acceptance status); to achieve at least the minimum CGPA required for their degree level, per the College's Satisfactory Academic Progress Policy, at the end of their one semester on Provisional Acceptance status.

The Academic Progression Committee reviews the academic progress of Provisional students at the conclusion of their semester with Provisional Acceptance status. Provisional students who satisfy all conditions of their Provisional Acceptance Contract are granted a change in status from Provisional Acceptance to Unconditional Acceptance. Provisional students who do not meet the conditions of their Contract are subject to dismissal from the College.

### CLASS ATTENDANCE

Students are expected to attend class. Excessive absence for any reason may lead either to failure or a low grade in a course. At the beginning of each course, the instructor will distribute a written statement of his/her policies on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges. Some programs and/or departments have program-wide and/or department-wide attendance policies, which are published in the *Conditions/Policies* section following the curriculum outline in this Addendum and/or on course syllabi.

Whether an absence is extended or of short duration, whatever the reason, students should contact their instructors promptly. Instructors appreciate learning of student absences before or during rather than after the fact. Students will be informed of the instructor's office hours and phone extension by the syllabus distributed at the beginning of the course. In special circumstances, such as an absence due to serious illness that extends for a week or more, the student should notify the Dean of Academic Services at (617) 928-4556.

### GRADUATION POLICIES AND PROCEDURES

#### Application for Graduation

Mount Ida College has three graduation dates a year in September, January, and May respectively. A formal Commencement ceremony is conducted once a year in May.

All eligible students are required to file an application for graduation with the Registrar according to the following deadlines:

- > May graduation – filing deadline: November 15th;
- > September graduation – filing deadline: May 15th;
- > January graduation – filing deadline: September 15th.

With respect to the May graduation date, students who are eligible to apply are those (1) who are within two courses of completing all requirements for their degree at the end of the spring semester and (2) who have a CGPA of at least 2.00. Students who are within two courses of completing their degree and have a CGPA of 2.00 or higher may attend graduation and participate in the ceremonies, though

they will not actually graduate until their requirements are complete, at which time they must reapply for the next graduation date. Students in this category are not eligible for honors until all requirements for the degree are completed. They must complete their remaining one or two courses no later than the end of the following semester. With respect to the September and January graduation dates, eligible students are those who have completed all requirements for their degree with a CGPA of at least 2.00 prior to the date of graduation.

### Steps Involved in Clearance for Participation in Graduation

1. **August:** The Registrar conducts a **first audit** of the academic records of all students whose credit totals indicate that they may be within one or two semesters of completing their degree during the summer preceding the projected graduation year. Copies of this early audit are mailed to students and their academic advisors prior to the beginning of the fall semester for use in course selection planning and/or class schedule adjustments, as appropriate, to ensure that requirements for the degree are met.
2. **January:** The Registrar conducts a **second audit** of the records of all students who have applied for the May graduation date after fall semester grades have been processed. Students are advised in writing of their graduation status and any unmet requirements before the spring semester begins. Eligible students are given tentative clearance to participate, based on their record as of that date, subject to the satisfactory completion of their spring semester courses, the resolution of any outstanding incompletes by the requisite deadline, and/or any other conditions that may apply.
3. **May:** The Registrar conducts a **final audit** after all spring semester grades are received in the days preceding the May graduation ceremony and posts a final list of all students who are eligible to participate in the Commencement ceremony. All students are responsible for checking that list to confirm their continued eligibility to participate and/or to learn of a change in their status.

Students who withdraw from, fail, and/or have Incomplete grades in required spring semester classes such that they are no longer within two courses of completing their degree and/or no longer have a CGPA of 2.00 or higher after spring grades are processed do not meet the eligibility requirements for filing an application for graduation and are not eligible to participate in the Commencement ceremony.

Students may not participate in more than one Commencement ceremony for any one degree. There is a graduation fee to cover special expenses.

### Requirements for Graduation

Students who have satisfactorily completed all program of study requirements and who have met all financial obligations of the College are candidates for graduation at Commencement. Attending the graduation ceremony does not ensure that students have met the requirements and graduated from Mount Ida College.

**Bachelor Degree Candidates:** The degree of Bachelor of Science or Bachelor of Liberal Studies is awarded to those candidates who have met all requirements of their program with a cumulative grade point average of 2.00 or higher. With the exception of the General Studies (BLS) Degree Completion Program, a minimum of 122 college-level credits is required for a bachelor degree. Some programs require more than 122 credits. A minimum of 120 credits is needed for the Bachelor of Liberal Studies in the General Studies Degree Completion Program.

**Associate Degree Candidates:** The degree of Associate in Arts or Associate in Science or Associate in Applied Science is awarded to those candidates who have met all requirements of their program with a cumulative grade point average of 2.00 or higher. A minimum of 62 college-level credits is required for an associate degree. Some programs require more than 62 credits.

All degree candidates must earn at least thirty (30) credits in major academic courses at Mount Ida to qualify for the A.A., A.S., A.A.S., B.L.S., or B.S. degree. It is the student's responsibility to make certain all academic requirements are met not only for progression to sophomore, junior, or senior status, but also for eligibility for graduation.

*Note: Physical education electives, recreational activity electives, and other special interest courses do not count towards the academic credits required for graduation.*

### Graduation Honors

Students who graduate from associate or bachelor degree programs with high grade point averages are awarded honors as follows:

- Summa cum Laude 3.80 - 4.00
- Magna cum Laude 3.67 - 3.79
- Cum Laude 3.33 - 3.66

Students are not eligible for graduation honors until they have completed all requirements for their degree.

### WITHDRAWAL/LEAVE OF ABSENCE/REACTIVATION

Students who enroll are considered to be financially responsible for the academic semester.

Whether a student wishes to withdraw from the College permanently or temporarily, he or she must obtain an Official College Withdrawal Form from the Registrar's Office and complete it in accordance with directions given on the same. Before filing the form and leaving the College, it is desirable that the student obtains a clear understanding of his/her official withdrawal date (from the Registrar), financial obligations (from the Bursar) and financial aid status (from the Financial Aid and/or Loan Office).

Resident students should seek resolution regarding precise day of departure from campus, removal of belongings from room, and return of room keys. Students leaving the College while the semester is in progress will be assigned a grade of W, WP, or WF by their instructors at the request of the Registrar. Students withdrawing from the College for one to two semesters must fill out a Reactivation Form with the Registrar's Office before seeking to resume active status. **Students absent from the College for more than two semesters must reapply through the Admissions Office and are subject to program requirements in effect for the academic year in which studies are resumed.**

For College charges refund information, see the Withdrawal Adjustment Schedule in this Addendum. Adjustments to College charges will be made at the discretion of the College on a case-by-case basis. To be considered for an adjustment, the student must write a letter to the Bursar requesting an adjustment and describing the circumstances necessitating his or her withdrawal. Students withdrawing for medical reasons are covered by College Charges Refund Insurance, if purchased.

### INTERIM SUSPENSION

The College reserves the right to immediately suspend any student representing a threat to life or safety, or disruption of the College community or any one or more of its members. The Dean of Student Affairs or designee will determine when such action will be taken. A hearing will be accorded said student as soon as is reasonably possible following such a summary suspension.

Students placed on interim suspension are issued a Notice Against Trespass prohibiting them from entering the campus during the suspension period without authorization from the Dean of Student Affairs or designee. Make-up of academic work missed during a temporary suspension is at the discretion of the instructor after the Notice Against Trespass is removed. The Dean of Student Affairs notifies the Vice President for Academic Affairs or designee when a student is placed on interim suspension; the Office of Academic Affairs notifies the appropriate faculty.

### SELECTION OF COURSES TO MEET GENERAL EDUCATION ELECTIVE REQUIREMENTS

The codes listed below are used to identify courses that, depending on the major, can be used to meet General Education Elective requirements. These requirements are listed in the curriculum outline for each program of study in this Addendum.

Some courses can be used to satisfy elective requirements in a number of general education elective categories. However, a single course may not be used more than once to meet a specified and/or elective requirement in a program. Thus, if a course required of students in the major is also included on one or more lists of general education courses on the pages that follow, the course in question cannot also be used to satisfy a general education elective requirement. For example, Communications students must take CM301: Logic and Persuasion as a specified requirement of their program. Students in the Communications Program cannot also count CM301 as a course for meeting the 300-Level Humanities Core Requirement, but students outside the Communications major can. Similarly, the curriculum of the B.S. Program in Business Administration includes PH301: Ethics as a specified requirement. PH301 is on the list of courses that can be taken to meet the 300-level Humanities Core Requirement. Students in baccalaureate programs that do not require PH301 can elect PH301 to meet the 300-level Humanities Requirement, but Business Administration majors cannot.

These codes can be found at the end of the description of all applicable courses in the Course Descriptions Supplement to the Addendum, which will be posted to the College web site momentarily.

<b>HUM</b>	Humanities Elective
<b>LIT</b>	Literature Elective
<b>SOC</b>	Social Science Elective
<b>MAT</b>	Math Elective
<b>SCI</b>	Science Elective
<b>HTC</b>	Humanities Core Requirement (300-Level)
<b>SSC</b>	Social Science Core Requirement (300-Level)
<b>NSC</b>	Natural Science Core Requirement (300-Level)
<b>LIB</b>	Liberal Arts Elective

General education courses are not limited to the courses on the three pages that follow. However, these courses have been selected for inclusion on the lists because they have clearly defined prerequisites and/or are readily accessible by the general student population. In addition, most of these courses are offered on a fairly regular basis.

#### Codes for Courses That Can Be Used To Meet General Education Electives

Humanities Elective: HUM	Prerequisite(s)	Gen Ed Code
AR231	History of Art I	EN101 or EN101 Concurrent
AR232	History of Art II	EN102 or EN102 Concurrent
CM270	American Pop Music	HUM
EN203	The Comic Spirit	EN102
EN204	The Tragic Spirit	EN102
EN213	Tales of the Dark Side	EN101
EN220	Short Story	EN101
EN223	American Literature I	EN101
EN224	American Literature II	EN102
EN229	Poetry	EN102
EN230	Drama	EN102
EN234	The Spirit and the Flesh	EN101
HT234	Multicultural Women Writers	EN102
MU101	Introduction to Music I	HUM
MU102	Introduction to Music II	HUM
PH101	Philosophical Beginnings	HUM
PH108	Introduction to Logic	HUM

PH210	Bioethics		HUM
RL201	Introduction to Religious Thought		HUM
RL205	Comparative Religions		HUM
SP101	Spanish I		HUM
SP102	Spanish II	SP101	HUM
ALSO	Any course on LIT List		HUM
ALSO	Any course on HTC List		HUM

<b>Literature Elective: LIT</b>	<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
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EN203	The Comic Spirit	EN102	LIT
EN204	The Tragic Spirit	EN102	LIT
EN213	Tales of the Dark Side	EN101	LIT
EN220	Short Story	EN101	LIT
EN223	American Literature I	EN101	LIT
EN224	American Literature II	EN102	LIT
EN229	Poetry	EN102	LIT
EN230	Drama	EN102	LIT
EN234	The Spirit and the Flesh	EN101	LIT
EN320	The Novel	EN102	LIT
EN325	Film	EN102	LIT
HT234	Multicultural Women Writers	EN102	LIT
HT315	Literature of Death and Dying	EN102	LIT
HT345	Class & Diversity in Literature	EN102	LIT

<b>Humanities 300-Level Core Requirement: HTC</b>	<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
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CM301	Logic and Persuasion	EN102	HTC
EN320	The Novel	EN102	HTC
EN325	Film	EN102	HTC
HT301	Approaches to the Humanities	EN102	HTC
HT315	Literature of Death and Dying	EN102	HTC
HT320	Aesthetics	EN102, AR 112, 1 art history course	HTC
HT340	Models of Leadership	EN102	HTC
HT345	Class & Diversity in Literature	EN102	HTC
PH301	Ethics	EN102	HTC

<b>Social Science Elective: SOC</b>	<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
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EC202	Microeconomics	MA101	SOC
EC201	Macroeconomics	MA101; EC202 or permission	SOC
HI101	American History I		SOC
HI102	American History II		SOC
HI117	History of Civilization I		SOC
HI118	History of Civilization II		SOC
HI208	Afro-American History		SOC
HI209	Women in American History	EN102	SOC
HI210	Native American History		SOC
LG101	Introduction to Law		SOC
PO102	American Government		SOC
PO103	State and Local Government		SOC
PS101	Introduction to Psychology		SOC
PS104	Coping with Life and Death		SOC
PS105	Child Development		SOC
PS107	Human Sexuality		SOC
PS201	Psychology of Grief	PS101	SOC
PS206	Psychology of Personality Adjustment	PS101	SOC
PS225	Social Psychology	PS101	SOC
PS240	The Life Cycle	PS101	SOC
SO101	Introduction to Sociology		SOC
SO118	Social Problems		SOC
SO203	Sociology of Deviance	SO101	SOC
SO209	Race and Ethnic Relations	SO101	SOC
SO214	Sociology of the Family	SO101	SOC
SO220	Sociology of Complex Organizations	SO101	SOC
ALSO	Any course on SSC List		SOC

<b>Social Science 300-Level Core Requirement: SSC</b>		<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
HI307	The Civil War	EN102	SSC
HI310	Modern America	EN102	SSC
LG311	Women, Law, and Society		SSC
PS301	Abnormal Psychology	PS101	SSC
PS315	Theories of Personality	PS101	SSC
PS327	Sport and Exercise Psychology	PS101	SSC
PS330	Theories/Techniques in Counseling Psychology	PS101	SSC
PS332	Physiological Psychology	PS101	SSC
SL301	Approaches to the Social Sciences	Junior Standing	SSC
SL302	Leadership in Organizations	PS101 or SO101 or LS201	SSC
SL303	Social Perspectives of Illness & Disease		SSC
SO304	Sociology of Gender	SO101	SSC
SO344	Religion in Contemporary Societies	SO101	SSC

<b>Math Elective: MAT</b>		<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
MA101	Elements of College Algebra	Placement or C or higher in MA098	MAT
MA115	Mathematical Ideas	Placement or C- or higher in MA098	MAT
MA201	Statistics for Behavioral and Health Sciences		MAT
MA202	Calculus I	Placement or C- or higher in MA101	MAT
MA203	Calculus II	Placement or MA202	MAT
MA210	Statistics	Placement or C- or higher in either MA101 or MA115	MAT
MA220	Methods of Quantitative Analysis	MA210	MAT

<b>Science Elective: SCI</b>		<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
SC101	General Chemistry I/Lab	permission of instructor	SCI
SC102	General Chemistry II/Lab	SC101, C- or higher	SCI
SC107	Biology of Cells/Lab		SCI
SC108	Biology of Organisms/Lab		SCI
SC109	Environmental Biology/Lab		SCI
SC120	The Biology of Human Nutrition		SCI
SC125	Plants and Civilization		SCI
SC135	Microbiology	SC226 or permission of instructor	SCI
SC142	Cosmetics, Foods, and Poisons		SCI
SC150	Health Issues and Concerns		SCI
SC207	Forensic Science/Lab		SCI
SC210	Anatomy and Physiology I/Lab		SCI
SC211	Anatomy and Physiology II/Lab	SC210	SCI
ALSO	Any course on NSC List		SCI

<b>Natural Science 300-Level Core Requirement: NSC</b>		<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
NS303	Global Scientific Issues	Junior Standing	NSC
NS304	Space, Time and Uncertainty	Junior Standing	NSC
NS306	Women and Science	Junior Standing	NSC
SC310	Issues in Science: Physical Anthropology	Junior Standing or permission	NSC

