

# Undergraduate Academic Catalog 2014-15

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# ACADEMIC

## Academic Calendar 2013-2014

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*(Dates subject to change)*

### April 2014

**4/7 Monday** Graduate Registration Begins for Fall 2014  
**4/21 Monday** Undergraduate Registration Begins for Fall 2014

### August 2014

**8/1 Friday** Deadline to Submit Proof of MMR and Meningitis Immunization Compliance for Fall 2014 Entrance  
**8/1 Friday** Fall 2014 Tuition and Fees Payment Due  
**8/8 Friday** All "I" Grades for Summer I 2014 become "F" grades.

### September 2014

**9/1 Monday** Labor Day – **University Closed**  
**9/3 Wednesday** Fall 2014 Begins - Late Registration Begins  
**9/16 Tuesday** Last Day of Late Registration for Fall 2014  
**9/16 Tuesday** Deadline for Undergraduate to File Pass/Fail or the Audit Option for a Fall 2014 Class  
**9/17 Wednesday** Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade  
**9/19 Friday** Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Fall 2014  
**9/24 Wednesday** Rosh Hashanah (Eve) - **No evening classes scheduled**  
**9/25 Thursday** First Day of Rosh Hashanah - **No classes scheduled**  
**9/27 Saturday** All "I" Grades for Summer II 2014 become "F" grades.  
**9/30 Tuesday** Deadline for Graduate/Doctoral Students to Submit Maintaining Matriculation Form

### October 2014

**10/3 Friday** International Student Deadline to Submit Mandatory Health Insurance Waiver Form for Fall 2014  
**10/3 Friday** Yom Kippur (Eve) - No evening classes scheduled  
**10/4 Saturday** Yom Kippur - No classes scheduled  
**10/13 Monday** Columbus Day - **Classes scheduled**  
**10/27 Monday** Registration for January Intersession Begins  
**10/27 Monday** Deferred Fall 2014 Midterm Filing Deadline (NYC)  
**10/28 Tuesday** Last Day to Withdraw **Without** Permission - Fall 2014 Classes

### November 2014

**11/1 Saturday** Deferred Fall 2014 Midterm Date (NYC)  
**11/4 Tuesday** Election Day - **Class scheduled**

**November 2014 (Continued)**

<b>11/10 Monday</b>	Registration Begins for January 2015 Intersession
<b>11/10 Monday</b>	Graduate Registration Begins for Spring 2015
<b>11/11 Tuesday</b>	Veteran's Day - <b>Classes scheduled</b>
<b>11/11 Tuesday</b>	Last Day to Withdraw <b>With</b> Permission - Fall 2014 Classes
<b>11/17 Monday</b>	Undergraduate Registration Begins for Spring 2015
<b>11/26 Wednesday - 11/30 Sunday</b>	Thanksgiving Break - <b>No classes scheduled</b>

**December 2014**

<b>12/1 Sunday</b>	Deadline to submit Proof of MMR and Meningitis Immunization Compliance for Spring 2015 Entrance
<b>12/8 Monday</b>	Evening Finals Begin
<b>12/8 Monday - 12/10 Wednesday</b>	Undergraduate Study Days - <b>No Undergraduate Day classes scheduled</b>
<b>12/12 Friday</b>	Fall 2014 Conflict Final Exam Filing Deadline (NYC & PLV)
<b>12/13 Saturday</b>	Last Day of Instructional Classes
<b>12/15 Monday - 12/20 Saturday</b>	Finals Week
<b>12/19 Friday</b>	Fall 2014 Conflict Final Exam Date (NYC & PLV)
<b>12/20 Saturday</b>	Fall 2014 Ends
<b>12/24 Wednesday - 1/2 Friday</b>	Holiday and New Year Break - <b>University Closed</b>

**January 2015**

<b>1/5 Monday</b>	January Intersession Begins
<b>1/5 Monday</b>	January Intersession Tuition & Fees Due
<b>1/5 Monday</b>	Spring 2015 Tuition & Fees Due
<b>1/5 Monday</b>	Deferred Fall 2014 Exam Filing Deadline (PLV)
<b>1/10 Saturday</b>	Deferred Fall 2014 Final Exam Date (PLV)
<b>1/12 Monday</b>	Deadline to Apply for Deferred Fall 2014 Final Exam #1 (NYC)
<b>1/16 Friday</b>	Deferred Fall 2014 Final Exam Date #1 (NYC)
<b>1/19 Monday</b>	Martin Luther King, Jr. Holiday - <b>University Closed</b>
<b>1/20 Tuesday</b>	Deadline to Apply for Deferred Fall 2014 Final Exam #2 (NYC)
<b>1/23 Friday</b>	Deferred Fall 2014 Final Exam Date #2 (NYC)
<b>1/26 Monday</b>	Spring 2015 Begins - Late Registration Begins
<b>1/31 Saturday</b>	Fall 2014 "I" Grades Become F "Grades"

**February 2015**

<b>2/1 Sunday</b>	Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2015
<b>2/2 Monday</b>	Graduate and Undergraduate Registration Begins for Summer I and Summer II 2015
<b>2/2 Monday</b>	Registration Begins for May 2015 Intersession
<b>2/8 Sunday</b>	Last Day of Late Registration for Spring 2015
<b>2/9 Monday</b>	Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Spring 2015 class
<b>2/9 Monday</b>	Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade

**February 2015 (Continued)**

<b>2/16 Monday</b>	President's Day ( <b>University Closed - No classes scheduled</b> )
<b>2/24 Tuesday</b>	Deadline for Graduate/Doctoral Students to Submit Maintaining Matriculation Form
<b>2/20 Friday</b>	International Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2015

**March 2015**

<b>3/15 Sunday - 3/22 Sunday</b>	Spring Break ( <b>No classes scheduled</b> )
<b>3/22 Sunday</b>	Last Day to Withdraw Classes Without Permission
<b>3/23 Monday</b>	Filing Deadline for Deferred Spring 2015 Midterm Exam (NYC)
<b>3/28 Saturday</b>	Deferred Spring 2015 Midterm Exam at 8:30 AM (NYC)

**April 2015**

<b>4/3 Friday - 4/5 Sunday</b>	Good Friday through Easter Sunday ( <b>No classes scheduled</b> )
<b>4/3 Friday</b>	Passover Eve ( <b>No evening classes scheduled</b> )
<b>4/4 Saturday</b>	First day of Passover ( <b>No classes scheduled</b> )
<b>4/6 Monday</b>	Last Day to Withdraw Classes With Permission

**May 2015**

<b>5/5 Tuesday - 5/7 Thursday</b>	Undergraduate Study Days ( <b>No day Undergraduate classes scheduled</b> )
<b>5/9 Saturday</b>	Undergraduate Day Classes End
<b>5/11 Monday</b>	Evening Final Exams Begin
<b>5/11 Monday</b>	Undergraduate Day Final Exams Begin
<b>5/11 Monday</b>	Filing Deadline for Spring 2015 Conflict Exam (NYC)
<b>5/15 Friday</b>	Spring 2015 Conflict Exam at 2:30 PM (NYC)
<b>5/16 Saturday</b>	Undergraduate Day Final Exams End
<b>5/16 Saturday</b>	Spring 2015 Conflict Exam (PLV)
<b>5/16 Saturday</b>	Evening Final Exams End
<b>5/16 Saturday</b>	Spring 2015 Semester Ends
<b>5/17 Sunday</b>	May 2015 Intersession Begins
<b>5/25 Monday</b>	May 2015 Intersession Ends
<b>5/26 Tuesday</b>	Summer I 2015 Semester Begins
<b>5/26 Tuesday</b>	Filing Deadline for First Spring 2015 Deferred Final Examination Session (NYC)
<b>5/29 Friday</b>	First Spring 2015 Deferred Final Examination Session at 2:30 PM (NYC)
<b>TBD</b>	Filing Deadline for Spring 2015 Conflict Exam (PLV)
<b>TBD</b>	Filing Deadline for Spring 2015 Deferred Exam (PLV)
<b>TBD</b>	Spring 2015 Deferred Exam (PLV)