<b>Liberal Arts Elective: LIB</b>		<b>Prerequisite(s)</b>	<b>Gen Ed Code</b>
EN105	Public Speaking		LIB
EN124	Introduction to Creative Writing	EN101	LIB
LS201	Leadership Studies Seminar		LIB
HUM	any course on HUM List		LIB
LIT	any course on LIT list		LIB
MAT	any course on MAT list		LIB
SCI	any course on SCI List		LIB
SOC	any course on SOC List		LIB
HTC	any course on HTC List		LIB
NSC	any course on NSC List		LIB
SSC	any course on SSC List		LIB

**2002-2003 Curriculum Outlines  
for  
Bachelor Degree Majors**

## BEREAVEMENT STUDIES

(Bachelor of Science in Bereavement Studies)

<b>Freshman Year &amp; Sophomore Year</b>			<b>Credits</b>
EN	101	Composition and Literature I	3
EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	3
PS	206	Psychology of Personality Adjustment	3
		OR	
PS	201	Psychology of Grief	3
CO	100	College Success	3
		Psychology or Sociology Elective	3
		Counseling Elective (e.g., HS102: Human Services Counseling)	3
**		Math or Science Elective	3
		Open Electives (12)	36
PE	100	Concepts in Health Management	2
			62
<b>Junior Year</b>			
<i>Fall Semester</i>			
MA	201	Statistics for Behavioral/ Health Sciences	3
PS	201	Psychology of Grief	3
		OR	
PS	206	Psychology of Personality Adjustment ( <i>whichever not previously taken</i> )	3
		Natural Science Core Requirement (300 level)	3
BE	300	Clinical Skills in Grief Counseling	3
		Open Elective	3
			15
<i>Spring Semester</i>			
***		Bereavement Studies Requirement	3
BH	320	Research and Evaluation in the Behavioral Sciences	3
HT	315	Literature of Death and Dying	3
PS	240	The Life Cycle	3
		Open Elective	3
			15
<b>Senior Year</b>			
<i>Fall Semester</i>			
***		Bereavement Studies Requirement	3
BE	400	Senior Seminar: Current Concepts and Research in Bereavement Studies	3
		Psychology or Sociology Elective	3
		Humanities Core Requirement (300 level)	3
		Open Elective	3
			15
<i>Spring Semester</i>			
***		Bereavement Studies Requirement	3
BE	405	Senior Practicum	3
		OR	
BE	410	Senior Project	3
		Psychology or Sociology Elective	3
		Liberal Arts Elective	3
		Open Elective	3
			15
 <b>Total Credits</b>			<b>122</b>

\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA098 do not count towards graduation.

\*\*\*Bereavement Studies Requirements  
 BE 302 Social Systems and Social Supports  
 BE 401 Cross Cultural Perspectives on Death Related Rituals  
 BE 403 Current Issues in Dying and Death

**BEREAVEMENT STUDIES: HUMAN SERVICES TRACK**  
*(Bachelor of Science in Bereavement Studies)*

**Freshman Year**

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
PS	101	Introduction to Psychology	3
SO	101	Introduction to Sociology	3
HS	102	Human Services Counseling	3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
PS	206	Psychology of Personality Adjustment	3
Sociology Elective		OR	3
FT	220	Sociology of Sport	3
HS	103	Human Services Administration	3
Open Elective			3
			<u>15</u>

**Sophomore Year**

<i>Fall Semester</i>			
Laboratory Science Requirement			4
PO	102	American Government	3
		OR	3
History Elective			3
HS	200	Community Practicum	3
Sociology Elective			3
Open Elective			3
			<u>16</u>

*Spring Semester*

HS	201	Externship in Human Services	3
HS	204	Crisis Intervention	3
Psychology Elective		OR	3
FT	205	Stress Management	3
Open Electives (2)			6
			<u>15</u>

**Junior Year**

<i>Fall Semester</i>			
MA	201	Statistics for Behavioral/Health Sciences	3
PS	201	Psychology of Grief	3
Natural Science Core Requirement (300 level)			3
BE	300	Clinical Skills in Grief Counseling	3
Open Elective			3
			<u>15</u>

*Spring Semester*

***Bereavement Studies Requirement			3
BH	320	Research and Evaluation	3
HT	315	Literature of Death and Dying	3
PS	240	The Life Cycle	3
Open Elective			3
			<u>15</u>

**Senior Year**

<i>Fall Semester</i>			
***Bereavement Studies Requirement			3
BE	400	Senior Seminar: Current Concepts and Research in Bereavement Studies	3
Psychology or Sociology Elective			3
Humanities Core Requirement (300 Level)			3
Open Elective			3
			<u>15</u>

<i>Spring Semester</i>			
***Bereavement Studies Requirement			3
BE 405	Senior Practicum		
	OR		3
BE 410	Senior Project		
	Psychology or Sociology Elective		3
	Liberal Arts Elective		3
	Open Elective		3
			15

**Total Credits** **123**

***Bereavement Studies Requirements		
BE 301	Social Systems and Social Supports	
BE 401	Cross Cultural Perspectives on Death Related Rituals	
BE 403	Current Issues in Dying and Death	

### BUSINESS ADMINISTRATION

*(Bachelor of Science in Business Administration)*

#### Freshman Year

<i>Fall Semester</i>			<i>Credits</i>
EN 101	Composition and Literature I		3
BA 101	Introduction to Business		3
**MA 101	Elements of College Algebra		3
PS 101	Introduction to Psychology		3
	OR		3
SO 101	Introduction to Sociology		3
CO 100	College Success		3
			15

*Fall or Spring Semester*

PE 100	Concepts in Health Management		2
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*Spring Semester*

EN 102	Composition and Literature II		3
CP 210	Computer Applications		3
EC 202	Microeconomics		3
	Open Electives (2)		6
			15

#### Sophomore Year

<i>Fall Semester</i>			
EC 201	Macroeconomics		3
BA 200	Principles of Management		3
	Science Elective		3
BA 201	Business Law I		3
	Open Elective		3
			15

*Spring Semester*

AC 110	Principles of Financial Accounting		3
BA 211	Organizational Behavior		3
BA 207	Human Resource Management		3
EN 105	Public Speaking		3
	Open Elective		3
			15

#### Junior Year

<i>Fall Semester</i>			
AC 204	Managerial Accounting		3
BA 206	Principles of Marketing		3
MA 210	Statistics		3
EN 205	Business Communication		3
	Open Elective		3
			15

*Spring Semester*

	Business Elective		3
	Humanities Core Requirement (300 level)		3
BA 306	Financial Management		3
MA 220	Methods of Quantitative Analysis		3
	Open Elective		3
			15

**Senior Year***Fall Semester*

BA	405	Current Issues in Business, Economics and Management	3
BA	407	Production and Operations Management	3
PH	301	Ethics	3
Natural Science Core Requirement (300 level)			3
Open Elective			3
			<u>15</u>

*Spring Semester*

BA	409	Business Policy	3
***Business Electives (2)			6
Social Science Core Requirement (300 level)			3
Open Elective			3
			<u>15</u>

**Total Credits****122**

*\*\*MA 101 is required for graduation. Students taking MA 098 or another preparatory course in the fall semester of the freshman year must make provision to fulfill the math requirement in a subsequent semester. MA 090 and MA 098 do not count towards graduation.*

*\*\*\*Choose any two of the following:*

- BA 303 (Small Business Management)*
- BA 304 (Current Issues in Human Resource Management)*
- BA 340 (Union Management)*
- BA 410 (International Marketing)*
- BA 411 (Management Seminar)*
- BA 420 (Training and Development)*
- BA 450 (Senior Business Internship)*

**CHILD DEVELOPMENT:****Without Teacher Certification Option***(Bachelor of Liberal Studies)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
HI	101	American History I	3
CH	103	Introduction to Early Childhood Education	3
CO	100	College Success	3
PS	101	Introduction to Psychology	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

CH	105	Child Growth & Development	3
OR			
PS	105	Child Development	3
EN	102	Composition and Literature II	3
HI	118	History of Civilization II	3
SO	101	Introduction to Sociology	3
MA	101	Elements of College Algebra	3
			<u>15</u>

**Sophomore Year***Fall Semester*

CH	207	Physical Development and Health for Young Children	3
HT	310	Themes in the Humanities	3
Laboratory Science			4
Liberal Arts Elective			
OR			3
MA	201	Statistics for Behavioral and Health Sciences	3
Open Elective			3
			<u>16</u>

<i>Spring Semester</i>			
CH	210	Contemporary Issues for Children and Families	3
EN	209	Children's Literature	3
Liberal Arts Elective			
OR			3
MA	201	Statistics for Behavioral and Health Sciences	
Open Elective			3
Humanities Elective			3
			15

**Junior Year**

<i>Fall Semester</i>			
CH	306	The Exceptional Child	3
PS	300	Motivation and Learning	3
BH	320	Research and Evaluation in the Behavioral Sciences	3
Open Elective			3
Liberal Arts Elective			3
			15

<i>Spring Semester</i>			
SO	304	The Sociology of Gender	3
Minority Culture Requirement			
OR			3
300 or 400 Level Science			
Open Electives (3)			9
			15

**Senior Year**

<i>Fall Semester</i>			
CH	400	Language Acquisition	3
Science 300 or 400 level			
OR			3
Minority Culture Requirement (whichever not taken the previous semester)			
Liberal Arts Elective			3
Open Electives (2)			6
			15

<i>Spring Semester</i>			
HT	410	BLS Senior Mentor Project and Seminar	3
Liberal Arts Electives (2)			6
CH	401	Behavior Management	3
Open Elective			3
			15

**Total Credits** **123**

**CHILD DEVELOPMENT:  
With Teacher Certification Option  
(Bachelor of Liberal Studies)**

**NOTE:** The Child Development-Early Childhood Teacher Certification Track is open to qualified Child Development students who have completed the first two years of the curriculum below and have met all entrance standards by the end of the sophomore year. The standards for entrance to the Track in the fall semester of the junior year are as follows: grades no lower than C+ in all courses with an asterisk\* (to the right of the course title) in the curriculum outline below and qualifying scores on the Communication and Literacy Skills Test of the MTEL (Massachusetts Tests for Educator Licensure) by the end of the sophomore year. Students are required to participate in the MTEL preparation program conducted on Mount Ida's campus.

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I*	3
HI	101	American History I	3
CH	103	Introduction to Early Childhood Education*	3
CO	100	College Success	3
PS	101	Introduction to Psychology	3
			15

<i>Fall or Spring Semester</i>			
PE	100	Concepts of Health Management	2

<i>Spring Semester</i>			
CH	105	Child Growth & Development*	3
EN	102	Composition and Literature II*	3
HI	118	History of Civilization II	3
SO	101	Introduction to Sociology	3
MA	101	Elements of College Algebra*	3
			15

**Sophomore Year**

<i>Fall Semester</i>			
CH	207	Physical Development and Health for Young Children*	3
HT	310	Themes in the Humanities	3
CH	201	Methods & Materials in Early Education*	3
Liberal Arts Elective			
OR			3
MA	201	Statistics for Behavioral and Health Sciences	
Laboratory Science*			4
			16

<i>Spring Semester</i>			
CH	210	Contemporary Issues for Children and Families*	3
EN	209	Children's Literature*	3
CH	203	Practicum/Externship & Seminar I *	6
Humanities Elective			3
			15

**Junior Year – Entry to Certification Track for Eligible Students**

**NOTE:** This Track prepares eligible students for Initial Licensure as Teacher, Early Childhood: Teacher of Students with and without Disabilities, PreK-2.

<i>Fall Semester</i>			
CH	306	The Exceptional Child*	3
ED	301	Methods of Reading Instruction*	3 (4)
PS	300	Motivation and Learning	3
BH	320	Research and Evaluation in the Behavioral Sciences	
OR			
Liberal Arts Elective			3
Open Elective			3
			15 (16)

<i>Spring Semester</i>			
SO	304	The Sociology of Gender	
OR			
Liberal Arts Elective			3
ED	302	Methods of Mathematics Instruction*	3 (4)
Liberal Arts Elective			3
Minority Culture Requirement			
OR			3
Science 300 or 400 level*			
CH	401	Behavior Management*	3
			15 (16)

**NOTE:** To progress into the student teaching practica in the senior year, students in the Teacher Certification Track must have completed and achieved qualifying scores on the Foundations of Reading Test and on the Subject Area Test in Early Childhood of the MTEL.

**Senior Year**

<i>Fall Semester</i>			
Program Elective			3
CH	400	Language Acquisition*	3
ED	404	Integrated Curriculum Planning for PreK-2*	3
Science 300 or 400 level*			
OR			3
Minority Culture Requirement (whichever not taken above)			
Open Elective			3
			15

<i>Spring Semester</i>			
ED	401	Student Teaching Practicum I*	6
ED	402	Student Teaching Practicum II*	6
ED	405	Seminar I*	2
ED	406	Seminar II*	2
			<u>16</u>

**Total Credits** **124-126**

**NOTE:** Mount Ida College's Early Childhood Teacher Preparation Track is scheduled for review by the Massachusetts Department of Education in Fall 2003. The College reserves the right to change the requirements of the program (courses and progression) to meet the standards established by the Massachusetts Department of Education.

**COMMUNICATIONS**  
(Bachelor of Science in Communications)

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
CM	101	Introduction to Communications	3
HI	101	American History I	
		OR	3
HI	117	History of Civilization	
Humanities Elective (PH, RL, FR, SP or Art History)			3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
CM	102	Introduction to Mass Communications	3
HI	102	American History II	
		OR	3
HI	118	History of Civilization II	
EN	105	Public Speaking	3
Open Elective			3
			<u>15</u>

**Sophomore Year**

<i>Fall Semester</i>			
*CM	204	Intermediate Composition	3
Communication Concentration			3
Communication Concentration			3
Open Electives (2)			6
			<u>15</u>

*Spring Semester*

Communication Concentration			3
Communication Concentration			3
**Math or Science Elective			3
Open Electives (2)			6
			<u>15</u>

**Junior Year**

<i>Fall Semester</i>			
CM	301	Logic and Persuasion	3
Communication Concentration			3
Communication Concentration			3
Humanities Core Requirement (300 level)			3
Open Elective			3
			<u>15</u>

*Spring Semester*

CM	400	Communications Internship and Seminar	3
Communication Concentration			3
Communication Concentration			3
Social Science Core Requirement (300 level)			3
Open Elective			3
			<u>15</u>

**Senior Year***Fall Semester*

CM	350	Communications Externship and Seminar	3
CM	412	Desktop Publishing	3
HT	401	Senior Humanities I: Singers and Seers OR	3
SL	401	Self and Society	3
Advanced Communications Elective in writing, audio, or video			3
Natural Science Core Requirement (300 level)			3
			<u>15</u>

*Spring Semester*

CM	425	Communications Issues Seminar OR	3
CM	450	Communications Capstone Project	3
CM	411	Netcasting	3
Open Electives (3)			9
			<u>15</u>

**Total Credits****122**

\*EN 102 must be successfully completed before CM 204 may be attempted.

\*\*If Math is selected, MA 101 or higher is required for graduation. MA 090 and MA 098 do not count towards graduation.

**CRIMINAL JUSTICE**

(Bachelor of Science in Criminal Justice)

**Freshman Year***Fall Semester*

EN	101	Composition and Literature I	3
CJ	101	Introduction to Criminal Justice	3
PS	101	Introduction to Psychology	3
SO	101	Introduction to Sociology	3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

CJ	110	Juvenile Justice	3
CJ	115	Criminal Law	3
EN	102	Composition and Literature II	3
**Math or Science Elective			3
Open Elective			3
			<u>15</u>

**Sophomore Year***Fall Semester*

CJ	210	Policing and Police Administration	3
CJ	220	Introduction to Corrections and Correctional Administration	3
HI	101	American History I	3
LS	280	Introduction to Conflict Resolution, Negotiation, and Mediation	3
Open Elective			3
			<u>15</u>

*Spring Semester*

CJ	202	Criminology	3
CJ	205	Externship in Criminal Justice OR	3
CJ	206	Criminal Justice Library Research Internship	3
HI	102	American History II	3
PH	301	Ethics	3
Open Elective			3
			<u>15</u>

**Junior Year***Fall Semester*

LG	201	Legal Research and Writing OR	3
Computer Elective			
LS	380	Advanced Conflict Resolution, Negotiation, and Mediation	3
MA	201	Statistics for the Behavioral Sciences	3
SL	302	Leadership in Organizations	3
Open Elective			<u>3</u>
			15

*Spring Semester*

CJ	301	Principles of Probation and Parole OR	3
CJ	311	Community Policing	
CM	345	Intercultural Communication	3
BH	320	Research & Evaluation in the Behavioral Sciences	3
PS	301	Abnormal Psychology	3
Open Elective			<u>3</u>
			15

**Senior Year***Fall Semester*

LG	311	Women and the Law	3
CJ	401	Investigative Methods and Procedures OR	3
CJ	403	Issues in Treatment and Rehabilitation in Criminal Justice	
CJ	405	Current Social Issues in Criminal Justice	3
Natural Science Core Requirement (300 level)			3
Open Elective			<u>3</u>
			15

*Spring Semester*

CJ	407	Senior Externship/Seminar	3
Liberal Arts Elective (Selection must be approved by Program Director)			3
PS	201	Psychology of Grief	3
Humanities Core Requirement (300 level)			3
Open Elective			<u>3</u>
			15

**Total Credits****122**

*\*\*MA 101 or SC 207 is required for graduation. If Math is selected, MA 101 (or higher level Math course, if indicated by placement exam) is needed for graduation. MA 090 and MA 098 do not count towards graduation.*

**Conditions, Policies, Fees and Provisions***Progression in the Program*

*Students must have a C- or higher in all Criminal Justice (CJ) courses in order to participate in the sophomore Externship course (CJ 205) and the Senior Externship (CJ 407).*

**EQUINE MANAGEMENT\***

*(Bachelor of Science in Business Administration)*

**Freshman Year***Fall Semester*

EN	101	Composition and Literature I	Credits 3
BA	101	Introduction to Business	3
EM	111	Equine Science I	3
EM	150	Equitation/Stable Management	2
CO	100	College Success	<u>3</u>
			14

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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<i>Spring Semester</i>			
EN	102	Composition and Literature II	3
EM	112	Equine Science II	3
EM	152	Equitation/Stable Management	2
**MA	101	Elements of College Algebra	3
PS	101	Introduction to Psychology	3
			<u>14</u>
<b>Sophomore Year</b>			
<i>Fall Semester</i>			
EC	202	Microeconomics	3
BA	201	Business Law	3
BA	200	Principles of Management	3
EM	207	Training and Judging I	3
EM	154	Equitation/Stable Management	2
		Liberal Arts Elective	3
			<u>17</u>
<i>Spring Semester</i>			
EC	201	Macroeconomics	3
AC	110	Financial Accounting	3
BA	207	Human Resource Management	3
EM	208	Methods of Riding Instruction	3
EM	156	Equitation/Stable Management	2
EM	307	Training & Judging II	3
			<u>17</u>
<b>Junior Year</b>			
<i>Fall Semester</i>			
EM	309	Equine Business	3
BA	303	Small Business Management	3
VS	306	Large Animal Medicine	4
EM	350	Equitation/Stable Management	2
		Liberal Arts Elective	3
			<u>15</u>
<i>Spring Semester</i>			
BA	206	Principles of Marketing	3
EN	205	Business Communications	3
VS	315	Veterinary Management	3
EM	352	Equitation/Stable Management	2
		Humanities Core Requirement (PH 301 recommended)	3
			<u>14</u>
<b>Senior Year</b>			
<i>Fall Semester</i>			
PS	225	Social Psychology	3
BA	405	Current Issues in Business, Economics, and Management	3
EM	450	Externship I	3
EM	354	Equitation/Stable Management	2
		Social Science Core Requirement (300 level)	3
		Liberal Arts Elective	3
			<u>17</u>
<i>Spring Semester</i>			
		Natural Science Core Requirement (300 level)	3
BA	409	Business Policy	3
EM	451	Externship II	3
EM	356	Equitation/Stable Management	2
		Liberal Arts Elective	3
			<u>14</u>
<b>Total Credits</b>			<b>124</b>

*\*The Equine Management curriculum is currently under development. The above curriculum outline can be used as a guide until an approved final curriculum is in place. Course substitutions will be applied, if needed, to ensure that the degree completion of current students is not affected during the transition to a new curriculum.*

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the spring semester of the freshman year must make provision to take MA 101 in a subsequent semester.*

## Conditions, Policies, Fees and Provisions

### Health Provisions

- Required: Tetanus toxoid booster within five years preceding admission to program.
- Records must be on file in the Student Health Center prior to class participation.
- Because the Equine Management Program is physically strenuous and requires some heavy lifting (ca. 50 lbs.), students should be in good physical condition. Students unable to lift and physically exert themselves may have difficulty satisfying program requirements.
- As part of the Equitation/Stable Management Courses, students are required to participate in and become responsible for the daily maintenance and management of the horses and college stable facility.
- Since students in animal science programs are as a matter of course exposed to the possibility of infection or injury, and must handle x-ray equipment and anesthetics, they should alert the Program Director and the Health Services about any condition that renders them immuno-suppressed and about pregnancy. For disclosure of such information, a physician's letter is recommended.

Precautionary Note: Due to the inherently unpredictable behavior of animals, there is an element of assumed risk in all animal studies. A waiver of liability is required.

### Additional Costs

- Accident/health insurance coverage is required of all students.
- Stable facility fees (see specific course descriptions).
- Audit fees to off-campus instructional clinics.
- Transportation fees to and from externship sites.
- Meals at externship sites.
- Riding Outfit: An approved riding helmet in accordance with the AHSA guidelines is mandatory. Chaps and paddock boots are acceptable along with fitted sweater or shirt. Britches and properly fitted boots are also appropriate.
- Sturdy shoes or boots are required in the stable area and students should be equipped with cold weather and rain gear.
- Equitation class fees are \$225/semester, both fall and spring.

## FASHION DESIGN

(Bachelor of Science in Fashion Design)

### Freshman Year

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
FD	105	Draping and Couture	3
FD	101	Basic Clothing Construction	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
CO	100	College Success	<u>3</u>
			18

#### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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#### *Spring Semester*

EN	102	Composition and Literature II	3
FD	103	Flat Pattern Drafting I	3
FD	111	Basic Fashion Croquis	3
AR	109	Color Theory	3
FD	201	Advanced Apparel Construction	3
AR	111	Anatomy and Figure Drawing	<u>3</u>
			18

### Sophomore Year

<i>Fall Semester</i>			
AR	231	History of Art I	3
FM	105	Fashion: Fabric, Color, and Style	3
FM	220	Textiles I: Fibers and Finishes	3
FD	221	Fashion Design Studio I	3
FD	203	Flat Pattern Drafting II	3
FD	207	Macintosh Survey	<u>2</u>
			17

<i>Spring Semester</i>			
AR	232	History of Art II	3
FD	217	Computer Pattern Drafting	3
FD	222	Fashion Design Studio II	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
FM	206	History of Fashion and Costume	3
**Math or Science Elective			<u>3</u>
			18

### Junior Year

<i>Fall Semester</i>			
FD	302	Gerber System I	3
FD	305	Draping and Couture II	3
FD	311	Fashion Industry Sketching	3
FD	301	Tailoring Techniques	3
HT	320	Aesthetics	<u>3</u>
			15

### *Spring Semester*

FD	304	Gerber System II	3
FD	306	Market of Specialization I	3
FM	225	Textiles II: Design and Printing	
		OR	3
FM	310	Textiles III: Surface and Structure	
Natural Science Core Requirement (300 level)			<u>3</u>
			12

### Senior Year

<i>Fall Semester</i>			
FD	401	Apparel Production	3
FD	406	Market of Specialization II	3
EN/CM Elective			3
Humanities Core Requirement (300 level)			<u>3</u>
			12

### *Spring Semester*

FD	420	Fashion Design Seminar	3
FD	451	Portfolio Development	3
FD	450	Externship	3
FD	402	The Business of Fashion	3
AR	433	History of Twentieth-Century Art	3
Social Science Core Requirement (300 level)			<u>3</u>
			18

**Total Credits** **130**

*\*\*If Math is selected, MA 101 or higher is required for graduation. MA 090 and MA 098 do not count toward graduation.*

### Conditions, Policies, Fees and Provisions

#### Progression in Program

*Before proceeding to the junior year all Fashion Design students must demonstrate they possess the necessary skill level for advanced studio work by attaining a grade of at least C+ (2.33) in each of the following three classes:*

1. *FD 101 Basic Clothing Construction*
2. *FD 105 Draping and Couture*
3. *FD 103 Flat Pattern Drafting I*

#### Additional Costs

*\*Students are required initially to purchase art supplies and sewing materials. Yearly expenditures (including books, laboratory and field trip fees) may total \$400 to \$600, depending on student work habits*

*Note: The School of Design reserves the right to retain work done in classes for possible inclusion in the Annual Art Show. Although reasonable care will be exercised in collection and storage of art works during the show's duration, Mount Ida College cannot assume any responsibility for damaged or missing artwork.*

**FASHION MERCHANDISING AND MARKETING***(Bachelor of Science in Fashion Merchandising)***Freshman Year**

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
FM	102	Retailing: Merchandising and Management	3
FM	105	Fashion: Fabric, Color and Style	3
FM	220	Textiles I: Fibers and Finishes	3
AR	123	Introduction to Visual Design	3
CO	100	College Success	3
			<u>18</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
FM	109	Merchandise Planning and Control I	3
FM	206	History of Fashion and Costume	3
AR	109	Color Theory	3
**MA	101	Elements of College Algebra	3
			<u>15</u>

**Sophomore Year***Fall Semester*

BA	207	Human Resource Management	3
AC	110	Principles of Financial Accounting	3
FM	211	Merchandising Externship	3
OR			
FM	213	Sales Principles	3
BA	201	Business Law I	3
Open Elective			3
			<u>15</u>

*Spring Semester*

EN/CM Elective			3
FM	215	Marketing Fashion: Advertising & Promotion	3
EC	202	Microeconomics	3
Social Science Elective			3
Open Elective			3
			<u>15</u>

**Junior Year***Fall Semester*

			<i>Credits</i>
FM	315	Professional Selling	3
Social Science Core Requirement (300 level)			3
Natural Science Core Requirement (300 level)			3
FM	316	Merchandise Planning and Control II	3
Open Elective			3
			<u>15</u>

*Spring Semester*

EC	201	Macroeconomics	3
FM	304	Consumer Behavior	3
FM	202	Visual Merchandising	3
CM	208	Mixed Media Marketing Communications	3
Open Elective			3
			<u>15</u>

**Senior Year***Fall Semester*

FM	411	Senior Internship and Seminar	3
FM	412	Retail Strategy & Planning	3
Humanities Core Requirement (300 level)			3
PH	301	Ethics	3
Open Elective			3
			<u>15</u>

<i>Spring Semester</i>			
BA	410	International Marketing	3
FM	409	History of Fashion Art & Design	3
BA	203	Business Law II	3
BA	304	Current issues in Human Resource Management	3
FM	414	Research Topics & Applications in Merchandising	3
			15

**Total Credits** **125**

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the spring semester of the freshman year must make provision to take MA 101 in a subsequent semester. MA 090 and MA098 do not count towards graduation.*

**FUNERAL HOME MANAGEMENT**

*(Bachelor of Science in Bereavement Studies)*

**Freshman Year**

<i>Fall Semester</i>			
EN	101	Composition and Literature I	Credits 3
FS	103	Funeral Home Management w/Communications Lab	3
FS	128	Social Foundations of Funeral Service	2
Anatomy & Physiology I Requirement			4
CO	100	College Success	3
			15

<i>Fall or Spring Semester</i>			
PE	100	Concepts in Health Management	2

<i>Spring Semester</i>			
EN	102	Composition and Literature II	3
FS	105	Embalming Chemistry	3
FS	109	Funeral Service Merchandising	3
FS	129	Funeral Directing	3
Anatomy & Physiology II Requirement			4
PS	101	Introduction to Psychology	3
			19

**Sophomore Year**

<i>Fall Semester</i>			
AC	110	Principles of Financial Accounting	3
BA	201	Business Law I	3
FS	131	Principles of Embalming	3
FS	133	Embalming Laboratory	1
SC	135	Microbiology	4
**MA	101	Elements of College Algebra	3
			17

<i>Spring Semester</i>			
BA	303	Small Business Management	3
FS	137	Pathology	3
FS	132	Embalming Case Studies	3
FS	139	Restorative Art	4
PS	201	Psychology of Grief	3
			16

**Junior Year**

<i>Fall Semester</i>			
BA	200	Principles of Management	3
SO	101	Introduction to Sociology	3
CP	210	Computer Applications	3
FS	309	Current Topics in Funeral Service Management	3
Open Elective			3
			15

<i>Spring Semester</i>			
*Bereavement Studies Requirement			3
BA	211	Organizational Behavior	3
OR			3
BA	207	Human Resource Management	3
BA	206	Principles of Marketing	3
Humanities Core Requirement (HT 315 recommended)			3
Business Elective (BA 121 or BA 203 recommended)			3
			15

**Senior Year***Fall Semester*

*Bereavement Studies Requirement			3
EC	202	Microeconomics	3
PS	240	The Life Cycle	3
Liberal Arts Elective			<u>3</u>
			12

*Spring Semester*

*Bereavement Studies Requirement			3
EC	201	Macroeconomics	3
Business Elective (BA 304, BA 410, or BA 411)			3
FS	405	Funeral Management Internship/Seminar	3
Open Elective			<u>3</u>
			15

**Total Credits****126****\*Bereavement Studies Requirements:**

- BE 300 Clinical Skills in Grief Counseling
- BE 302 Social Systems and Social Supports
- BE 401 Cross Cultural Perspectives on Death Related Rituals

**\*\*MA101 is needed for graduation. Students who place into MA 090 or MA 098 in the fall semester of the sophomore year must make provision to take MA 101 in a subsequent semester.**

**General Studies – Degree Completion Program\****(Bachelor of Liberal Studies)***Junior Year***Fall Semester*

SC	310	Issues in Science: Physical Anthropology**		<i>Credits</i>
		300-level Humanities course		3
		300-level Social Science course		3
		Liberal Arts Elective		3
		Open Elective		<u>3</u>
				15

*Spring Semester*

HT	300	BLS Colloquium		3
		Liberal Arts Elective		3
		Open Electives (3)		<u>9</u>
				15

**Senior Year***Fall Semester*

		400-level Humanities course		3
		400-level Social Science course		3
		400-level Science course		3
HT	410	BLS Senior Mentor Project and Seminar		3
		Open Elective		<u>3</u>
				15

*Spring Semester*

		400-level Humanities course		3
		400-level Social Science course		3
		400-level Science course		3
		Liberal Arts Elective or Senior Honors Thesis***		3
		Open Elective		<u>3</u>
				15

**Total Credits****60**

**\*This program is for students who are transferring approximately sixty credits from another college or from another program within Mount Ida College. If the transfer credits do not include the equivalents of EN 101, EN 102, PS 101, and SO 101, the student must take these courses as electives. The total minimum number of credits for the Bachelor of Liberal Studies (BLS) is 120.**

**\*\*Students who have taken SC 107 and SC 108 (or their equivalents at another college) or who do not intend to take SC 401 may choose a different 300-level science course.**