**June 2015**

<b>6/1 Monday</b>	Last Day of Late Registration for Summer I 2015
<b>6/1 Monday</b>	Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Summer I 2015 Class

**June 2015 (Continued)**

- 6/1 Monday** Filing Deadline for Second Spring 2015/May Intersession Deferred Final Examination Session (NYC)
- 6/2 Tuesday** Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
- 6/5 Friday** Second Spring 2015/May Session Deferred Final Examination Session at 2:30 PM
- 6/9 Tuesday** Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Summer I 2015

**July 2015**

- 7/2 Thursday** Summer I 2015 Semester Ends
- 7/3 Friday - 7/4 Saturday** Independence Day (**University Closed – No Classes Scheduled**)
- 7/6 Monday** Summer II 2015 Semester Begins
- 7/12 Sunday** Last Day of Late Registration for Summer II 2015
- 7/13 Monday** Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Summer II 2015 Class
- 7/13 Monday** Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
- 7/20 Monday** Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Summer II 2015
- 7/26 Sunday** Summer II 2015 Last Day to Withdraw Without Permission

**August 2015**

- 8/3 Monday** Summer II 2015 Last Day to Withdraw With Permission
- 8/15 Saturday** Summer II 2015 Semester Ends
- 8/16 Sunday** August 2015 Intersession Begins

**September 2015**

- 9/2 Tuesday** August 2015 Intersession Ends
-



# Academic Policies and General Regulations

## Degree Requirements

The academic regulations at Pace University are designed to ensure adherence to standards of academic excellence while affording the latitude and flexibility necessary to accommodate the needs of and conditions faced by a diverse student body.

### Requirements for a Bachelor's or Associate Degree are:

- Successful completion of the requirements for a major program as specified in the catalog current at the time of a student's matriculation or as subsequently amended. A bachelor's degree normally requires completion of 128 credits, although some majors may exceed this requirement. In addition, certain adult degree programs may only require 120 credits for degree completion. An associate degree requires successful completion of 60–66 credits, and a minor requires completion of 12–18 credits. Students should consult the curricula described in the sections for the academic schools within this catalog for the exact number of credits and courses required for their major program.
- Completion of at least 32 credits in residence at Pace University for all bachelor's degrees, and the associate in science degree in early childhood development and for all associate in applied science degrees. Associate in arts and associate in science degrees require that 30 credits of the 60-credit programs be completed at Pace.
- Completion of at least one-half of the major program and one-half of a minor program, if the student elects one, in residence at Pace University. Students pursuing a bachelor of business administration degree must also complete at least one-half or 50 percent of the business credits required for the BBA, including business core, major and auxiliary requirements, in residence at Pace University.
- A minimum cumulative QPA of 2.0 (unless indicated differently by a school, college, or specific major)
- A minimum QPA of 2.0 in the student's major (unless indicated differently by a school, college, or specific major)
- All financial obligations and academic requirements to the University must be met before the student's diploma is released.

## Transfer Credit Policy for Undergraduate Students

**Responsible Executive:** Provost and Executive Vice President for Academic Affairs

**Responsible Office:** Office of Student Assistance/University Registrar

**Effective Term:** Fall 2014

**Revision Date:** August 21, 2014

### I. Types of Transfer Credit Accepted by Pace University

The following statements describe the sources of acceptable transfer credit:

1. Pace University will accept transfer credit from institutions accredited by a regional affiliate of the Commission on Higher Education. Prior coursework should be completed at institutions that are fully accredited by regional accrediting agencies or are recognized candidates for accreditation. These regional accrediting agencies include:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

2. Pace University will accept transfer credit from non-regionally accredited institutions upon review of course descriptions and/or syllabi. These institutions must be approved by the U.S. Department of Education and hold either professional or national accreditation, as verified by the Council for Higher Education Accreditation (CHEA). The Council for Higher Education Accreditation provides a searchable database of colleges and universities and their accreditations.

3. Pace University will accept transfer credit from post-secondary level international institutions that are formally recognized by their country's ministry of education or its equivalent.

4. Pace University will accept transfer credit from institutions that have entered into transfer credit articulation agreements with the University.

5. Pace University recognizes the achievements of students as represented by their successful completion of exams through the College Board's Advanced Placement (AP), College Level Examination Program (CLEP), the International Baccalaureate (IB) program, the French Baccalaureate Program, and General Certificate of Education Advanced Level Exams (GCE). Depending on the exam and the score achieved, students may earn credit applicable towards the Core Curriculum, major requirements, or elective requirements of their chosen major.

6. Pace University offers assessment of prior learning, including credit by examination, experiential learning assessment, acceptance of American Council on Education recommended credit, and acceptance of National College Credit Recommendation Service recommended credit.

7. Pace University will accept results of acceptable performance on standardized proficiency examinations. Where a standardized proficiency examination is not available, a Pace University departmental Challenge Proficiency Examination may be administered. The non-refundable cost of each examination is equal to one credit of tuition for each course challenged.

## II. Maximum Transfer Credit

1. A maximum of 68 credits may be transferred from accredited two-year institutions toward a baccalaureate degree program. Credit will be granted only for equivalent lower-division and some upper-level courses offered at Pace University as determined by a designated transfer credit evaluator.

2. Specific credits are awarded dependent on the specific program the student enrolls in. A maximum of 96 credits may be transferred to a baccalaureate 128 credit degree program from accredited four-year institutions. A maximum of 90 credits may be transferred to a baccalaureate 120 credit degree program from accredited four-year institutions.

3. Up to 30 credits will be accepted for credit earned by completion of standardized examinations (i.e., AP, CLEP, and IB). Credits earned from these examinations are considered lower-division and are counted in the limits listed above.

4. Up to 36 credits may be applied from prior learning assessment portfolios to the following degrees: Bachelor of Science in Professional Studies, Bachelor of Arts in Liberal Studies, Bachelor of Science in Professional Computer Studies, and Bachelor of Business Administration in Business Studies. Students may also apply up to 15 portfolio credits to the other bachelor degrees with permission of the advisers of the school in which the degree is offered.

## III. Grade Requirements

Undergraduate transfer credit may be received only for courses taken at regionally accredited institutions in which a grade of C or better was earned (C- grades are not transferable). The grades received at other institutions will not be used in the calculation of the Pace University cumulative grade point average. Credit will also be granted for courses in which a grade of P has been earned as long as the other institution's grading scale clearly indicates the P grade as being equivalent to at least a grade of C (2.0).

## IV. Transfer Credit Conversion

Pace University's academic calendar is based on the semester system. College credit is accumulated based on semester hours. If the previous institution attended was not on a semester system, a credit conversion will be required and completed as follows:

- Quarter hour system - A conversion of hours must be completed to reflect the proper number of credits for each course. To convert credit hours to the semester system from the quarter system, multiply by 0.667. The table below reflects the number of semester credits granted for quarter-hour credits.

Quarter Hours	Semester Hours
6	4
5	3
4	3
3	2
2	1
1	No Credit

- Pace University does not offer “half” credit courses. If courses from the previous institution attended did not have whole semester hours, the credit hours of those courses will be rounded down (example: 2.5 credits are rounded down to 2). The contact hours of a half -credit course does not meet the contact hour requirement for a one-credit course at the University. Whenever possible, courses containing half credits will be grouped together to grant the most credit possible to the student.

## V. Evaluation of Academic Records and Credit Limitations

**Course Equivalency** - Courses transferred must be applicable and comparable to corresponding courses in the academic program in which the student is, or will be enrolled in, at Pace University. In cases where the student’s program at Pace University provides for electives, the student may receive elective credit toward the degree requirement for courses taken at another institution that are not offered at Pace University.