**\*\*\*The Senior Honors Thesis is an option available only to students who have done good work on their Senior Mentor Projects during the Fall Semester and would like to take their projects further. Eligibility for this option would be determined by the student's project mentor and the BLS Program Director.**

**GRAPHIC DESIGN***(Bachelor of Science in Graphic Design)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
GD	101	Graphic Design I	3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
AR	109	Color Theory	3
AR	107	Advanced Drawing	3
GD	102	Graphic Design II	3
AR	210	Basic Photography	3
			<u>15</u>

**Sophomore Year***Fall Semester*

AR	231	History of Art I	3
GD	203	Digital Typography	3
**Math or Science Elective			3
GD	201	Graphic Design III	3
GD	209	Illustration Techniques	3
			<u>15</u>

*Spring Semester*

AR	232	History of Art II	3
GD	210	Computer Imaging Techniques	3
PS	101	Introduction to Psychology	3
OR			3
SO	101	Introduction to Sociology	3
GD	202	Graphic Design IV	3
Open Elective			3
			<u>15</u>

**GRAPHIC DESIGN***(Bachelor of Science in Graphic Design)***PRINT TRACK****Junior Year***Fall Semester*

GD	314	Publication Design I	3
GD	325	Vector Graphics	3
GD	334	Survey of Graphic Design	3
HT	320	Aesthetics	3
GD	345	Internet Site Design	3
			<u>15</u>

*Spring Semester*

GD	304	Advanced Typography	3
GD	324	Publication Design II	3
GD	333	Advanced Imaging Techniques	3
AR	433	History of 20th Century Art	3
GD	347	Projects in Animation	3
			<u>15</u>

**Senior Year***Fall Semester*

GD	411	Internship	3
GD	422	Corporate Graphic Design	3
GD	425	Pre-Thesis	3
Humanities Core Requirement (300 level)			3
Open Elective			3
			<u>15</u>

<i>Spring Semester</i>			
GD	450	Graphic Design Thesis	6
		Social Science Elective (300 level)	3
		Natural Science Elective (300 level)	3
		Open Elective	3
			<u>15</u>
<b>Total Credits</b>			<b>122</b>

## GRAPHIC DESIGN

*(Bachelor of Science in Graphic Design)*

### NEW MEDIA TRACK

#### Junior Year

##### *Fall Semester*

GD	314	Publication Design I	3
GD	325	Vector Graphics	3
GD	334	Survey of Graphic Design	3
HT	320	Aesthetics	3
GD	345	Internet Site Design	3
			<u>15</u>

##### *Spring Semester*

GD	304	Advanced Typography	3
GD	324	Publication Design II	3
GD	346	Advanced Internet Site Design	3
AR	433	History of 20th Century Art	3
GD	347	Projects in Animation	3
			<u>15</u>

#### Senior Year

##### *Fall Semester*

GD	446	Digital Animation Studio	3
GD	411	Internship	3
		Humanities Core Requirement (300 level)	3
GD	425	Pre-Thesis	3
		Open Elective	3
			<u>15</u>

##### *Spring Semester*

GD	450	Graphic Design Thesis	6
		Social Science Core Requirement (300 level)	3
		Natural Science Core Requirement (300 level)	3
		Open Elective	3
			<u>15</u>

**Total Credits** **122**

*\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation.*

## Conditions, Policies, Fees and Provisions

### Progression in Program

*Before proceeding to the junior year, all students must demonstrate they possess the skill level necessary for advanced studio work by: (1) achieving a CGPA of 2.33 or higher for the first two years of course work in the program; and (2) by receiving a passing evaluation by a portfolio review panel consisting of two graphic design faculty members, one senior level graphic design student and one invited guest from the graphic design field. Petitions from students whose CGPA falls below 2.33 but who are otherwise qualified for upper-division course work will on occasion be considered by the Program Director and graphic design faculty.*

*Note: Students are required initially to purchase a kit of materials. Yearly expenditures (excluding books, laboratory and field trip fees) may total from \$500 to \$1000, depending on student work habits and program of study.*

*The School of Design reserves the right to retain work done in classes for possible inclusion in exhibitions. Although reasonable care will be exercised in collection and storage of art works, Mount Ida College cannot assume any responsibility for damaged or missing work.*

**HOTEL & TOURISM MANAGEMENT***(Bachelor of Science in Hotel & Tourism Management)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
MA	101	Elements of College Algebra	3
CP	210	Computer Applications	3
HM	105	Introduction to Hotel and Tourism Management	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Health Concepts Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
HM	234	Food Sanitation and Safety	3
HM	125	Hotel Operations	3
SO	101	Introduction to Sociology	
		OR	
PS	101	Introduction to Psychology	3
		Open Elective	<u>3</u>
			15

**Sophomore Year***Fall Semester*

AC	110	Principles of Financial Accounting	3
BA	200	Principles of Management	3
EC	202	Microeconomics	3
HM	204	Hotel Internship	3
		Open Elective	<u>3</u>
			15

*Spring Semester*

BA	206	Principles of Marketing	3
BA	207	Human Resource Management	3
EN	105	Public Speaking	3
EC	201	Macroeconomics	3
		Open Elective	<u>3</u>
			15

**Junior Year***Fall Semester*

BA	340	Union/Management Relations	3
EN	205	Business Communications	3
HM	115	Food and Beverage Management	
		OR	
TT	204	Travel & Tourism Management	3
HM	335	Hotel/Restaurant Law and Risk Management	3
		Humanities Core Requirement (300 level)	<u>3</u>
			15

*Spring Semester*

BA	306	Financial Management	3
HM	300	Hospitality Marketing/Sales	3
HM	331	Hotel Planning and Operations	
		OR	
TT	102	Destination Geography	3
		Natural Science Core Requirement (300 level)	3
		***Program-related Elective	<u>3</u>
			15

**Senior Year***Fall Semester*

BA	420	Training and Development	3
HM	450	Management Seminar: Case Studies	3
HM	410	Current & Emerging Issues in Hotel/Tourism	3
		Social Science Core Requirement (300 level)	3
		Liberal Arts Elective	<u>3</u>
			15

<i>Spring Semester</i>			
BA	409	Business Policy	3
HM	440	Convention Sales and Services	3
		Liberal Arts Elective	3
***		Program-related Elective	3
		Open Elective	3
			<u>15</u>

**Total Credits**

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the fall semester of the freshman year must make provision to complete MA 101 in a subsequent semester. MA 090 and MA 098 may not be counted towards graduation.*

*\*\*\*Program-related Electives: BA 405 Current Issues in Business, Economics and Management, BA 211 Organization Dynamics, BA 304 Current Issues in Human Resources, SO 220 Sociology of Complex Organizations, FM 304 Consumer Behavior, MA 210 Statistics.*

**INTERIOR DESIGN**

*(Bachelor of Science in Interior Design)*

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
ID	100	Drafting I	3
ID	101	Studio I: An Introduction to Interior Design	3
CO	100	College Success	3
			<u>18</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
AR	109	Color Theory	3
ID	107	Drafting II	3
ID	102	Studio II: Residential Design	3
			<u>15</u>

**Sophomore Year**

<i>Fall Semester</i>			
AR	231	History of Art I	3
ID	216	Textiles, Materials, and Furnishings	3
**		Math or Science Elective	3
ID	205	Perspective Drawing	3
ID	201	Studio III: Office Design	3
ID	207	History of Architecture	3
			<u>18</u>

*Spring Semester*

AR	232	History of Art II	3
ID	212	History of Furniture	3
ID	105	Building Construction and Materials	3
ID	208	Design Communication	3
ID	202	Studio IV: Commercial Design	3
ID	206	CAD I: An Introduction	3
			<u>18</u>

**Junior Year**

<i>Fall Semester</i>			
ID	319	Lighting Design	3
ID	315	Furniture Design and Detail	3
ID	301	Studio V: Hospitality Design	3
HT	320	Aesthetics	3
ID	314	CAD II: Archicad/Autocad: Detailing and Construction	3
			<u>15</u>

<b>Spring Semester</b>			
ID	325	Introduction to Design Theory and Criticism	3
ID	320	Building Systems	3
ID	302	Studio VI: Institutional	3
ID	318	CAD III: Auto-CAD	3
AR	433	History of Twentieth-Century Art	3
Social Science Core Requirement (300 level)			3
			<b>18</b>

**Senior Year**

*Fall Semester*

ID	414	Professional Practice: Values, Career Planning and Management	3
ID	401	Studio VII: Renovation and Reuse	3
Humanities Core Requirement (300 level)			3
ID	440	Pre-Thesis: Programmatic Research	3
Elective (ID 400: Interior Design Externship or ID 421 is recommended)			<u>2,3</u>
			<b>14,15</b>

**Spring Semester**

ID	450	Thesis	6
ID	451	Portfolio Development	3
Natural Science Core Requirement (300 level)			3
Elective (ID 400: ID Externship or ID 422 is recommended)			<u>2,3</u>
			<b>14,15</b>

**Total Credits** **132, 134**

*\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation.*

**Conditions, Policies, Fees and Provisions**

**Progression in Program**

*Effective fall 2002, students entering the Interior Design Program must attain a grade of C- or higher in all ID courses for continuation in and graduation from the program.*

*Before proceeding to the junior year all students must demonstrate they possess the skill level necessary for advanced studio work in one of the following ways: (1) by having achieved a CGPA of 2.50 or higher; or (2) by passing a portfolio review, obtaining permission of the Program Director and the ID Faculty, and having a minimum CGPA of 2.00.*

*Note: Students are required initially to purchase a kit of materials. Yearly expenditures (excluding book, laboratory and field trip fees) may total from \$400 to \$575, depending on student work habits. The School of Design reserves the right to retain work done in classes for FIDER reviews and possible inclusion in the Annual Spring Art Show. Although reasonable care will be exercised in collection and storage of artwork during the show's duration, Mount Ida College cannot assume any responsibility for damage or missing artwork.*

*It is recommended that students who enter the program have a PC laptop computer. Please call the Interior Design Department for details on recommended software packages.*

**LIBERAL STUDIES**

*(Bachelor of Liberal Studies)*

**Freshman Year**

<i>Fall Semester</i>			<b>Credits</b>
EN	101	Composition and Literature I	3
PS	101	Introduction to Psychology	
OR			
SO	101	Introduction to Sociology	3
HI	101	American History I	
OR			
HI	117	History of Civilization I	3
Math or Lab Science			3 or 4
CO	100	College Success	<u>3</u>
			<b>15 or 16</b>

<i>Fall or Spring Semester</i>			
PE	100	Concepts in Health Management	2
<i>Spring Semester</i>			
EN	102	Composition and Literature II	3
SO	101	Introduction to Sociology	
		OR	
PS	101	Introduction to Psychology	3
HI	102	American History II	
		OR	
HI	118	History of Civilization II	3
Math or Lab Science			3 or 4
1 elective			<u>3</u>
			15 or 16
<b>Sophomore Year</b>			
<i>Fall Semester</i>			
Social Science (200 or 300-level History, Sociology, Psychology, Political Science, or Economics)			3
Literature or Philosophy (200 or 300-level)			3
3 electives and/or track* courses			<u>9</u>
			15
<i>Spring Semester</i>			
Social Science (200 or 300-level History, Sociology, Psychology, Political Science, or Economics)			3
Literature or Philosophy (200 or 300-level)			3
1 or 2 track courses			3 or 6
2 or 1 electives			<u>6 or 3</u>
			15
<b>Junior Year</b>			
<i>Fall Semester</i>			
Literature or Philosophy			3
SC	310	Issues in Science: Physical Anthropology**	3
2 courses in the track			6
1 elective			<u>3</u>
			15
<i>Spring Semester</i>			
Literature or Philosophy			3
3 courses in the track			9
1 elective (at least one of the junior year electives must be at the 300-level)			<u>3</u>
			15
<b>Senior Year</b>			
<i>Fall Semester</i>			
Humanities or Social Science course – 400-level			3
Science course – 400-level			3
HT	410	BLS Senior Mentor Project and Seminar	3
1 course in the track			3
1 elective			<u>3</u>
			15
<i>Spring Semester</i>			
Humanities or Social Science course – 400-level			3
2 courses in the track (including an additional 400-level course)			6
Elective or Senior Honors Thesis***			3
1 (other) elective			<u>3</u>
			15
<b>Total Credits</b>			<b>122-124</b>

\*Each student must select a track in either Humanities or Social Science and take a minimum of ten courses (30 credits) in that track. Core requirements in the social sciences or humanities may be counted toward the track.

\*\*Students who have taken SC 107 and SC 108 or who do not intend to take SC 401 may choose a different 300-level science course.

\*\*\*The Senior Honors Thesis is an option available only to students who have done good work on their Senior Mentor Projects during the Fall Semester and would like to take their projects further. Eligibility for this option would be determined by the student's project mentor and the BLS Program Director.

### LIBERAL STUDIES: HUMAN SERVICES TRACK

(Bachelor of Liberal Studies)

#### Freshman Year

			Credits
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
PS	101	Introduction to Psychology	3
SO	101	Introduction to Sociology	3
HS	102	Human Services Counseling	3
CO	100	College Success	3
			<u>15</u>

#### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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#### *Spring Semester*

EN	102	Composition and Literature II	3
PS	206	Psychology of Personality Adjustment	3
Sociology Elective			
OR			3
FT	220	Sociology of Sport	
HS	103	Human Services Administration	3
Open Elective			<u>3</u>
			15

#### Sophomore Year

<i>Fall Semester</i>			
Laboratory Science Requirement			4
HI	101	American History I	
OR			3
HI	117	History of Civilization	
HS	200	Community Practicum	3
Sociology Elective			3
Open Elective			<u>3</u>
			16

#### *Spring Semester*

HS	201	Externship in Human Services	3
HS	204	Introduction to Crisis Intervention	3
Psychology Elective			
OR			3
FT	205	Stress Management	
Open Electives (2)			<u>6</u>
			15

#### Junior Year

<i>Fall Semester</i>			
HT	310	Themes in the Humanities	3
SL	310	Topics in the Social Sciences	3
SC	310	Issues in Science: Physical Anthropology	3
Humanities Elective			
OR			3
**Math or Science Elective			
Open Elective			<u>3</u>
			15

<i>Spring Semester</i>			
HT	300	BLS Colloquium	3
**Math or Science Elective			
		OR	3
Humanities Elective ( <i>whichever not previously taken</i> )			
HI	102	American History II	
		OR	3
HI	118	History of Civilization II	
Professional Elective			3
Open Elective			3
			15
<b>Senior Year</b>			
<i>Fall Semester</i>			
HT	401	Senior Humanities I: Singers and Seers	3
SL	401	Self and Society	3
SC	401	Animal Ways and Human Values	3
Open Electives			6
			15
<i>Spring Semester</i>			
HT	402	Senior Humanities II: Visions and Re-visions	3
SL	402	The Quest for Identity	3
SC	402	Ecological Issues	3
Open Elective			3
HT	410	Senior Mentor Project	3
			15
<b>Total Credits</b>			<b>123</b>

*\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation.*

## MANAGEMENT

*(Bachelor of Science in Business Administration)*

### Freshman Year

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
BA	101	Introduction to Business	3
**MA	101	Elements of College Algebra	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
CO	100	College Success	3
			15

### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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### *Spring Semester*

EN	102	Composition and Literature II	3
CP	210	Computer Applications	3
EC	202	Microeconomics	3
Open Electives (2)			6
			15

### Sophomore Year

<i>Fall Semester</i>			
EC	201	Macroeconomics	3
BA	200	Principles of Management	3
Open Electives (2)			6
BA	201	Business Law I	3
			15

*Spring Semester*

AC	110	Principles of Financial Accounting	3
BA	211	Organizational Behavior	3
BA	207	Human Resource Management	3
EN	105	Public Speaking	3
Open Elective			<u>3</u>
			15

**Junior Year**

*Fall Semester*

BA	206	Principles of Marketing	3
EN	205	Business Communication	3
Open Electives (2)			6
Natural Science Core Requirement (300 level)			<u>3</u>
			15

*Spring Semester*

BA	304	Current Issues in Human Resource Management	3
BA	306	Financial Management	3
Open Elective			3
Humanities Core Requirement (300 level)			3
Social Science Elective (200 level)			<u>3</u>
			15

**Senior Year**

*Fall Semester*

BA	303	Small Business Management	3
BA	405	Current Issues in Business, Economics & Management	3
Social Science Elective (300 level)			3
PH	301	Ethics	3
Open Elective			<u>3</u>
			15

*Spring Semester*

BA	409	Business Policy	3
***Business Elective			3
Social Science Core Requirement (300 level)			3
Open Electives (2)			<u>6</u>
			15

**Total Credits**

**122**

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the fall semester of the freshman year must make provision to complete MA 101 in a subsequent semester. MA 090 and 098 do not count towards graduation.*

*\*\*\*BA 340 (Union Management), BA 410 (International Marketing), BA 411 (Management Seminar), BA 420 (Training and Development), BA 450 (Senior Business Externship).*

**NATURAL SCIENCES**

*(Bachelor of Liberal Studies)*

**Freshman Year**

*Fall Semester*

EN	101	Composition & Literature I	3
*Concentration Electives	4		
**Math Requirement	3		
SO	101	Introduction to Sociology	3
CO	100	College Success	<u>3</u>
			16

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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<i>Spring Semester</i>			
EN	102	Composition & Literature II	3
*Concentration Elective			4
PS	101	Introduction to Psychology	3
**Math Requirement			3
Open Elective			<u>3</u>
			16

**Sophomore Year**

<i>Fall Semester</i>			
Humanities Elective			3
HI	101	American History I OR	
HI	117	History of Civilization II	3
*Concentration Electives (2)			<u>8</u>
			14

<i>Spring Semester</i>			
Humanities Elective			3
HI	102	American History II OR	
HI	118	History of Civilization II	3
*Concentration Electives (2)			<u>8</u>
			14

**Junior Year**

<i>Fall Semester</i>			
HT	310	Themes in Humanities	3
SC	310	Issues in Science: Physical Anthropology	3
*Concentration Elective			4
Open Elective			3
Literature Elective			<u>3</u>
			16

<i>Spring Semester</i>			
HT	300	BLS Colloquium	3
SL	310	Topics in the Social Sciences	3
*Concentration Elective			4
Open Electives (2)			<u>6</u>
			16

**Senior Year**

<i>Fall Semester</i>			
HT	401	Senior Humanities I: Singers & Seers	3
SL	401	Self and Society	3
SC	401	Animal Ways and Human Values	3
*Concentration Elective			4
SC	410	Senior Research Project	<u>3</u>
			16

<i>Spring Semester</i>			
HT	402	Senior Humanities II: Visions & Re-Visions	3
SL	402	The Quest for Identity	3
SC	402	Ecological Issues	3
*Concentration Elective			4
SC	411	Senior Research Project	<u>3</u>
			16

**Total** **126**

\*Concentration Electives: SC 101/102, SC 107/108, SC 115/116, SC 135, SC 201/202, SC 330, SC 340.

\*\*Mathematics: MA 202, MA 203, MA 210

**PSYCHOLOGY**  
(Bachelor of Liberal Studies)

**Freshman Year**

*Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
**MA	101	Elements of College Algebra	3
PS	101	Introduction to Psychology	3
SC	107	Biology of Cells	4
CO	100	College Success	<u>3</u>
			16

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
Open Elective			3
PS	206	Psychology of Personality Adjustment	3
SO	101	Introduction to Sociology	3
SC	108	Biology of Organisms	<u>4</u>
			16

**Sophomore Year**

*Fall Semester*

MA	201	Statistics for Behavioral and Health Sciences	3
HI	101	American History I	
		OR	3
HI	117	History of Civilization I	
PS	225	Social Psychology	3
Humanities Elective			3
Open Elective			<u>3</u>
			15

*Spring Semester*

PS	240	The Life Cycle	3
HI	102	American History II	
		OR	3
HI	118	History of Civilization II	
PS	301	Abnormal Psychology	3
BH	320	Research & Evaluation in the Behavioral Sciences	3
Open Elective			<u>3</u>
			15

**Junior Year**

*Fall Semester*

PS	315	Theories of Personality	3
Humanities Elective			3
HT	310	Themes in the Humanities	3
SC	310	Issues in Science: Physical Anthropology	3
Open Elective			<u>3</u>
			15

*Spring Semester*

PS	334	Learning and Motivation	3
PS	331	Experimental Psychology	3
HT	300	BLS Colloquium	3
Literature Elective			3
Open Elective			<u>3</u>
			15

**Senior Year**

*Fall Semester*

HT	401	Senior Humanities I: Singers and Seers	3
SL	401	Self and Society	3
SC	401	Animal Ways and Human Values	3
PS	332	Physiological Psychology	3
PS	333	Tests and Measurements	<u>3</u>
			15

<i>Spring Semester</i>			
HT	402	Senior Humanities II: Visions and Re-visions	3
SL	402	The Quest for Identity	3
SC	402	Ecological Issues	3
HT	410	Senior Mentor Project	3
***Program Elective			<u>3</u>
			15

**Total** **124**

*\*\*MA101 is required for graduation. Students taking MA090 or MA 098 in the fall semester of the freshman year must make provision to take MA 101 in a subsequent semester. MA090 and MA098 do not count toward graduation.*

*\*\*\*Program Elective to be chosen from PS 105 Child Development, PS 107 Human Sexuality, PS 201 Psychology of Grief, PS 327 Sport and Exercise Psychology, BE 401 Cross-Cultural Perspectives on Death Related Rituals, BE 403 Issues in Dying and Death.*

**SPORTS MANAGEMENT**

*(Bachelor of Science in Business Administration)*

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
FT	100	Introduction to Sports Management	3
BA	101	Introduction to Business	3
SO	101	Introduction to Sociology	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE 100	Concepts in Health Management	2
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*Spring Semester*

FT	251	Fundamentals of Physical and Cardiovascular Fitness	3
EN	102	Composition and Literature II	3
CP	210	Computer Applications	3
**MA	101	Elements of College Algebra	3
PS	101	Introduction to Psychology	3
*PE Elective			<u>(1)</u>
			15

**Sophomore Year**

<i>Fall Semester</i>			
AC	110	Principles of Financial Accounting	3
BA	200	Principles of Management	3
EC	202	Microeconomics	3
FT	201	Fitness Programs: Organization and Administration	3
FT	202	Sport Management Practicum	3
*PE Elective			<u>(1)</u>
			15

*Spring Semester*

EC	201	Macroeconomics	3
FT	204	Introduction to Sport Information	3
BA	206	Principles of Marketing	3
***Program Elective			3
Liberal Arts Elective			3
*PE Elective			<u>(1)</u>
			15

**Junior Year**

<i>Fall Semester</i>			
BA	207	Human Resource Management	3
BA	201	Business Law	3
FT	301	Coaching and/or Sport Management Practicum	3
PS	327	Sport and Exercise Psychology	3
Natural Science Core Requirement (300 level)			3
*PE Elective			<u>(1)</u>
			15

<i>Spring Semester</i>			
FT	302	Sports Recreation & Facility Management	3
FT	220	Sociology of Sport	3
BA	211	Organizational Behavior	3
CM	207	Public Relations	
		OR	3
Open Elective			
Social Science Core Requirement (300 level)			<u>3</u>
			15

**Senior Year**

<i>Fall Semester</i>			
BA	405	Current Issues in Business, Economics & Management	3
FT	401	Sport Marketing	3
FT	402	Sport Law	3
PH	301	Ethics	3
Open Elective			3
*PE Elective			<u>(1)</u>
			15

<i>Spring Semester</i>			
BA	409	Business Policy	3
FT	442	Sports Management Senior Externship	6
***Program Elective			3
Open Elective			<u>3</u>
			15

**Total Credits**

\*PE Electives are chosen in consultation with academic advisor, and can be taken in the fall or spring semester in the freshman, sophomore, or junior year.

\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 must make provision to complete MA 101 in a subsequent semester. MA 090 and MA 098 may not be counted towards graduation.

\*\*\*Program Electives are chosen in consultation with the academic advisor to meet individual student education and career goals: BA203, BA303, BA306, BA340, CM201, CM202, CM207, CM317, EN105, EN205, MA201, MA210, MA220, PS240, PS330, SC120, SC150. Also, a Coaching Minor is available to Sports Management majors. Please see section on Minors for requirements. Interested students should consult their academic advisor regarding the selection of appropriate courses and Program Electives for completing the minor.

**VETERINARY TECHNOLOGY**

*(Bachelor of Science in Veterinary Technology)*

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
VT	101	Animal Anatomy and Physiology I	4
SC	107	Biology of the Cell	4
**MA	101	Elements of College Algebra	3
VT	113	Veterinary Medical Terminology	1
CO	100	College Success	<u>3</u>
			18
<i>Fall or Spring Semester</i>			
PE	100	Concepts in Health Management	2
<i>Spring Semester</i>			
EN	102	Composition and Literature II	3
VT	102	Animal Anatomy and Physiology II	4
SC	108	Biology of Organisms	4
VT	104	Clinical Methods I	4
VT	114	Veterinary Medical Calculations	<u>2</u>
			17

**Sophomore Year***Fall Semester*

SC	101	General Chemistry I	4
VT	201	Veterinary Pathology	3
VT	208	Veterinary Parasitology	4
VT	105	Clinical Methods II	4
CP	210	Computer Applications	<u>3</u>
			18

*Spring Semester*

SC	102	General Chemistry II	4
VT	206	Veterinary Radiography	3
VT	204	Veterinary Microbiology	4
VT	210	Veterinary Pharmacology	3
PS	101	Introduction to Psychology	<u>3</u>
			17

**Junior Year***Fall Semester*

VT	303	Research Methods I	4
VT	312	Veterinary Clinical Laboratory	4
VT	310	Small Animal Anesthesia and Surgery	4
VT	306	Large Animal Medicine and Management	4
		Social Science Core Requirement (300 level)	<u>3</u>
			19

*Spring Semester*

VT	304	Research Methods II	4
VT	315	Veterinary Office Management	3
MA	210	Statistics	3
***VT	301	Junior Externship	<u>4</u>
			14

*Note: Spring semester courses in the junior year will be taught in a ten-week condensed module. Students who successfully complete their course work will begin their externship in the eleventh week of the semester.*

**Senior Year***Fall Semester*

***Clinical Rotations			9
		Humanities Core Requirement (300 level)	3
VT	440	Senior Seminar I	<u>1</u>
			13

*Spring Semester*

***Clinical Rotations			9
VT	330	Biological Bases of Animal Behavior	3
VT	441	Senior Seminar II	<u>1</u>
			13

**Total Credits****131**

*\*\*Math course determined by placement test. MA 101 is required for graduation. Students not placing into MA 101 and who require preparatory course work in math must take MA 101 in a subsequent semester.*

*\*\*\*The Program Director reserves the right to exclude student from any externship for violation of program regulations, academic deficiencies or breeches of conduct.*

**Clinical Rotations are as follows:**

Fall Semester: VT 401, VT 402, VT 403

Spring Semester: VT 404, VT 405, VT 406

*Note: The senior year consists of clinical rotations and academic courses. Rotations are 4 days per week off campus for the entire school year by arrangement with the clinical coordinators. Academic courses are scheduled on campus one day per week.*

*All seniors must complete a total of 18 credits of clinical rotation work. Each five-week rotation (four days per week) spent at any site equals three academic credits. The clinical coordinator schedules the sequence and duration of the rotations.*

## Conditions, Policies, Fees and Provisions

*The American Veterinary Medical Association accredits the Veterinary Technology Program. Graduates of the program are prepared for employment in veterinary practices; biomedical research and other animal care facilities. This program does not fulfill requirements for the degree of Doctor of Veterinary Medicine nor can it be considered a substitute for pre-veterinary training. Students who desire a pre-veterinary program should consult with the Director of the School of Animal Science.*

### Progression in Program

*All course prerequisites must be met.*

*Students will be placed at externship and clinical rotation sites subject to the approval of the Program Director only after all coursework has been successfully completed.*

*Students must apply for each clinical rotation assignment. As all rotation sites are commercial or non-profit businesses involved in care and use of animals, on-site supervisors are responsible for assignment of students to specific tasks, depending on the needs of the facility and the capabilities of the student.*

*The Program Director and the School Director, in consultation with the Associate Vice President for Academic Affairs, will review the standing of any student whose record and/or performance may indicate termination from the program. Review will take place at the end of every semester. A student may be dropped from the program whenever his/her academic performance warrants such action.*

*A grade of C- or higher is required in all VT courses, in SC 107, and SC 101 for continuation and graduation from the Veterinary Technology Program.*

*For all clinical courses, successful completion in the laboratory portion of the course, as defined by each course syllabus, will be required to earn a C- or better.*

### Additional Costs

- *Transportation fees to and from externship and clinical rotation areas.*
- *Professional school uniform (including green scrubs, white shoes; Mount Ida lab jacket, and name pin) and coveralls;*
- *Stethoscope and bandage scissors;*
- *A wristwatch with a second hand;*
- *Some clinical rotations may require protective shoes;*
- *Laboratory course fees and materials fees (see specific course description in this bulletin);*
- *Meals at off-campus facilities;*
- *Any liability insurance required at externship and clinical rotation sites. Health/Accident insurance is required for all students in this program.*

### Health Provisions

Records and results must be on file in the student Health Center prior to participation in laboratory experiences.

Required:

- *Tuberculosis test results.*
- *Tetanus toxoid booster within five years preceding admission to program.*
- *Measles vaccination*
- *Human diploid cell rabies vaccine and serum fill sample.*

*Note: Some externship and rotation sites have individual health provision requirements.*

*Because the Veterinary Technology Program is physically strenuous and requires some heavy lifting (ca. 50 lbs.), students should be in good physical condition. Students unable to lift and physically exert themselves may have difficulty satisfying program requirements.*

*Since students in animal science programs are exposed to the possibility of infection or injury and must handle x-ray equipment and anesthetics, they should alert the Program Director and the Health Services about any condition that renders them immunosuppressed and about pregnancy. For disclosure of such information, a physician's letter is recommended.*

*Precautionary Note: Due to the inherently unpredictable behavior of animals, there is an element of assumed risk in all-animal studies. A waiver of liability is required.*

**2002-2003 Curriculum Outlines  
for  
Associate Degree Majors**

**BUSINESS ADMINISTRATION***(Associate in Science)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
BA	101	Introduction to Business	3
**MA	101	Elements of College Algebra	3
PS	101	Introduction to Psychology	3
		OR	3
SO	101	Introduction to Sociology	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
CP	210	Computer Applications	3
Open Electives (2)			6
EC	202	Microeconomics	<u>3</u>
			15

**Sophomore Year***Fall Semester*

EC	201	Macroeconomics	3
BA	200	Principles of Management	3
Science Elective			3
BA	201	Business Law I	3
Open Elective			<u>3</u>
			15

*Spring Semester*

AC	110	Principles of Financial Accounting	3
BA	211	Organizational Behavior	3
BA	207	Human Resource Management	3
EN	105	Public Speaking	3
Open Elective			<u>3</u>
			15

**Total Credits****62**

**\*\*MA 101 is required for graduation. Students taking MA 098 or another preparatory course in the fall semester of the freshman year must make provision to fulfill the math requirement in a subsequent semester. MA 090 and MA 098 do not count towards graduation.**

**CHILD STUDY***(Associate in Science)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
CH	207	Physical Development and Health for Young Children	3
CH	103	Introduction to Early Childhood Education	3
Liberal Arts Elective			3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
CH	105	Child Development	3
Science Elective			3/4
CH	210	Contemporary Issues for Children and Families	3
Liberal Arts Elective			<u>3</u>
			15/16

**Sophomore Year***Fall Semester*

CH	201	Methods and Materials in Early Education	3
CH	203	Practicum/Externship & Seminar I	6
CH	306	The Exceptional Child	3
		Liberal Arts Elective	<u>3</u>
			15

*Spring Semester*

EN	209	Children's Literature	3
CH	205	Practicum/Externship & Seminar II	6
CH	208	Infant and Toddler Education	
		OR	3
CH	209	Selected Issues in Day Care	
		Liberal Arts Elective	<u>3</u>
			15

**Total Credits****62/63**

Successful completion of this program qualifies the student for Office for Child Care Services (OCCS) Certification.