It is important to note that Pace University awards transfer credits for those courses that are liberal arts in nature, or are applicable to a non-liberal arts program offered at the University (i.e. business, education, social work, etc.). Pace does not award credit for those courses that are highly specialized or technical such as secretarial courses, automotive repair, or construction technology. The University does not award transfer credit for courses that are designed to give students the necessary background for college-level work. Remedial courses such as basic writing skills, pre-algebra, and English as a Second Language (ESL) are not transferable.

**Review of Coursework** - Transfer credit evaluations are based upon academic department approval of courses. This process has been automated so that the preliminary transfer credit evaluation can be completed and sent to the student soon after he or she is admitted to the University. Since the process is automated, most of the courses that are transferred to Pace have previously been evaluated by departmental chairpersons and are tracked on the Banner system. The University has a historic record of courses taken at other institutions that have been certified by each of the academic departments as equivalent to Pace University courses. The list of equivalencies can be accessed on the Transfer Credit Equivalencies webpage at <https://appsrv.pace.edu/TCEweb/>. Personnel in the Office of Undergraduate Admission and the Office of Student Assistance may grant transfer credit for introductory courses that can be applied to the University Core Curriculum before academic departmental equivalencies are determined.

Students who have attended non-regionally accredited institutions of higher education may request that their coursework be evaluated for transfer credit. Credit will be evaluated on a case-by-case basis and the student will be expected to provide course descriptions and/or syllabi to assist in evaluating the coursework.

Courses that have not been previously evaluated are sent to the appropriate academic department for credit determination and then added to the Banner system. If the departmental chairperson cannot determine an equivalency after a review of the course description and/or syllabus, the course may be applied as General/Open elective credit depending on the program in which the student is enrolled. Any arts and sciences course that does not have an equivalency may be applied towards the Areas of Knowledge component of the University Core Curriculum or as General/Open electives.

**Note:** Courses that are repeated at Pace University after transfer credit is applied will result in the removal of the transfer credit from the academic record at Pace University. The only exception will be for students admitted into the Challenge to Achievement at Pace (CAP) program who must complete placement examinations in English and Mathematics (see Transfer Credit for CAP Students statement).

In cases where the same Pace University equivalency has been determined for two courses at different institutions, only one of the courses will be applied to the degree program. Transfer credit will not be given for the second course.

## VI. Advanced Placement

Incoming undergraduate students may receive credit through the Advanced Placement program. These tests are administered as early as the sophomore year in high school. Incoming freshman and transfer students who took an AP course in high school must submit their official score reports to be eligible for transfer credit. A list of acceptable scores is available on the Dyson College of Arts and Sciences’ webpage under Core Curriculum/Policies.

## VII. College Level Examination Program

The College Level Examination Program (CLEP) may be taken by students prior to enrollment or concurrently while at Pace University. CLEP exams are offered in a variety of subjects and represent knowledge gained through coursework as well as through life or work experience. Current students must consult their academic advisor before taking any CLEP exam to ensure the exam will fulfill requirements of their major program. The CLEP score reports should be sent with the application for admission or immediately following completion of the exam. A score of at least 50 is needed to receive credit.

## VIII. Residency Requirement

The number of transferable credits is limited by the degree program to which the credits will be applied. All students are required to complete a minimum of 25% of the total number of credits required for their degree “in residency”. Therefore if your program requires a total of 120 credits, the residency requirement is 30 credits. For programs that require a total of 128 credits or more, the residency requirement is 32 credits. Students are also required to complete 50% of their major and 50% of their minor requirements at Pace University. A major program is defined as those courses directly related to the student’s primary course of study (e.g., accounting, marketing, history, mathematics, computer science, etc.). For students in the Lubin School of Business,

the business core requirement in the major field is considered part of the undergraduate major program. In addition, 50% of all business credits required for the BBA degree is to be completed at the University.

#### **IX. Time Limits on Transfer Credit**

Normally there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over ten (10) years previously will not automatically be awarded transfer credit. The appropriateness of the subject matter will be taken into account.

#### **X. Transfer from International College/University**

Academic records (transcripts) issued in a language other than English are required to be translated and attested by the institution of origin or an approved evaluation/translation agency accepted by Pace University. Transfer applicants should also submit an official catalog or syllabus of course work from each post-secondary institution attended to receive transfer credit. Course descriptions and syllabi must be translated for review by the appropriate academic department.

Pace University will accept translations and evaluations from World Education Services (WES), Inc., University Language Services, Inc., or a translator/interpreter associated with the American Translator Association (ATA). It is important to ensure that translations and evaluations reflect US equivalency credits and grades to expedite the review of your previous academic records.

**International Examinations** – Official grade reports should be submitted if French Baccalaureate (higher level only), International Baccalaureate (higher level only), or General Certificate of Education Advanced Level (GCE) examinations have been completed. Credit is awarded based on the subject and the score received.

#### **XI. Transfer Credit for Challenge to Achievement at Pace (CAP) Program Students**

Students admitted to Pace University through the CAP program will be placed into required English classes based solely on the results of their performance on Pace University's Writing Placement Exam. Any previously earned credit for college-level English courses, or successful completion of exams through the College Board's Advanced Placement (AP), the College Level Examination Program (CLEP), or the International Baccalaureate (IB) program, will be accepted only as credits towards the General/Open Electives component of the chosen degree program.

#### **XII. Transfer Students with Fewer than 13 Credits**

Full-time day students that transfer to Pace University with fewer than 13 credits are required to enroll in a University 101 class in their first semester unless they have received transfer credit for the equivalent of Pace University's UNV 101 course. University 101 is not offered as an evening course.

All exceptions to this policy must be approved in writing by the Office of the Provost. Exceptions will be maintained in the permanent student academic record.

## **Credit by Examination and Assessment**

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### **Prior Learning Assessment**

Adult students are likely to have acquired college-level learning outside of the academic classroom. In addition to evaluating transfer credit from prior college work, Pace University offers assessment of prior learning, including credit by examination and experiential learning assessment, and accepts ACE/PONSI-recommended credit.

### **Experiential Learning Assessment (ELA)**

Pace University recognizes that adults often come to school with a great deal of experience and knowledge gained outside of a formal academic setting. Students interested in exploring the possibility of earning college credit for that knowledge should meet with an Adult and Continuing Education adviser to explore the options available. When an adviser determines that a student may be eligible for experiential credit, the student will be encouraged to enroll in a prior learning assessment course (INT 196B). This course will guide the student through the process of writing a portfolio that will be submitted for evaluation to the appropriate academic department. A faculty evaluator reviews the portfolio and, if college-level learning is demonstrated, approves the granting of credits. Credit earned through portfolio assessment is entered on a student's transcript as transfer credit. Students must be enrolled in a degree program; up to 36 portfolio credits\* may be applied to the following degrees: bachelor of science in professional studies, bachelor of arts in liberal studies, bachelor of science in professional computer studies, and bachelor of business administration in business studies. Students may also apply up to 15 portfolio credits\* to the other bachelor degrees with permission of the advisers of the school in which the degree is offered. The portfolio process may not be completed once the student has obtained 96 credits towards a degree.

\*Note there is no guarantee of earning 36 or 15 portfolio credits. The number of portfolio credits earned depends on the individual student's experience and the extent to which that experience is deemed to be equivalent to comparable learning achieved in Pace University coursework.

## Challenge Examinations - Undergraduate

Students who believe they have knowledge comparable to what would be gained by successful completion of a particular course at the University may in some cases obtain credit for that course by passing a "challenge examination." Normally such examinations are standardized examinations available through such testing centers as the Education Testing Service (Pace is a participant in both the New York State College Proficiency Examination Program and the College-Level Examination Program). In the absence of a standardized examination, a department may arrange for a special examination. Not every course may be "challenged," but many can be. Please consult the appropriate academic department for details and further information.

Students who receive credit through a Pace University "Challenge Examination" will be charged one credit of tuition for administration of the examination, whether or not credit is earned. Credit earned through a "Challenge Examination" does not satisfy the residency requirement for graduation or apply to enrollment status verification.

## CLEP Exams

With CLEP a student can earn college credit for what he or she already knows by passing a 90-minute examination. CLEP examinations measure knowledge of the material usually covered in various classes during the first two years of college. Visit the CLEP website to find an open test center near you.

Click to view a list of Pace University's Required CLEP scores and the course credits awarded for each CLEP exam.

## Other Prior Learning Assessment Options

- Pace University may accept or waive credit earned through additional exams, which include: DANTES (DSST- DANTES Subject Standardized Tests), Pace University challenge exams, and Pace University proficiency exams.
- Pace accepts credit recommended by PONSI (Program on Non-collegiate Sponsored Instruction) and ACE (American Council on Education). ACE and PONSI evaluate courses and in-service training sponsored by corporations, unions, and other non-collegiate organizations, and they issue program guides which recommend credit for training deemed equivalent to college courses. Pace also accepts military training program evaluations as listed in the National Guide to Educational Credits, Directory of the National Program on Non-collegiate Sponsored Instruction (PONSI), and Guide to the Evaluation of Educational Experiences in the Armed Services.
- Specific professional licenses or certificates may be accepted as *prima facie* or conventional credit.

## Credit Load Policy

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Matriculated students who have a cumulative grade point average of at least 2.0 may carry up to six courses, not to exceed 18 credits. Matriculated students who are on academic probation or with a cumulative GPA of less than 2.0 may carry up to four courses, not to exceed 13 credits, including any workshop referrals. Non-matriculated students may carry up to three courses, not to exceed 10 credits, provided they maintain a cumulative GPA of at least 2.0. Non-matriculated students on academic probation are limited to two courses, not to exceed eight credits. A maximum of two courses, not to exceed eight credits, is permitted in each Summer Session. A maximum of four credits in any single intersession term is permitted.

Students are advised to assume credit and course loads that consider the time and energy demands imposed by employment and other outside responsibilities, and should limit their program of study to four courses, not to exceed 13 credit hours, provided they maintain a cumulative GPA of at least 2.0. Those on scholastic probation who have substantial outside responsibilities should limit their course load to two courses, not to exceed eight credits, including any workshop referrals. Any exception to the above credit load policy must be approved by the dean of the school in which the student is enrolled.

Note: A required remedial workshop has the demands and responsibilities equivalent to a two to three credit course, and should be considered as such when determining how many credit hours to register for, and how much time outside of the classroom will be needed to handle your academic responsibilities.

## Double Major/Dual Degree

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Students with a strong academic record, generally a 3.00 or higher cumulative GPA, may elect to take a second major with the approval of the department chair of the second major and the dean of the school of the first major. If the two majors have the same degree (BA, BS or BBA), regardless of college/school, then the requirements for both majors need to be fulfilled. Depending upon the two majors selected, students may be able to fulfill the requirements for both majors without exceeding 128 credits.

If the two majors are different degrees (i.e. dual degrees e.g., BBA marketing and BA speech communication), then in addition to fulfilling all course requirements for both majors and degrees, a minimum of 32 credits is required to be completed beyond the requirements for the first degree or a minimum total of at least 160 credits for both degrees.

## Minors

Many bachelor degree programs allow students to select a minor as part of their academic preparation. Minors are offered in a variety of academic areas. At least one-half of the credits in the minor must be completed at Pace. Interested students should refer to the appropriate college/school sections of this catalog for specific requirements.

## Placement and Registration

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### Academic Advisement

Prior to each registration period, faculty advisers, academic advisers, and Adult and Continuing Education advisers are available to help students plan their programs.

Although advisers will lend assistance, the responsibility for academic planning rests primarily with the student. A student should become familiar with the requirements for the program in which he or she are registered and initiate conferences with the appropriate adviser. Before registering, however, students must submit their course selections to their advisers for approval.

### Placement Testing

The University is committed to helping each student achieve academic success. Through careful advisement and review of prior academic record, a student may be required to take placement tests in subjects such as mathematics, writing, and reading.

All new first year students will take placement tests in Math and English. Students admitted to Pace through the CAP Program will be placed into required English classes solely on the results of their performance on Pace University's Writing Placement Exam. Any previously earned credit for college-level English courses, or successful completion of exams through the College Board's Advanced Placement (AP), the College Level Examination Program (CLEP), or the International Baccalaureate (IB) Program, will be accepted only as credits toward the General/Open Electives component of the chosen degree program.

Depending upon transferred coursework and credits, transfer students may be required to take placement tests in Math and/or English. All transfer students are required to take ENG 201, unless additional transfer credit (beyond that already used for ENG 110 and ENG 120) is exactly equivalent to our upper-level writing course, ENG 201: Writing in the Disciplines. Transfer credit equivalencies will be determined by the English Department on each campus.

**English Course Placement** — Students newly admitted to the University may be tested to determine appropriate placement into their first English courses. Newly admitted transfer students will be tested for writing proficiency if they have not been given transfer credit for English.

**English as a Second Language (ESL) Placement** — The English Placement Test determines where an ESL student begins in the sequence of ENG 052, ENG 099A (both noncredit), and ENG 100A (4 elective credits). The test results will also suggest which other courses and how many credit hours the student may attempt. These courses are intended primarily for students who have attended secondary school in countries where English is not the first language.

**Mathematics Placement** — Students may be required to take the Mathematics Placement Exam prior to registering for their first math course at Pace University. This exam tests arithmetic, algebra, and, where applicable, trigonometry proficiency. The placement of a student into a mathematics course is based on the student's major, previous experience in mathematics, the score obtained from the Mathematics Placement Exam, and/or any mathematics transfer credit. Students who have received transfer credit for Math courses numbered at a level of 103 or higher are not required to take the Mathematics Placement Exam. Students whose placement test scores indicate a deficiency in math proficiency must first take and pass MAT 099 or the MAT 099 Challenge Exam before they can take any other mathematics courses.

**Reading Placement** — Students may be tested for critical reading skills: comprehension, analysis, and retention. These skills are required for successful completion of work in all disciplines. Students are placed in a reading course if, for whatever reason, they have demonstrated a deficiency in reading and comprehension skills that will impede their ability to participate in intensive college-level study.

## Placement Criteria and Placement Testing

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- All students will be required to take ENG 201, unless additional transfer credit (beyond that already used for ENG 110 and ENG 120) is exactly equivalent to our upper-level writing course, ENG 201: Writing in the Disciplines. Transfer credit equivalencies will be determined by the English Department on each campus.
- All students, including those in the CAP Program, with SAT verbal scores of 500 and above will be placed in ENG 120 (3 credits).
- Students with SAT verbal scores below 500 will write an Essay Placement test during the registration process for new students. In New York, the English Placement Test New Student Profile Sheet will be filled out by all these students to determine those to be placed in appropriate-level ESL sections (ENG 052, ENG 099A, ENG 100A, ENG 110A). All students with a below 500 in Pleasantville and all non-ESL students in New York with a verbal score below 550 will be placed in ENG 110 or ENG 120 based on the results of their placement exams. The tests used for this procedure will be designed by each campus and will include placement criteria for the readers. The Directors of Writing in cooperation with the New York director of ESL, will design the placement tests used on each campus.

- In New York, regardless of SAT verbal test scores, it may be determined by samples of writing during the first two weeks of classes that a student with ESL difficulties in ENG 110 or ENG 120 needs to be re-placed in ENG 110A or ENG 120A or any other ESL or ENG course that is deemed appropriate for the student's skill level. Such replacement of students, or any other ESL replacement, must be ascertained by the instructor consulting with the director of ESL.