Qualified students may transfer from this program to the four-year Child Development Program.

**COMMUNICATIONS***(Associate in Arts)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
CM	101	Introduction to Communications	3
HI	101	American History I	
		OR	3
HI	117	History of Civilization I	
		Humanities Elective (PH, RL, FR, SP or Art History)	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
CM	102	Introduction to Mass Communications	3
HI	102	American History II	
		OR	3
HI	118	History of Civilization II	
EN	105	Public Speaking	3
		Open Elective	<u>3</u>
			15

**Sophomore Year***Fall Semester*

*CM	204	Intermediate Composition	3
		Communications Electives	6
		Elective (other than CM or EN)	3
		Open Elective	<u>3</u>
			15

*Spring Semester*

		Communications Electives	9
**Math or Science Elective			3
		Open Elective	<u>3</u>
			15

**Total Credits****62**

\*EN 102 must be successfully completed before CM 204 may be attempted.

\*\*If Math is selected, MA 101 or higher is required for graduation. MA090 and MA 098 do not count toward graduation.

**COMPUTER SYSTEMS MANAGEMENT***(Associate in Applied Science)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
CP	105	Programming Logic, Structure and Techniques	3
**MA	101	Elements of College Algebra	3
BA	101	Introduction to Business	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
CP	210	Computer Applications	3
		Open Elective	3
		Business Elective	3
		Liberal Arts Elective	<u>3</u>
			15

**Sophomore Year***Fall Semester*

PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
CP	240	Systems Analysis and Design	3
		Program Elective	3
		Business Elective	3
		Liberal Arts Elective	<u>3</u>
			15

*Spring Semester*

AC	110	Principles of Financial Accounting	3
CP	230	Current Trends in Computer Technology	3
CP	250	Computer Systems Management Externship/Seminar	
		OR	3
		Open Elective	
		Program Elective	3
		Liberal Arts Elective	<u>3</u>
			15

**Total Credits****62**

*\*\*MA 101 is required for graduation. Students placing into MA 090 or MA 098 in the fall semester of the freshman year must make provision to take MA 101 in a subsequent semester.*

**CRIMINAL JUSTICE***(Associate in Science)***Freshman Year***Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
CJ	101	Introduction to Criminal Justice	3
PS	101	Introduction to Psychology	3
SO	101	Introduction to Sociology	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

CJ	110	Juvenile Justice	3
CJ	115	Criminal Law	3
EN	102	Composition and Literature II	3
**Math or Science Elective			3
		Open Elective	<u>3</u>
			15

**Sophomore Year***Fall Semester*

CJ	210	Policing and Police Administration	3
CJ	220	Introduction to Corrections & Correctional Administration	3
HI	101	American History I	3
LS	280	Introduction to Conflict Resolution, Negotiation, and Mediation	3
		Open Elective	<u>3</u>
			15

**Spring Semester**

CJ	202	Criminology	3
CJ	205	Externship in Criminal Justice	
		OR	3
CJ	206	Criminal Justice Library Research Internship	
HI	102	American History II	3
PH	301	Ethics	3
		Open Elective	<u>3</u>
			15

**Total Credits****62**

*\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation. If Science is selected, students are to take SC 207.*

**Conditions, Policies, Fees and Provisions**

*A grade of C- or higher is required in all Criminal Justice (CJ) courses in order to participate in the sophomore Externship course (CJ 205).*

**Dental Hygiene\****(Associate in Arts)*

<b>Pre-requisites:</b>	<b>A&amp;P I&amp;II</b>	<b>8</b>
	<b>Chemistry I&amp;II</b>	<b>8</b>

**Freshman Year***Fall Semester*

			<i>Credits</i>
DH	101	Dental Hygiene Theory	3
DH	103	Pre-clinical Dental Hygiene	3
DH	105	Dental Anatomy and Histology	3
DH	106	Head and Neck Anatomy and Embryology	3
DH	170	Dental Radiology	3
EN	101	Composition and Literature I	<u>3</u>
			18

*Spring Semester*

DH	104	Clinical Dental Hygiene I	2
DH	102	Medical Emergencies	3
DH	205	Pharmacology and Pain Management Lab	3
DH	148	Dental Materials	3
EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	<u>3</u>
			17

**Sophomore Year***Fall Semester*

DH	203	Clinical Dental Hygiene II	4
SC	135	Microbiology Fundamentals	4
DH	108	Periodontology	3
DH	207	General and Oral Pathology	3
DH	209	Public and Community Health/field work	3
DH	120	Special Needs Patients	<u>1</u>
			18

<i>Spring Semester</i>			
DH	204	Clinical Dental Hygiene III	4
DH	201	Dental Specialties	2
DH	213	Research Principles	1
DH	214	Advanced Periodontal Techniques	1
DH	206	Dental Ethics and Practice Management	2
EN	105	Public Speaking	3
SC	120	Biology of Human Nutrition	3
SO	101	Introduction to Sociology	3
			<u>19</u>

**Program Total Credits** **72**

\*Curriculum mandated by accrediting body.

**Conditions, Policies, Fees and Provisions**

Accreditation Information

*The Dental Hygiene Program at Mount Ida College is accredited by the Commission on Dental Accreditation of the American Dental Association and has been granted the accreditation status of approval without reporting requirements.*

Transfer Policy

*Transfer credit may be awarded for general education courses in the Dental Hygiene Program and in any baccalaureate program to which the student may advance. Transfer credit for dental hygiene courses will be reviewed on an individual basis. Applicants are bound by the transfer policy published in the College Catalogue and the Dental Hygiene Information Packet.*

Enrollment Status in the Dental Hygiene Program

*It is mandatory that students enrolled in the Dental Hygiene Program be fulltime students and, complete the four semesters of instruction in sequence, without interruption, in order to articulate classroom instruction with their clinical training. Many courses in the curriculum are built upon and dependent on a foundation that is established in prior courses. For this reason, no student shall assume the liberty of withdrawing or postponing any course in the curriculum without consultation and prior approval from the Director of the Dental Hygiene Program. Students must take an English placement test during orientation at the beginning of entering year.*

Dismissal Policy

*Students can be dismissed from the Dental Hygiene Program for failure to progress academically, violation of the student and professional code of ethics and conduct, and academic dishonesty.*

*Those applicants accepted into the program must make a minimum grade of "C" (73%) in each dental hygiene course and maintain an overall minimum GPA of "2.0" to continue in the program. All students must submit a petition in writing (see request for re-admission) to the Dental Hygiene Program Director to re-take any dental hygiene course. Students who fail to achieve the requisite grade upon retaking a course cannot retake the same course a second time.*

*In addition, a student who does not exhibit the knowledge, behavior, attitude, ethics or skills deemed necessary for the health, safety and welfare of patients will be dismissed. Any academic dishonesty will cause the student to be subject to automatic dismissal. The Vice President for Academic Affairs, the School Director, and the Dental Hygiene Program Director will review the standing of any Dental Hygiene student whose record and/or performance may indicate non-continuance in or termination from the Dental Hygiene Program. The Review Board may drop a student from the program whenever the academic and/or clinical performance or egregious behavior of the student warrants such action. A student who has been academically dismissed from the College must follow College-wide reinstatement policies and petition procedures.*

*Requests for readmission to the Dental Hygiene Program will be considered only after the lapse of at least one semester and only when the student provides evidence that indicates probable success should readmission be granted. Requests for readmission to the Dental Hygiene Program must be made in writing to the Dental Hygiene Program Director at least six (6) weeks before the opening of the semester and must include evidence supporting the student's belief that she/he will succeed if readmitted. The curricular requirements for readmission to the Dental Hygiene Program will be determined on a case-by-case basis.*

*Students who elect to leave the Dental Hygiene Program must, in accordance with the Withdrawal, Leave of Absence and Reactivation Policy published in the College Catalogue, reapply to the College and to the Dental Hygiene Program and must adhere to the Dental Hygiene policies and requirements in effect at the time of readmission.*

**Clinic Participation**

*Students are expected to attend each assigned clinic session and rotation. If a student is ill or will be absent for any reason, it is the responsibility of the student to notify a staff person. It is also the student's responsibility to cancel his/her patients. The ADA Council of Accreditation mandates a specific number of pre-clinical and clinical hours. Therefore, missed clinical sessions must be made up. Students are responsible for finding their own patients during make-up clinics. All clinical requirements must be completed by the end of the semester. Students must follow the Clinical Attendance Policy in the*

*Dental Hygiene Clinic Manual. Students are required to provide their own meals and transportation to and from their off-campus clinical rotations. All clinical rotations are accessible via the MBTA, commuter rail, subway, or bus lines.*

### Professionalism

*All dental hygiene students are expected to demonstrate professionalism in behavior, manner and judgment in dental hygiene clinic, radiology and clinical rotation sites. All dental hygiene students must adhere to policies of the Dental Hygiene Program regarding conduct, attire and asepsis. These policies are found in the Dental Hygiene Student Manual.*

### Additional Costs

*Students in the Dental Hygiene Program will incur additional expenses for:*

- *Instruments*
- *Supplies and uniforms (including but not limited to: gloves, masks, safety glasses, stethoscope, lab coats, scrubs, name pin, napkin, chains, and magnification loops)*
- *Professional dues*
- *Liability insurance*
- *Health insurance*
- *Transportation to rotations*
- *Board examinations*

### Immunization Policy

*As a health professional, dental auxiliaries are exposed to contagious diseases and are therefore at risk of becoming infected. The National Health Institute, The Center for Disease Control and the Department of Health and Human Services all strongly recommend that health professionals at high risk utilize vaccinations. Dentists and dental auxiliaries are near the top of the list of those persons most likely to contract certain diseases. The American College Health Association and the Commonwealth of Massachusetts require that no students shall attend college without a certificate of immunization. Students must present a certificate of immunization including the following:*

1. *One dose of mumps and rubella given at or after 12 months of age;*
2. *Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age;*
3. *A booster dose of tetanus within the last 10 years;*
4. *Three doses of hepatitis B are required for all students in a Health Science program who may have contact with patients.*
5. *Results of TB test within the last 6 months.*

*The College cannot be held responsible for health problems resulting from occupational hazards. Students are responsible for the cost of any follow-up care resulting from exposure to occupational hazards.*

*The guidelines for immunization are established in compliance with the Center of Disease Control (CDC) and Occupational Safety and Health Act (OSHA).*

*The Mount Ida College Dental Hygiene Program tries to minimize the risk of exposure by following an Exposure Control Plan and the Dental Hygiene Exposure Control Plan complies with OSHA Standards. These standards include universal precautions that are taught prior to beginning patient care.*

*The practice of Dental Hygiene can be physically demanding. Students should be in good physical condition and be able to perform the following essential functional requirements:*

- *Perform CPR*
- *Lift and carry up to ten pounds.*
- *Retrieve dental supplies from storage areas at different heights.*
- *Reach overhead equipment to a height of five feet.*
- *Rotate and reach laterally, standing or sitting.*
- *Perform for a prolonged period without breaks, e.g. typical shift of eight hours.*
- *Manipulate mechanical and patient care equipment, i.e. dials, switches, push buttons, keyboards, syringes, and blood pressure equipment.*
- *Maneuver in tight quarters common to dental offices.*
- *Differentiate among subtle shades of gray used in radiographic image formation.*
- *Discern changes in color, texture, and shape of oral tissue.*
- *Respond to requests and direction.*
- *Respond to body sounds through stethoscope.*
- *Use dental instruments with precision and control in confined areas.*
- *Pick up items of very small and varying diameters.*
- *Discern surface textures by feel alone.*
- *Integrate, analyze, evaluate, and synthesize a plan of action.*
- *Clearly and effectively communicate (verbally and in writing) instructions and information to patients and share information with other team members in English.*
- *Wear protective equipment such as surgical gloves (latex), face masks, face shields, and protective eyewear.*
- *Be aware of possible exposure to hazards such as dental materials, radiographic rays and materials, blood and body fluids.*

## EQUINE STUDIES

(Associate in Science)

### Freshman Year

			Credits
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
SC	107	Biology of Cells	4
CO	100	College Success	3
EM	111	Equine Science I	3
EM	150	Equitation/Stable Management	2
			15

### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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### *Spring Semester*

EN	102	Composition and Literature II	3
SC	108	Biology of Organisms	4
EM	112	Equine Science II	3
EM	152	Equitation/Stable Management	2
PS	101	Introduction to Psychology	3
FT	229	First Aid, CPR, Rescue	3
			18

### Sophomore Year

			Credits
<i>Fall Semester</i>			
AC	110	Principles of Financial Accounting	3
BA	201	Business Law	3
EM	207	Training and Judging I	3
**MA	101	Elements of College Algebra	3
EM	154	Equitation/Stable Management	2
			14

### *Spring Semester*

BA	303	Small Business Management	3
PS	225	Social Psychology	3
EM	208	Methods of Riding Instruction	3
EM	250	Externship	3
EM	156	Equitation/Stable Management	2
			14

**Total Credits** **63**

**\*\*MA 101 or higher is required for graduation. Students taking MA 098 or another preparatory course in the fall semester of the sophomore year must make provision to fulfill the math requirement the following semester.**

### Conditions, Policies, Fees and Provisions

#### Health Provisions

*Required: Tetanus toxoid booster within five years preceding admission to program.*

*Records must be on file in the Student Health Center prior to class participation.*

*Because the Equine Studies Program is physically strenuous and requires some heavy lifting (ca. 50 lbs.), students should be in good physical condition. Students unable to lift and physically exert themselves may have difficulty satisfying program requirements. As part of the Equitation/Stable Management Courses, students are required to participate in and become responsible for the daily maintenance and management of the horses and college stable facility.*

*Since students in animal science programs are as a matter of course exposed to the possibility of infection or injury, and must handle x-ray equipment and anesthetics, they should alert the Program Director and the Health Services about any condition that renders them immuno-suppressed and about pregnancy. For disclosure of such information, a physician's letter is recommended.*

*Precautionary Note: Due to the inherently unpredictable behavior of animals, there is an element of assumed risk in all animal studies. A waiver of liability is required.*

#### Additional Costs

- Accident/health insurance coverage is required of all students.
- Stable facility fees (see specific course descriptions).
- Audit fees to off-campus instructional clinics.
- Transportation fees to and from externship sites.
- Meals at externship sites.
- Riding Outfit: An approved riding helmet in accordance with the AHSA guidelines is mandatory. Chaps and paddock boots are acceptable along with fitted sweater or shirt. Britches and properly fitted boots are also appropriate.