## Speech Clinic Referrals

Students who do not achieve minimum departmental standards in SPE 100, 101, SPE 102 or SPE 102A may be referred to the Speech and Hearing Center for a speech evaluation. Referred students may be assigned to Speech Clinic (SPE 050, 052) for individual or group remedial speech services. An assigned student must register for Speech Clinic in the semester following the referral. A grade of Incomplete-Referral (IR) with a provisional letter grade is given to students in the course from which they were referred. The I-R grade is removed when the student registers for the Speech Clinic. However, they may be required to take more than one semester of the Speech Clinic.

## Immunization Compliance

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### Measles, Mumps, and Rubella

Students born after December 31, 1956, who are registered in a degree or certificate program and enrolled for six credits or more in one semester, are required by New York State Public Health Law § 2165 to provide Pace University with proof of immunity to measles, mumps, and rubella within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

**Proof of Immunity.** There are several forms of acceptable proof of immunity, but only one form of proof of immunity for each disease is required.

Measles. Proof of immunity to measles may be established by one of the following forms of immunity:

- The student must submit proof of two doses of live measles vaccine: the first dose given no more than four days prior to the student's first birthday and the second at least twenty-eight days after the first dose; or
- The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or
- If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at the University.

Mumps. Proof of immunity to mumps may be established by one of the following forms of proof of immunity;

- The student must submit proof of one dose of live mumps vaccine given no more than four days prior to the student's first birthday; or
- The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the University pending actual receipt of immunization records from the armed services.

Rubella. Proof of immunity to rubella may be established by one of the following forms of proof of immunity:

- The student must submit proof of one dose of live rubella vaccine given no more than four days prior to the student's first birthday; or
- The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the University pending actual receipt of immunization records from the armed services.

Beginning on the thirty-first day after classes begin, students who failed to provide one form of proof of immunity as described above for each disease will not be permitted to continue their attendance at the University and will be administratively withdrawn from the University. Attendance means the physical presence of the student at the University. Thus, students who fail to provide one form of proof of immunity for each disease by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to forty-five days if a student is from out of state or from another country and can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2165, or when a disease outbreak occurs. If an extension is

granted by the University, students who have not complied with New York State Public Health Law § 2165 by the forty-fifth day will not be permitted to continue their attendance at the University beginning on the forty-sixth day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade ("W") for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not provide one form of immunity for each disease as identified above within thirty days but are enrolled only in online courses, will not be administratively withdrawn from the University. Such students will be permitted to continue their online courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.

## Exemptions from Immunization Requirements

There are circumstances under which a student may be exempt from immunization requirements.

### Medical Exemption

If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student, certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption from the immunization requirements may be granted by the University. The certification must specify those immunizations which may be detrimental and the length of time they may be detrimental. In the event of an outbreak of measles, mumps or rubella, medically exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

### Religious Exemption

A student may be exempt from vaccination if, in the opinion of the University, the student or the parent or guardian of a student less than eighteen years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption from the immunization requirements may or may not be a member of an established religious organization. Requests for exemptions must be in writing and signed by the student if eighteen years of age or older, or the student's parent or guardian if the student is under eighteen. The University may, in its sole discretion, require documents that support the request for a religious exemption. In the event of an outbreak of measles, mumps or rubella, religiously exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

## Meningococcal Meningitis Disease

Students of any age who are registered to attend classes and are enrolled for six credits or more in one semester are required by New York State Public Health Law § 2167 to satisfy one of the following two options within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

- Certificate of immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information provided by Pace University and signed by the student or, if the student is under eighteen years of age, by the student's parent or guardian; **and one of the following two options:**
  1. Self-reported or parent recall of meningococcal meningitis immunization within the past ten years; or
  2. An acknowledgement of meningococcal meningitis disease risks and refusal of meningococcal meningitis immunization signed by the student or, if the student is under eighteen years of age, by the student's parent or guardian.

Beginning on the thirty-first day after classes began, students who failed to satisfy one of the two options described above will not be permitted to continue their attendance at the University and will be administratively withdrawn. Attendance means the physical presence of the student at the University. Thus, students who fail to satisfy one of the two options by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to sixty days if a student can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2167. If an extension is granted by the University, students who have not satisfied one of the two options above within sixty days will not be permitted to continue their attendance at the University beginning on the sixty-first day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade ("W") for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not satisfy one of the two options described above within thirty days but are enrolled only in online courses, will not be administratively withdrawn from the University. Such students will be permitted to continue their online courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.



## Registration Policies

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Registration instructions are included in the Schedule Book, which is available online at [www.pace.edu/osa](http://www.pace.edu/osa).

### Appointment Time

The first day in which a student may register for a given semester, whether in person or via their MyPace Portal account. The appointment time is determined by a student's classification.

### Holds

Students who have registration holds cannot register for courses; they can only drop courses in person. Holds are placed on students' files by various departments. In the event that a hold is indicated, the student should contact the appropriate department for instructions on how to clear it. Students should refer to their MyPace Portal account for a current listing of holds.

### Closed Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may enter a closed class that has not reached room capacity only with permission of one of the following: the department chair, the assistant/associate dean, or the advising office of the school/college in which the course is offered. After this time, the student needs the permission of the instructor and one of the following: the department chair, the assistant/associate dean, or the academic advising office\* of the school/college in which the course is offered. Permission from the Instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given semester.

\*For non-matriculated students, your adviser may be found in the Office of Adult and Continuing Education.

### Late Registration Fee

The time period starting on the first day of classes for the fall, spring, or summer session term, where any initial registrations by continuing students **will result in a late registration fee**. New students will not incur a late registration fee.

### Maximum Credit Hours (Undergraduates)

A student who wishes to register for credits that exceed maximum credit hours allowed must request approval from the dean of his/her school and register in person with permission, after their appointment time, with the Office of Student Assistance on their home campus.

### Open Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may register in the normal manner, either in person or via their MyPace Portal. During the eighth through fourteenth day of a typical Fall or Spring term, the student needs permission of the instructor, and must register in person at the Office of Student Assistance. After the fourteenth day, or the seventh day of a typical Summer term, the student needs permission of the instructor and the assistant/associate dean or the academic advising office of the school or college in which the student is enrolled, provided there is ample seating capacity remaining in the course. Permission from the instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given term.

### Student Classification

A student's classification is determined by how many credits the student has earned:

Freshman:	0 – 31 credits
Sophomore:	32 – 63 credits
Junior:	64 – 95 credits
Senior:	96+ credits

### Student Enrollment Status (per semester)

An undergraduate student who is taking anywhere from 1 to 11 credits is considered a part-time student, whereby an undergraduate student who is taking 12 or more credits is considered a full-time student. A graduate student who is taking anywhere from 1 to 8 credits is considered a part-time student, whereby a graduate student who is taking 9 or more credits is considered a full-time student.

## Time Conflict

A student may request permission to register for a course that overlaps in time with another course. The signatures of both the instructor of the new desired course and the dean of the school/college of the student's major are required. The student may register in person, with approval, after their registration appointment time with the Office of Student Assistance on their home campus.

## Withdrawal Policy

Students receive no credit for courses they discontinue. Withdrawal after the second week of class in a 14- or 15-week semester or its equivalent will result in a grade of "W" which will not affect the student's GPA. Withdrawals are permitted prior to the dates indicated:

<b>Term Length:</b>	<b>End of:</b>
Regular 14/15 semester	8th week of class
Two-track (7 Weeks)	2nd week of class
Four-week term	2nd week of class
Six-week term	3rd week of class
Six-weekend modules	2nd week of class
Intensive weekend	1st day of class

A withdrawal during the ninth and tenth weeks of a 14/15-week semester ("Withdraw With Permission") requires the permission of the instructor of the course and the dean of the school in which the student is matriculated. Students who do not withdraw online or file for withdrawal with the Office of Student Assistance within these times will continue to be registered for the course(s) and will be assigned an "F" in the course(s) affected if they have not completed the requirements of the course(s). Under exceptional circumstances, a student may withdraw without academic penalty from a class after the established time limit, but only with permission from the school that administers the student's academic major, in consultation with the school from which the course originates. Withdrawals are not permitted after a degree has been awarded. Please consult the most current undergraduate/graduate catalog for complete information regarding University policies and regulations.