- *Sturdy shoes or boots are required in the stable area and students should be equipped with cold weather and rain gear.*
- *Equitation class fees are \$225/semester, both fall and spring.*

## **FASHION DESIGN**

*(Associate in Science)*

### **Freshman Year**

#### *Fall Semester*

			<i>Credits</i>
EN	101	Composition and Literature I	3
FD	105	Draping and Couture	3
FD	101	Basic Clothing Construction	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
CO	100	College Success	<u>3</u>
			18

#### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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#### *Spring Semester*

EN	102	Composition and Literature II	3
FD	103	Flat Pattern Drafting I	3
FD	111	Basic Fashion Croquis	3
AR	109	Color Theory	3
FD	201	Advanced Apparel Construction	3
AR	111	Anatomy and Figure Drawing	<u>3</u>
			18

### **Sophomore Year**

#### *Fall Semester*

AR	231	History of Art I	3
FM	105	Fashion: Fabric, Color, and Style	3
FM	220	Textiles I: Fibers and Finishes	3
FD	221	Fashion Design Studio I	3
FD	203	Flat Pattern Drafting II	3
FD	207	Macintosh Survey	<u>2</u>
			17

#### *Spring Semester*

AR	232	History of Art II	3
FD	217	Computer Pattern Drafting	3
FD	222	Fashion Design Studio II	3
PS	101	Introduction to Psychology	3
		OR	
SO	101	Introduction to Sociology	3
FM	206	History of Fashion and Costume	3
**Math or Science Elective			3
FD	225	Fashion Design Portfolio Methods	<u>1</u>
			19

### **Total Credits**

**74**

*\*\*If math is selected, MA 101 or higher is required for graduation. MA 090 and MA 098 do not count toward graduation.*

### **Conditions, Policies, Fees and Provisions**

*Note: Students are required initially to purchase art supplies and sewing materials. Yearly expenditures (including books, laboratory and field trip fees) may total \$400 to \$600, depending on student work habits. The School of Design reserves the right to retain work done in classes for possible inclusion in the Annual Art Show. Although reasonable care will be exercised in collection and storage of art works during the show's duration, Mount Ida College cannot assume any responsibility for damaged or missing artwork.*

**FASHION MERCHANDISING***(Associate in Science)***Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
FM	102	Retailing: Merchandising and Management	3
FM	105	Fashion: Fabric, Color and Style	3
FM	220	Textiles I: Fibers and Finishes	3
AR	123	Introduction to Visual Design	3
CO	100	College Success	<u>3</u>
			18

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
FM	109	Merchandise Planning and Control I	3
FM	206	History of Fashion and Costume	3
AR	109	Color Theory	3
**MA	101	Elements of College Algebra	<u>3</u>
			15

**Sophomore Year**

<i>Fall Semester</i>			
BA	207	Human Resource Management	3
AC	110	Principles of Financial Accounting	3
FM	211	Merchandising Externship	
		OR	3
FM	213	Sales Principles	
BA	201	Business Law I	3
Open Elective			<u>3</u>
			15

*Spring Semester*

EN/CM Elective			3
FM	215	Marketing Fashion: Advertising and Promotion	3
EC	202	Microeconomics	3
Social Science Elective			3
Open Elective			<u>3</u>
			15

**Total Credits****65**

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the spring semester of the freshman year must make provision to complete MA 101 in a subsequent semester. MA 090 and MA 098 do not count towards graduation.*

**FUNERAL SERVICE***(Associate in Science)***Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
FS	103	Funeral Home Management w/Communications Lab	3
FS	128	Social Foundations of Funeral Service	2
Anatomy & Physiology I Requirement			4
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
FS	105	Embalming Chemistry	3
FS	109	Funeral Service Merchandising	3
FS	129	Funeral Directing	3
Anatomy & Physiology II Requirement			4
PS	101	Introduction to Psychology	<u>3</u>
			19

**Sophomore Year***Fall Semester*

AC	110	Principles of Financial Accounting	3
BA	201	Business Law I	3
FS	131	Principles of Embalming	3
FS	133	Embalming Laboratory	1
SC	135	Microbiology	4
**Math Requirement			<u>3</u>
			17

*Spring Semester*

BA	303	Small Business Management	3
FS	137	Pathology	3
FS	132	Embalming Case Studies	3
FS	139	Restorative Art	4
PS	201	Psychology of Grief	<u>3</u>
			16

**Total Credits****69**

\*\* MA101 or higher is required for graduation. Students who place into MA090 or MA098 will have to make provision to complete MA101 or other college-level math course in a subsequent semester. Students who intend to pursue baccalaureate studies in Funeral Home Management must complete MA101.

NOTE: This curriculum constitutes a suggested sequence of courses for full-time students with no transfer credit who enter Mount Ida in the fall semester.

Funeral Service students are expected to have basic computer proficiency. This can be satisfied by completing CP 210, proof of completion of another computer literacy course, or by applying for life experience credit and demonstrating computer skills.

**Conditions, Policies, Fees and Provisions***Progression in Program*

To be eligible for the National Board Exam, students must earn a C- or better in all courses on subjects tested on that exam. A cumulative average of 2.0 in all subjects is necessary. Note: Students with grades below "C" in subjects tested on the NBE tend to fail those portions of the exam; students whose average is no better than "C" are at risk.

The School Director, Program Director, and the Associate Vice President for Academic Affairs will review the standing of any student whose record and/or performance may indicate termination from the program. Students who have failed a course twice cannot be considered in good standing in the Funeral Service Program. The Review Board may discontinue a student's candidacy in the program whenever poor academic performance warrants such action. In addition, all College progression standards apply.

**GRAPHIC DESIGN***(Associate in Science)***Freshman Year***Fall Semester*

EN	101	Composition and Literature I	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
GD	101	Graphic Design I	3
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
AR	109	Color Theory	3
AR	107	Advanced Drawing	3
GD	102	Graphic Design II	3
AR	210	Basic Photography	<u>3</u>
			15

**Sophomore Year***Fall Semester*

AR	231	History of Art I	3
GD	203	Digital Typography	3
**Math or Science Elective			3
GD	201	Graphic Design III	3
GD	209	Illustration Techniques	3
			<u>15</u>

*Spring Semester*

AR	232	History of Art II	3
GD	210	Computer Imaging Techniques	3
PS	101	Introduction to Psychology	3
		OR	
SO	101	Introduction to Sociology	3
GD	202	Graphic Design IV	3
Open Elective			3
			<u>15</u>

**Total Credits****62**

**\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation.**

**Conditions, Policies, Fees and Provisions**

*Note: Students are required initially to purchase a kit of materials. Yearly expenditures (excluding books, laboratory and field trip fees) may total from \$550 to \$750, depending on student work habits and program of study.*

*The School of Design reserves the right to retain art work done in classes for possible inclusion in the exhibitions. Although reasonable care will be exercised in collection and storage of art works, Mount Ida College cannot assume any responsibility for damaged or missing work.*

**HOTEL & TOURISM MANAGEMENT***(Associate in Science)***Freshman Year***Fall Semester*

EN	101	Composition and Literature I	3
**MA	101	Elements of College Algebra	3
CP	210	Computer Applications	3
HM	105	Introduction to Hotel & Tourism Management	3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Health Concepts Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
HM	234	Food Sanitation and Safety	3
HM	125	Hotel Operations	3
PS	101	Introduction to Psychology	3
		OR	
SO	101	Introduction to Sociology	3
Liberal Arts Elective			3
			<u>15</u>

**Sophomore Year***Fall Semester*

BA	200	Principles of Management	3
EC	202	Microeconomics	3
HM	204	Hotel Internship	3
AC	110	Principles of Financial Accounting	3
Open Elective			3
			<u>15</u>

<i>Spring Semester</i>			
EC	201	Macroeconomics	3
BA	206	Principles of Marketing	3
BA	207	Human Resource Management	3
EN	105	Public Speaking	3
Liberal Arts Elective			<u>3</u>
			15

**Total Credits** **62**

*\*\*MA 101 or higher is required for graduation. Students taking MA 090 or MA 098 in the fall semester of the freshman year must make provision to complete MA 101 in a subsequent semester. MA 090 and MA 098 may not be counted towards graduation.*

## HUMAN SERVICES

*(Associate in Arts)*

### Freshman Year

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
PS	101	Introduction to Psychology	3
SO	101	Introduction to Sociology	3
HS	102	Human Services Counseling	3
CO	100	College Success	<u>3</u>
			15

### *Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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### *Spring Semester*

EN	102	Composition and Literature II	3
PS	206	Psychology of Personality Adjustment	3
Sociology Elective			
OR			3
FT	220	Sociology of Sport	
HS	103	Human Services Administration	3
Open Elective			<u>3</u>
			15

### Sophomore Year

<i>Fall Semester</i>			
Laboratory Science Requirement			4
PO	102	American Government	
OR			3
History Elective			
HS	200	Community Practicum	3
Sociology Elective			3
Open Elective			<u>3</u>
			16

### *Spring Semester*

HS	201	Externship in Human Services	3
HS	204	Introduction to Crisis Intervention	3
Psychology Elective			
OR			3
FT	205	Stress Management	
Open Electives (2)			<u>6</u>
			15

**Total Credits** **63**

**INDIVIDUALIZED STUDIES***(Associate in Arts)***Freshman Year**

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
SO	101	Introduction to Sociology	
		OR	3
PS	101	Introduction to Psychology	
*Electives (2)			6
CO	100	College Success	<u>3</u>
			15

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
*Electives (3)			<u>9</u>
			15

**Sophomore Year***Fall Semester*

**Math or Science Elective			3
HI	101	American History I	
		OR	3
HI	117	History of Civilization I	
*Electives (3)			<u>9</u>
			15

*Spring Semester*

HI	102	American History II	
		OR	3
HI	118	History of Civilization II	
*Electives (4)			<u>12</u>
			15

**Total Credits****62**

\*Of the twelve electives, eight must consist of modules of four courses each in two of the following areas: (1) Humanities; (2) Social Sciences; (3) Math and/or Science; (4) Career Courses.

\*\* If Math is selected, MA101 or higher is needed for graduation. MA 090 and MA 098 cannot be counted toward graduation.

**INTERIOR DESIGN***(Associate in Science)***Freshman Year**

			<i>Credits</i>
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
AR	102	Basic Drawing Skills	3
AR	112	Two and Three Dimensional Design	3
ID	100	Drafting I	3
ID	101	Studio I: An Introduction to Interior Design	3
CO	100	College Success	<u>3</u>
			18

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
AR	109	Color Theory	3
ID	107	Drafting II	3
ID	102	Studio II: Residential Design	<u>3</u>
			15

**Sophomore Year***Fall Semester*

AR	231	History of Art I	3
ID	216	Textiles, Materials, and Furnishings	3
**Math or Science Elective			3
ID	205	Perspective Drawing	3
ID	201	Studio III: Office Design	3
			<u>15</u>

*Spring Semester*

AR	232	History of Art II	3
ID	212	History of Furniture	3
ID	105	Building Construction and Materials	3
ID	208	Design Communication	3
ID	202	Studio IV: Commercial Design	3
ID	206	CAD I: An Introduction	3
			<u>18</u>

**Total Credits****68**

*\*\*If Math is selected, MA 101 or higher is needed for graduation. MA 090 and MA 098 do not count towards graduation.*

**Conditions, Policies, Fees and Provisions**

*Effective fall 2002, students entering the Interior Design Program must attain a grade of C- or higher in all ID courses for continuation in and graduation from the program.*

*Note: Students are required initially to purchase a kit of materials. Yearly expenditures (excluding book, laboratory and field trip fees) may total from \$400 to \$575, depending on student work habits. The School of Design reserves the right to retain artwork done in classes for possible inclusion in the Annual Spring Art Show. Although reasonable care will be exercised in collection and storage of artwork during the show's duration, Mount Ida College cannot assume any responsibility for damage or missing artwork.*

*It is recommended that students who enter the program have a computer with word processing, spreadsheet, and design capabilities (with a math co-processor).*

**LIBERAL ARTS***(Associate in Arts)***Freshman Year***Fall Semester*

EN	101	Composition and Literature I	3
SO	101	Introduction to Sociology	3
HI	101	American History I	3
OR			3
HI	117	History of Civilization I	3
**Math or Science Elective			3
CO	100	College Success	3
			<u>15</u>

*Fall or Spring Semester*

PE	100	Concepts in Health Management	2
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**Spring Semester**

EN	102	Composition and Literature II	3
PS	101	Introduction to Psychology	3
HI	102	American History II	3
OR			3
HI	118	History of Civilization II	3
**Math or Science Elective			3
Open Elective			3
			<u>15</u>

**Sophomore Year***Fall Semester*

Humanities Elective			3
Concentration Elective			3
Concentration Elective			3
Open Electives (2)			6
			<u>15</u>

<i>Spring Semester</i>		
Humanities Elective		3
Concentration Elective	3	
Literature Elective	3	
Open electives (2)	<u>6</u>	15
<b>Total Credits</b>		<b>62</b>

**\*\* If Math is selected, MA101 or higher is needed for graduation. MA 090 and MA 098 cannot be counted toward graduation.**

**Conditions, Policies, Fees and Provisions**

	<i>Credits</i>
I. Area Distribution Requirements	
1. Writing	3
Required:	
EN 101 - Composition and Literature I	
2. Humanities	12
Required:	
EN 102 - Composition and Literature II	
One Literature Elective	
<i>The remaining 6 credits may be elected from:</i>	
Art History	
Literature	
Languages	
Philosophy	
Religion	
Music	
3. Social Sciences	12
Required:	
American History I and II	
OR	
History of Civilization I and II	
Introduction to Psychology	
Introduction to Sociology	
4. Math/Science	6
II. Liberal Arts Concentration	9
At least 3 courses in a specific liberal arts area with a focus on either the Humanities (as outlined above) or the Social Sciences (History, Psychology, Sociology, Political Science, Economics).	
III. Open Electives	15
IV. College Success	3

**MARKETING**

*(Associate in Science)*

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
BA	200	Principles of Management	3
PS	101	Introduction to Psychology	
		OR	3
SO	101	Introduction to Sociology	
**MA	101	Elements of College Algebra	3
CO	100	College Success	<u>3</u>
			15
<i>Fall or Spring Semester</i>			
PE	100	Concepts in Health Management	2

<i>Spring Semester</i>			
EN	102	Composition and Literature II	3
EC	202	Microeconomics	3
CP	210	Computer Applications	3
BA	206	Principles of Marketing	3
Liberal Arts Elective			<u>3</u>
			15

**Sophomore Year**

<i>Fall Semester</i>			
EC	201	Macroeconomics	3
BA	121	Advertising Principles	3
FM	315	Professional Selling	3
Open Electives (2)			<u>6</u>
			15

<i>Spring Semester</i>			
AC	110	Principles of Financial Accounting	3
BA	211	Organizational Behavior	3
Business Elective			
OR			3
***BA	250	Business Internship	
EN	105	Public Speaking	3
Open Elective			<u>3</u>
			15

**Total Credits** **62**

*\*\*MA 101 is required for graduation. Students taking MA 090 or MA 098 in the fall semester of the freshman year must make provision to complete MA 101 in a subsequent semester.*

*\*\*\*Approval of School Director required (see course description)*

**SCIENCE**

*(Associate in Arts)*

**Freshman Year**

<i>Fall Semester</i>			<i>Credits</i>
EN	101	Composition and Literature I	3
SC	107	Biology of Cells	4
SC	101	General Chemistry I	4
*MA	101	Elements of College Algebra	3
CO	100	College Success	<u>3</u>
			17

<i>Fall or Spring Semester</i>			
PE	100	Health Concepts Management	2

<i>Spring Semester</i>			
EN	102	Composition & Literature II	3
SC	108	Biology of Organisms	4
SC	102	General Chemistry II	4
MA	202	Calculus I (or higher)	<u>3</u>
			14

**Sophomore Year**

<i>Fall Semester</i>			
Lab Science Electives (any 3 of SC 115, SC 135, SC 201, SC 210)			12
Humanities Elective (EN, MU, PH, RL, SP)			<u>3</u>
			15

<i>Spring Semester</i>			
SC	109	Environmental Biology	4
Lab Science Electives (any 2 of SC 116, SC 202, SC 211 or SC 135)			8
Social Science Elective (PS, SO, HI, PO, EC)			<u>3</u>
			15

**Total Credits** **63**

\*Math course determined by placement exam. Students placing higher than MA 101 will take MA 202 in the fall semester. Students whose placement test scores indicate the need for developmental course work may require more than four semesters to complete the Science Program. MA 090 and MA 098 do not count toward graduation.