Note: It is the student's responsibility to withdraw from courses he or she has registered for. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers and does not attend class remains fully responsible for all financial obligations.

## Courses

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### Auditors (Students)

A student may enroll in a class as an auditor; however full tuition is paid to audit, while no grade or credit for the course is received. The student's transcript will be annotated with a grade of AUD. Students applying for an audit elective must complete the appropriate forms at the Office of Student Assistance within the first two weeks of a regular semester and within the first week of a summer session.

### Auditors (Alumni)

Alumni of Pace University programs are eligible to audit certain undergraduate and graduate classes, subject to the approval of the instructor and to space limitations. Alumni may take one course per term on an audit basis. Tuition and the general institution fee are waived. The graduate is responsible for any course fees; such as, lab fees, clinical fees or special course fees. Students must have the necessary background of prerequisites for admission to courses. Interested alumni should file an Alumni Auditor Application with the Office of Student Assistance at their home campus beginning the first day of classes of the desired semester. The University reserves the right to restrict particular courses at any and all campuses.

Undergraduate alumni must have earned a Pace University bachelor's degree and may audit undergraduate courses only. Undergraduate associate degree and certificate recipients do not qualify for the Alumni Audit Program. Graduate alumni, master degree, doctoral degree, and post-master certificate recipients of Pace University may audit selected graduate and undergraduate courses.

Courses taken through the Alumni Audit Program will be recorded on a student's transcript with a grade of AUD and will carry no grade points towards a GPA calculation of any kind.

## Canceled Courses

Courses and/or sections of courses may be cancelled by the University at its discretion.

## Class Attendance Policy

Classroom instruction provides an educational experience that allows students to benefit from the guidance and abilities of the instructor, as well as the exchange of values and ideas among others in the class. For that reason, class attendance is important. Each instructor is authorized to establish a class attendance policy for his or her course in a manner that recognizes the occasional circumstance preventing a student from attending class while also ensuring the maintenance of educational standards and the likelihood that the student will meet course requirements.

## Class Admission

Admittance to courses listed in the term schedule shall be subject to the current admission policy of Pace University. Receipt of the term schedule or University catalog does not imply acceptance of new or former students who do not meet current academic standards. A student may not enter a class unless proper registration procedures have been followed. Students may register without special permission through the Late Registration period. After this date, registration is not guaranteed, and will require appropriate signatures and in person registration, to be considered.

## Class Examinations

Students who have two (2) scheduled final exams at the same time or more than two (2) exams on the same day may apply to take one of these exams on a separate date. The student must file an application with the departmental secretary for the course they wish to take as a conflict exam.

## Conflict Examinations

Students who have two (2) scheduled final exams at the same time or more than two (2) exams on the same day may apply to take one of these exams on a different date. The student must file an application with the departmental secretary (PLV) or OSA (NYC) for the course they wish to take as a conflict exam. The required form is downloadable from the Final Examination website.

## Course Numbers

Each course has a subject, a course number and a title. The numeric value represents the academic level of the course, namely undergraduate, graduate, doctoral or Law. The University's course numbering system is as follows:

000-099	Adult and Continuing Education and Zero Credits
100-499	Undergraduate courses
500-999	Graduate/Doctoral/Law

## Course Restrictions

Independent Study, unscheduled Tutorials and other courses are restricted from Web registration as noted in the class schedule. Students may request entry to these courses, and, if approved, register after their registration appointment time with the appropriate departmental signatures in person at the Office of Student Assistance on their home campus. Approval is not guaranteed.

## Course Waivers

A student unable to take courses required by his or her major because he or she is ineligible to participate in the Pace Promise may resolve the difficulty in one of the following ways:

- The student may seek a waiver to substitute another course for the one that presents the difficulty.
- The student may seek a waiver to fulfill these requirements with equivalent work done independently. He or she must obtain a waiver of the requirement(s) from the department in which the course is offered, and should then proceed to register as described above for independent study. The 3.00 QPA requirement also applies to students taking an independent study under these circumstances, and a waiver should only be considered on an exception basis. The student's transcript will show credit received for independent study, not for the required course. The "Application for Waiver or Substitution" must be approved by the dean of the school in which the student is matriculated and by the chair of the department of the waived course. If the course to be waived is part of the University Core Curriculum, it must also be approved by the Office of the Dean of the Dyson College of Arts and Sciences.

## Deferred Examinations

### (Absence from a Final Exam)

Students are permitted to take a deferred examination with the approval of their instructor for compelling reasons only, such as illness, emergencies, or other exceptional circumstances. Students who have sufficient reason to request a deferred examination are required to complete a deferred examination application form and have it approved by their instructor. The student must file an application through the departmental secretary (PLV) or OSA (NYC) for the course they wish to take as a deferred exam. The required form is downloadable from the Final Exam website. If the instructor is not available, students should contact the appropriate academic department for assistance. After obtaining the necessary signature(s), students must then submit the approved form to the Office of Student Assistance and pay a fee of \$35.00 for one exam or \$50.00 for two or more exams.

Dates for all Deferred Examinations for both New York City and Westchester campuses are to be determined.

## Designated Lecture Section

A designated lecture is a class with 60 or more enrolled students.

## Independent Study

Independent study is intended to encourage qualified students to undertake research and study beyond normal course offerings. It is open to juniors and seniors with a QPA of 3.0 or better. A student may register for a maximum of 6 credit hours of independent study in a given semester. In each case, a research paper or project will be required. Independent study may not be used to receive credit for a course listed in the Undergraduate Catalog. The independent scholar will work under the direct supervision of a faculty member specifically qualified in the area of the student's interest. The area proposed for independent study need not be drawn from fields already offered in the curriculum, provided it constitutes a reasonable supplement to work already undertaken.

A student considering registering for independent study should consult with the appropriate department chair and/ or the faculty member with whom he or she is interested in working. The "Independent Study Application" may be obtained from the Office of Student Assistance. It should be completed by the student in consultation with the proposed supervising instructor. The student and instructor should agree on the description of the project and on the method of appraisal and grading, number of contact hours, due date, etc. The completed application should then be submitted for approval to the department chair and dean of the school in which the independent study is undertaken.

After the application has been approved, the student submits the application to the Office of Student Assistance to process the course registration. Students must complete registration for independent study by the second week of the semester.

## Intersession Courses

Courses are offered during the month of January, May, and August on a limited basis. Intersession courses run anywhere from two weeks to four weeks long, and a student may take a maximum of four credits in any single intersession term.

## Lab/Lecture Courses

Some lecture courses require a lab component, which will be listed as a separate class with its own CRN number in the term schedule. The CRN numbers for both the lecture class and the lab component must be used during registration in order to be registered for the class.

## Out-of Division Courses

Students who wish to register for Out-of Division courses will be required to register in person at the Office of Student Assistance on their home campus. Graduate students may register for undergraduate courses without approval. An undergraduate student must request written permission from his/her Dean and the Dean for the graduate course in order to register.

## Out-of Major Courses

Certain courses are offered for specific majors only. A student may request written permission to register for an Out-of Major course from the Chair of the department offering the course. If approved, the student may register in person at the Office of Student Assistance on their home campus.

## Pass-Fail (Undergraduate)

Students with 60 credits and a cumulative GPA of at least 2.5 may take one elective course per semester pass-fail. Core courses and major courses are excluded. Not more than four courses toward the degree may be taken on a pass-fail basis. Only a grade of "F" will be computed into the GPA. Students must notify the Office of Student Assistance of their intent to take a

course pass-fail within the first two weeks of a fourteen- or fifteen-week term, or the first week of a four-, six-, or seven-week session.

## Permission to Enroll in a Course at Another Institution

Undergraduate degree students who are in good academic and financial standing at Pace University may apply to take a maximum of 12 credits of approved course work at other accredited colleges and universities subject to the following conditions:

1. Students are required to obtain permission using the form "Permission to Enroll in a Course at Another Institution" Students are to obtain approval first from the school or college at Pace which offers their major. They are then required to have each course that they plan to take approved in advance by the appropriate Pace academic department. Students are to provide a copy of the course description for each course that they plan to take. Courses that have been pre-approved by Pace academic departments for transfer purposes may be approved by the college or school that offers the student's major without additional departmental review.
2. Students must have the form "Permission to Enroll in a Course at Another Institution" approved as indicated in step one above and then submit it to the Office of Student Assistance prior to taking the course at another institution. Courses will not be approved retroactively.
3. Students who have completed 68 or more credits toward their degree (including Pace and transfer credits) may not take courses at a two-year institution.
4. Study abroad and other Pace-approved internship programs and off-campus programs are not subject to this policy. Students planning to study abroad are advised to contact the Office of International Programs and Services on their home campus for detailed information related to course approvals and how the courses will be annotated on their Pace University academic record.
5. Students may not study at another institution during a term in which they are enrolled at Pace University. Exceptions are permitted by the student's college or school, if a required course is not being offered at Pace University.
6. Only courses in which a grade of "C" or better is earned will be accepted in transfer. Courses completed at another institution may not be used for recomputation of Pace grades. Upon completion of each course, students are required to have an official transcript sent from the other institution to the Pace University Office of Student Assistance. All other policies related to transfer credits, as they appear in the University catalog, remain in effect.
7. Students may request and receive permission to take a course at another institution, which they have previously taken at Pace without attaining a passing grade. The course will be considered for transfer credit only (provided the student attains a grade of "C" or better) and may not be used to recompute the failing grade at Pace.

## Prerequisite Policy

Before registering for a course, students should verify that they satisfy all prerequisites. Students who do not satisfy the prerequisites for a course will generally not be allowed to continue in the course. Waivers of prerequisites may be granted by the appropriate academic department for substantive reasons. Students who have taken courses at another college or university should have these courses evaluated before registering for courses in the same discipline at Pace.

## Religious Beliefs and Attendance

No person shall be expelled from or be refused admission as a student to Pace University for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days. Any student at Pace University who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of Pace University to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by Pace University for making available to the said student such equivalent opportunity.

If registration, classes, examinations, study or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days. In effectuating the provisions of this section, it shall be the duty of the faculty and the administrative officials of Pace University to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

## Speech Clinic Referrals

Students who do not achieve minimum departmental standards in SPE 100, 101, SPE 102 or SPE 102A may be referred to the Speech and Hearing Center for a speech evaluation. Referred students may be assigned to Speech Clinic (SPE 050, 052) for individual or group remedial speech services. An assigned student must register for Speech Clinic in the semester following the referral. A grade of Incomplete-Referral (IR) with a provisional letter grade is given to students in the course from which they were referred. The I-R grade is removed when the student registers for the Speech Clinic. However, they may be required to take more than one semester of the Speech Clinic.

## Textbook Information

To view textbook information, visit the online class schedule at [textbook.pace.edu](http://textbook.pace.edu).

## Time Conflict

A student may request permission to register for a course that overlaps in time with another course. The signatures of both the instructor of the new desired course and the Dean of the School/College of the student's major are required. The student may register in person, with approval, after their registration appointment time at the Office of Student Assistance on their home campus.

## Tutorials

Tutorials are regularly scheduled courses that are under-enrolled by normal standards, but which, at the discretion of the dean and with the consent of the instructor, are retained on a tutorial basis. In these circumstances, New York State regulations require that the objectives and usual conduct of the course remain unchanged. Students' academic transcripts will record the course name and number as listed in the Undergraduate Catalog and class schedule. Students must complete registration for tutorials by the second week of the semester.

## Undergraduates in Graduate Courses

Pace undergraduate students in their junior and senior years who have a minimum cumulative quality point average of 3.00/3.25 (depending on the college/school in which the course is to be taken) may petition to register for a graduate course for which they have the prerequisites. Students must receive written permission from the chair or dean (depending on the program) of the department offering the graduate course. A maximum of two courses (6–8 credits) may be counted toward both the undergraduate and a graduate degree. However, the quality points earned in the course(s) will be calculated only in the student's undergraduate QPA.

## Video Conference Courses

Pace University's Video Conference Network allows simultaneous instruction at different sites. The technology used by the faculty includes video cameras, TV monitors, sound equipment, and electronic presentation technology.

## Disruption of Normal Academic Progress

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### Double Line Policy

The University is aware that students may experience academic difficulties early in their studies. In rare instances, therefore, the University policy allows a matriculated student who has been placed on academic probation and who has not attempted more than a total of 48 credit hours, to change schools or degree programs within the University and to request from the deans of the schools involved that this change be clearly indicated on his or her academic record. After reviewing this record, the dean(s) may allow a "double line" to be drawn across it to mark this change in program. All credits earned prior to the approval of the double line, for which grades of "C" or above were earned, will remain applicable towards the degree requirements, but will no longer be computed in the GPA. A minimum of 32 credits below the double line must be completed at Pace. This policy does not apply to non-matriculated students or those in the Challenge to Achievement Program.

### Leave of Absence

For various reasons, students sometimes find it necessary or desirable to interrupt their enrollment at Pace University. The reasons for a leave of absence include, but are not limited to, the following:<sup>1</sup>

- To pursue academic endeavors elsewhere such as studying or conducting research at another institution
- Financial hardship
- An internship
- A serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child<sup>2</sup>
- Employment obligations

A leave of absence pursuant to this Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she currently is enrolled and will receive a "W" for each course from which the student withdrew. Although the "W" grades will appear on the student's transcript, they will not affect the student's cumulative quality grade point average. In addition, the student will be subject to the Tuition Cancellation Policy and certain financial aid rules and procedures. (Further information about the impact of a leave of absence on a student's financial aid may be found below under Financial Aid.)

Students who are contemplating a leave of absence are encouraged to speak with their academic advisor prior to submitting a

Leave of Absence Application. Academic advisors can provide information about the effect of a leave of absence on such issues as course sequencing and graduation date. After meeting with an academic advisor, in order to apply for a leave of absence, a student must:

- Complete a Leave of Absence Application.
- Submit the completed Leave of Absence Application for approval to the chair of the department in which the student's major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student's academic advisor.
- Submit the completed Leave of Absence Application with the signature of approval to the Office of Student Assistance.
- Provide whatever additional documentation the University may require concerning the student's request for a leave of absence.

Upon returning from a leave of absence, the student must complete a Resumption of Study Application. Information about resuming studies may be found in the Resumption of Study Policy.

Length of a Leave of Absence - Ordinarily, a leave of absence pursuant to this Leave of Absence Policy is limited to two consecutive semesters excluding the summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first fall or spring semester after the student applies for and approval is granted for a leave of absence. A leave of absence due to non-medical reasons will not be approved for more than two consecutive semesters (excluding summer semesters).

Under certain circumstances, however, a leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child may be extended for a total of four consecutive semesters (excluding summer semesters). For example, when a student applied for a leave of absence due to the serious medical condition of a parent, the expected time required for the parent to recover from an automobile accident was unknown. Subsequently, due to the prolonged recovery period, the student was unable to resume his or her studies on the date previously approved by the University. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child will not be approved for more than a total of four consecutive semesters (excluding summer semesters).