### Conditions, Policies, Fees and Provisions

The Science Program allows flexibility in the second year to choose courses that are suitable for transfer into a particular bachelor degree program such as biology, chemistry, or environmental science.

*Progression in the Program*

A grade of C or higher is required in all mathematics and science courses for graduation from the Science Program. See course descriptions for specific details and prerequisites.

*Additional Costs*

Laboratory course fees (see specific course descriptions)  
 Laboratory safety glasses (in chemistry laboratories)

### VETERINARY TECHNICIAN

(Associate in Arts)

#### Freshman Year

			Credits
<i>Fall Semester</i>			
EN	101	Composition and Literature I	3
VT	101	Animal Anatomy and Physiology I	4
SC	107	Biology of the Cell	4
**MA	101	Elements of College Algebra	3
VT	113	Veterinary Medical Terminology	1
CO	100	College Success	<u>3</u>
			18

*Fall Semester or Spring Semester*

PE	100	Concepts in Health Management	2
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*Spring Semester*

EN	102	Composition and Literature II	3
VT	102	Animal Anatomy and Physiology II	4
SC	108	Biology of Organisms	4
VT	104	Clinical Methods I	4
VT	114	Veterinary Medical Calculations	<u>2</u>
			17

#### Sophomore Year

<i>Fall Semester</i>			
SC	101	General Chemistry I	4
VT	201	Veterinary Pathology	3
VT	208	Veterinary Parasitology	4
VT	105	Clinical Methods II	4
CP	210	Computer Applications	<u>3</u>
			18

*Spring Semester*

SC	102	General Chemistry II	4
VT	206	Veterinary Radiography	3
VT	204	Veterinary Microbiology	4
VT	210	Veterinary Pharmacology	3
PS	101	Introduction to Psychology	<u>3</u>
			17

#### Junior Year

<i>Fall Semester</i>			
VT	303	Research Methods I	4
VT	312	Veterinary Clinical Lab	4
VT	310	Small Animal Anesthesia and Surgery	4
VT	306	Large Animal Medicine and Management	4
Social Science Core Requirement (300 level)			<u>3</u>
			19

<i>Spring Semester</i>		
VT	304 Research Methods II	4
VT	315 Veterinary Office Management	3
MA	210 Statistics	3
***VT	301 Junior Externship	<u>4</u>
		14
<b>Total Credits</b>		<b>105</b>

*\*\*Math course determined by placement test. MA 101 is required for graduation. Students not placing into MA 101 and who require preparatory course work in math must take MA 101 in a subsequent semester.*

*\*\*\*The Program Director reserves the right to exclude any student from any externship for violation of program regulations, academic deficiencies or breeches of conduct.*

*Note: Spring semester courses in the junior year will be taught in a ten-week condensed module. Students who successfully complete their course work will begin their externship in the eleventh week of the term.*

### **Conditions, Policies, Fees and Provisions**

*The American Veterinary Medical Association accredits the Veterinary Technician Program. Graduates of the program are prepared for employment in veterinary practices; biomedical research and other animal care facilities. This program does not fulfill requirements for the degree of Doctor of Veterinary Medicine nor can it be considered a substitute for pre-veterinary training. Students who desire a pre-veterinary program should consult with the Director of the School of Animal Science.*

### **Progression in Program**

*All course prerequisites must be met.*

*Students will be placed at externship and clinical rotation sites subject to the approval of the Program Director only after all coursework has been successfully completed.*

*Students must apply for each clinical rotation assignment. As all rotation sites are commercial or non-profit businesses involved in care and use of animals, on-site supervisors are responsible for assignment of students to specific tasks, depending on the needs of the facility and the capabilities of the student.*

*The Program Director and the School Director, in consultation with the Associate Vice President for Academic Affairs, will review the standing of any student whose record and/or performance may indicate termination from the program. Review will take place at the end of every semester. A student may be dropped from the program whenever his/her academic performance warrants such action. A grade of C- or higher is required in all VT courses, in SC 107, and SC 101 for continuation and graduation from the Veterinary Technician Program.*

*For all clinical courses, successful completion in the laboratory portion of the course, as defined by each course syllabus, will be required to earn a C- or better.*

### **Additional Costs**

- *Transportation fees to and from externship and clinical rotation areas.*
- *Professional school uniform (including green scrubs, white shoes; Mount Ida lab jacket, and name pin) and coveralls;*
- *Stethoscope and bandage scissors;*
- *A wristwatch with a second hand;*
- *Some clinical rotations may require protective shoes;*
- *Laboratory course fees and materials fees (see specific course description in this bulletin);*
- *Meals at off-campus facilities;*
- *Any liability insurance required at externship and clinical rotation sites. Health/Accident insurance is required for all students in this program.*

### **Health Provisions**

*Records and results must be on file in the student Health Center prior to participation in laboratory experiences.*

*Required:*

- *Tuberculosis test results.*
- *Tetanus toxoid booster within five years preceding admission to program.*
- *Measles vaccination*
- *Human diploid cell rabies vaccine and serum fill sample.*

*Note: Some externship and rotation sites have individual health provision requirements.*

*Because the Veterinary Technology Program is physically strenuous and requires some heavy lifting (ca. 50 lbs.), students should be in good physical condition. Students unable to lift and physically exert themselves may have difficulty satisfying program requirements.*

*Since students in animal science programs are exposed to the possibility of infection or injury and must handle x-ray equipment and anesthetics, they should alert the Program Director and the Health Services about any condition that renders them immuno-suppressed and about pregnancy. For disclosure of such information, a physician's letter is recommended.*

**2002-2003**

**Minors**

### CHILD STUDY MINOR

The Child Study Minor is available to students in the Liberal Studies Program. Students must take a minimum of six (6) courses, including four (4) required courses and two (2) electives, for a total of 18 credits to complete the minor.

CH	105	Child Development (required)	3
CH	306	Exceptional Child (required)	3
CH	103	Introduction to Early Childhood Education (required)	3
CH	201	Methods and Materials in Early Education (required)	3
CH	210	Contemporary Issues for Children and Families (elective)	3
CH	208	Infant and Toddler Education (elective)	3
CH	207	Physical Development and Health (elective)	3
CH	203	Practicum/Externship and Seminar I (elective)	
CH	204	Independent St. Teaching as electives (elective)	

Completion of this minor, if a practicum is included, qualifies a student for OCCS (Office for Child Care Services) Certification.

### CRIMINAL JUSTICE MINOR

Students must complete 18 credits for the minor. There are six required courses. Two elective courses are suggested, but not required.

CJ	101	Introduction to Criminal Justice (required)	3
CJ	210	Policing and Police Administration (required)	3
CJ	115	Criminal Law (required)	3
LS	280	Introduction to Conflict Resolution, Negotiation, and Mediation (required)	3
CJ	202	Criminology (required)	3
CJ	311	Community Policing (required)	3
CJ	405	Current Social Issues in Criminal Justice (elective)	3
CJ	401	Investigative Methods (elective)	3

### COMMUNICATIONS MINOR

Students must complete 18-19 credits consisting of one course from each of the six groups below for the minor.

Foundation – one course:

CM	102	Mass Communications (required)	3
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Production – one of the following courses:

CM	221	Video Production	4
CM	250	Audio Production	4
CM	260	Broadcasting	3

Corporate – one of the following courses:

CM	207	Introduction to Public Relations	3
CM	208	Mixed Media Marketing	3
CM	282	Organizational Communications	3

Writing – one of the following courses:

CM	212	Writing for the Media	3
CM	201	News Writing	3
CM	204	Intermediate Composition	3

Presentations – one of the following courses:

CM	380	Presentation Media	3
CM	315	Interactive Multimedia	3
CM	308	Corporate Media	3
CM	210	Voice for Media	3

Cultural – one of the following courses:

CM	345	Intercultural Communication	3
CM	330	Literacy Journalism	3
CM	270	American Popular Music	3
CM	371	Documentaries and Features	3

## LEADERSHIP STUDIES MINOR

Students must complete three (3) required courses and three (3) electives for a total of 18 credits to complete the Leadership Studies Minor. The following three courses are required:

LS	201	Leadership Studies Seminar (required)	3
SL	302	Leadership in Organizations (required)	3
LS	405	Senior Leadership Project (required)	3

The three leadership-related electives must be selected from the list below. Any course selected for the minor cannot be required for the student's major.

BA	200	Principles of Management	3
BA	207	Human Resource Management	3
BA	211	Organizational Behavior	3
BA	304	Current Issues in Human Resource Management	3
BA	340	Union Management Relations	3
CH	210	Contemporary Issues for Children and Families	3
CM	300	Organizational Communication Strategies	3
CM	301	Logic and Persuasion	3
EN	105	Public Speaking	3
EN	223	The Romantic American Hero	3
EN	225	Interpersonal Communications	3
HI	107	Women in History	3
HI	108	Afro-American History	3
HI	109	Native-American History	3
HI	209	Women in American History	3
HS	205	Introduction to Crisis Intervention	3
HT	234	Multicultural Women Writers	3
HT	340	Models of Leadership	3
HT	345	Class and Diversity in Literature	3
LG	311	Women, Law, and Society	3
LS	280	Introduction to Conflict Resolution, Negotiation and Mediation	3
LS	380	Advanced Conflict Resolution, Negotiation and Mediation	3
NS	301	Environmental Issues	3
NS	303	Global Scientific Issues	3
NS	306	Women in Science	3
PH	101	Philosophical Beginnings	3
PH	108	Introduction to Logic	3
PH	210	Bioethics	3
PH	301	Ethics	3
PH	314	Ethical Standards in Science	3
PS	104	Coping with Life and Death	3
PS	201	Psychology of Grief	3
PS	240	The Life Cycle	3
RL	205	Comparative Religions	3
SO	209	Race and Ethnic Relations	3
SO	220	Sociology of Complex Organizations	3
SO	304	Sociology of Gender	3
SO	344	Religion in Contemporary Societies	3

## LEGAL STUDIES MINOR

Students must complete six (6) courses for a total of 18 credits for the Legal Studies Minor.

LG	101	Introduction to Law	3
LG	201	Legal Research & Writing	3
BA	201	Business Law I	3
LS	280	Introduction to Conflict Resolution, Negotiation, & Mediation	3
LG	311	Women, Law, & Society	3
PH	301	Ethics	3

### **SPORTS MANAGEMENT COACHING MINOR**

Open to all Sports Management BSBA majors. The curriculum is designed to prepare students to coach in one or two specific sports. Those Sports Management majors who want to pursue a coaching minor must register for the following courses:

FT	203	Principles and Problems of Coaching	3
FT	229	CPR, First Aid and Professional Rescuer	3
FT	230	Care and Prevention of Athletic Injuries	3
FT	207	Exercise Physiology	3
SC	210	Anatomy and Physiology I	4
SC	211	Anatomy and Physiology II	4

Credit may be awarded for a full season of participation in a varsity sport as a replacement for a physical education elective course that is required in the Sport Management major already. Students must register with their advisor and receive credit verification from the Head Coach to the advisor for one credit.

## ACADEMIC CALENDAR: 2002-2003

### Fall Semester 2002

Thursday, August 15	Football Training Camp Begins
Sunday, August 18	Other Fall Sports Training Begins
Wednesday, August 21	International Student Orientation Begins
Saturday, August 24	New Student Check-in: Residents am/Commuters pm
Saturday, August 24-Sunday, August 25	New Students: Orientation, Testing, and Registration
Monday, August 26	Returning Students: Check-in, Late Registration & Add/Drop Fall Semester Evening Classes Begin (6-9:10 pm)
Tuesday, August 27	Fall Semester Day Classes Begin (8 am)
Wednesday, August 28	Third Annual Convocation (1-2:20 pm)
Monday, September 2	<i>Labor Day (No Classes)</i>
Tuesday, September 3	Last Day to Add/Drop Classes
Saturday, September 28	September Graduation Date
Friday, October 4 – Sunday, October 6	Homecoming/Family Weekend
Monday, October 14	<i>Columbus Day (No Classes)</i>
Friday, October 18	Mid-term Warnings/Conversion of Incompletes
Saturday, October 19	Admissions Open House
Wednesday, November 6	Spring 2003 Registration Begins
Tuesday, November 26	Thanksgiving Break begins (4:20 pm) Residence Halls Close (6 pm)
Sunday, December 1	Residence Halls Re-open (12 pm)
Monday, December 2	Classes Resume (8 am)
Wednesday, December 11	Classes End (9 pm)
Thursday, December 12	Reading Day Final Exams Begin (6 pm)
Friday, December 13 – Saturday, December 14	Final Exams Continue
Monday, December 16 --Tuesday, December 17	Final Exams Continue
Tuesday, December 17	Final Exams End (12:30 pm) Residence Halls Close (2:30 pm)
Wednesday, December 18	Contingency Date for Last Day of Exams in the Event of Snow

## ACADEMIC CALENDAR: 2002-2003

### Spring Semester 2003

Sunday, January 12	New Resident Check-in/Orientation
Monday, January 13	Residence Halls Open for Returning Students Returning Students: Late Registration & Drop/Add New Students: Registration Spring Semester Evening Classes Begin (6-9:20 pm)
Tuesday, January 14	Spring Semester Day Classes Begin (8 am)
Monday, January 20	<i>Martin Luther King, Jr. Holiday (No Classes)</i>
Tuesday, January 21	Last Day to Add/Drop Classes
Tuesday, January 28	January Graduation Date
Monday, February 17	<i>Presidents Day (No Classes)</i>
Friday, March 7	Mid-term Warnings/Conversion of Incompletes
Friday, March 7	Residence Halls Close for Spring Break (5 pm)
Monday, March 10 – Friday, March 14	Spring Break
Sunday, March 16	Residence Halls Re-open (12 pm)
Monday, March 17	Classes Resume (8 am)
Tuesday, April 1	Fall Deposit Deadline
Wednesday, April 2	Fall 2003 Registration Begins
Monday, April 21	<i>Patriots Day (No Classes)</i>
Monday, May 5	Spring Classes End (9:20 pm)
Tuesday, May 6	Reading Day
Wednesday, May 7 – Saturday, May 10	Final Exams
Saturday, May 10	Final Exams End (3 pm) Residence Halls Close for Non-graduates (5 pm)
Monday, May 12- Wednesday, May 14	Grad Week
Thursday, May 15	Graduation Rehearsal Honors Convocation/Baccalaureate
Friday, May 16	Commencement Residence Halls Close for Graduates/Ushers (3pm)

### Summer Session 2003

Tuesday, April 1-May 13	Summer School Registration
Wednesday, May 14-May19	Add/Drop and Late Registration
Monday, May 19,	Resident student check-in 9:00am-3:00pm
Tuesday, May 20	Classes Begin (8:00am)
Monday, May 26	Memorial Day (No Classes).
Friday May 30	Class Make-up day for Memorial Day Holiday
Tuesday, June 10	Mid-term Warnings
Monday, June 30	Classes End (9:00pm)
Tuesday, July 1	Resident student check-out 24 hours after last class/exam meeting

Note: Final examinations are typically held on the last class meeting during the summer semester.