Degree Requirements and Graduation Date - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the student's leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements within eight semesters is scheduled to graduate in May 2013 takes a leave of absence in the Spring 2012 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2013 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before submitting a Leave of Absence Application, and again when resuming their studies, about the consequences, if any, of their leave of absence on degree requirements and graduation date.

Transfer of Credits Earned During Leave of Absence - Students contemplating taking courses at another college or university during their leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

Financial Aid - Students on a leave of absence pursuant to this Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with this Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. (Related information about the reinstatement of Pace-funded merit awards may be found in Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

International Students - The University is legally obligated to report a leave of absence for any reason by a student with an F-1 or J-1 visa to the Department of Homeland Security. Students with an F-1 or J-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness that prevents the student from returning to his or her home country and appropriate documentation from a hospital in the United States has been provided.

Students with an F-1 or J-1 visa who are contemplating a leave of absence must first consult with an advisor in the International

Students and Scholars Office, and again when they resume their studies after a leave of absence.

1 Information about a leave of absence due to military service may be found in the Military Leave of Absence Policy.

2 Students considering a leave of absence due to their own serious medical condition should consult the Medical Leave of Absence Policy.

## Military Leave of Absence

Pace University is required by federal law to readmit students who left the University or did not accept an offer of admission from the University in order to perform military service. The general requirements for readmission after military service are described below.

This Military Leave of Absence Policy (the “Policy”) applies only to United States military veterans seeking readmission to the same program in which they were enrolled when they last attended the University. Veterans seeking admission to a different program are not eligible for readmission under this Policy, nor are veterans eligible who began their military leave of absence prior to August 14, 2008.

A student is eligible for readmission if during his or her leave of absence the student performed voluntary or involuntary active duty service in the United States Armed Forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than thirty consecutive days. In order to be eligible for readmission under this Policy, the cumulative length of the absence and all previous absences from the University for military service cannot exceed five years, including only the time the student spent actually performing military service. Veterans who received a dishonorable or bad conduct discharge are not eligible for readmission under this Policy.

Ordinarily, unless notice is precluded by military necessity, a student (or an appropriate officer of the Armed Forces or official of the Department of Defense) must give written or verbal notice to the Assistant Director of Student Accounts, Office of Student Assistance (White Plains), of the student’s leave for military service as far in advance as is reasonable under the circumstances. To be readmitted students must give written or verbal notice to the Assistant Director of Student Accounts, Office of Student Assistance (White Plains), of their intent to resume their studies no later than three years after completion of the military service, or two years after recovering from a service-related injury or illness. Students who do not submit a notification of intent to resume their studies within the required time periods may not be eligible for readmission under this Policy, but may be eligible for readmission under the University’s Leave of Absence and Resumption of Studies Policies.

After the student provides notice of intent to reenroll, ordinarily the University must readmit the student into the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at or admitted to the University. The student may also request a later admission date or, if unusual circumstances require it, the University may admit the student at a later date. If the University determines that the student is not prepared to reenter the program with the same academic status where he or she left off, or will not be able to complete the program, the University must make reasonable efforts at no extra cost to the student to enable him or her to resume or complete the program. Reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest as long as they do not place an undue hardship on the University. If, after reasonable efforts by the University, the University determines that the student is not prepared to resume the program where he or she left off, or the University determines that the student is unable to complete the program, or the University determines there are no reasonable efforts the University can take to prepare the student to resume the program or to enable the student to complete the program, the University is not required to readmit the student.

If the program in which the student was previously enrolled is no longer offered, he or she must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

If the student is readmitted to the same program, for the first academic year in which the student returns, unless there are sufficient veterans or other service member education benefits to pay the increased amount of tuition and fees, the student will be charged the same tuition and fees the student was or would have been assessed for the academic year the student left on a military leave of absence. For subsequent academic years, veterans admitted to the same or a different program may be charged the same tuition and fees as are other students in the program.

For additional information about readmission under this Policy, please contact the Assistant Director, Office of Student Assistance (White Plains), at [VeteranAffairs@Pace.edu](mailto:VeteranAffairs@Pace.edu) or 877-672-1830 (option 8).

## Medical Leave of Absence

Students sometimes find it necessary or desirable to interrupt their enrollment at Pace University due to their own serious medical condition. A leave of absence pursuant to this Medical Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and ordinarily is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she currently is enrolled and will receive a “W” for each course from which the student withdrew. Although the “W” grades will appear on the student’s transcript, they will not affect the student’s cumulative quality grade point average. In addition, the student will be subject to the Tuition Cancellation Policy and certain financial aid rules and procedures. (Further information about the impact of a medical leave of absence on a student’s financial aid may be found below under Financial Aid.)

Procedure - Students contemplating a medical leave of absence due to their own serious medical condition should contact the



Office of Student Assistance to discuss the procedure and obtain the necessary forms. Students are encouraged to speak with their academic advisor prior to submitting a Medical Leave of Absence Application. Academic advisors can provide information about the effect of a medical leave of absence on such issues as course sequencing and graduation date.

In order to apply for a medical leave of absence, a student must complete a Medical Leave of Absence Application, a Consent for Communication Regarding Request for a Medical Leave of Absence and/or Resumption of Studies after a Medical Leave of Absence, and an Authorization for Information Release. The completed Application, Consent and Authorization must be submitted to the University Registrar, Office of Student Assistance, One Pace Plaza, New York, NY 10038. Upon receipt of these documents, the University Registrar will send a copy of the Authorization and a Treating Healthcare Provider's form to the student's treating healthcare provider in order to obtain information about the condition necessitating a medical leave of absence.

The completed Treating Healthcare Provider's form is to be returned by the treating healthcare provider to the Counseling Center or University Health Care, as the case may be, for review. If the Counseling Center or University Health Care approves the application for a medical leave of absence, the University Registrar will assist in obtaining the other necessary approvals.

Students are required to provide whatever additional information and/or documentation the University may require concerning the student's request for a medical leave of absence.

Upon returning from a medical leave of absence, the student must complete a Resumption of Study after a Medical Leave of Absence Application. Information about resuming studies may be found in the letter granting approval of the medical leave of absence and the Resumption of Study Policy, and from the University Registrar.

Length of a Leave of Absence - Ordinarily, a leave of absence pursuant to this Medical Leave of Absence Policy is limited to two consecutive semesters excluding the summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first fall or spring semester after the student applies for and approval is granted for a leave of absence.

Under certain circumstances, however, a leave of absence due to a student's serious medical condition may be extended for a total of four consecutive semesters (excluding summer semesters). For example, a student may have experienced post-operative complications that resulted in a recovery period longer than was anticipated at the time the student applied for a medical leave of absence. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the medical leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a student's serious medical condition will not be approved for more than a total of four consecutive semesters (excluding summer semesters).

Degree Requirements and Graduation Date - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the student's medical leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a medical leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a medical leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements within eight semesters is scheduled to graduate in May 2012 takes a medical leave of absence in the spring 2011 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2012 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a medical leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before applying for a Medical Leave of Absence and again when resuming their studies about the consequences, if any, of their leave of absence on degree requirements and graduation date.

Transfer of Credits Earned During Medical Leave of Absence - Students contemplating taking courses at another college or university during their medical leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

Financial Aid - Students on a leave of absence pursuant to this Medical Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Medical Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with this Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. (Related information about the reinstatement of Pace-funded merit awards may be

found in Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

**International Students** - The University is legally obligated to report a leave of absence for any reason by a student with an F-1 or J-1 visa to the Department of Homeland Security. Students with an F-1 or J-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness that prevents the student from returning to his or her home country and appropriate documentation from a hospital in the United States has been provided.

Students with an F-1 or J-1 visa who are contemplating a leave of absence must first consult with an advisor in the International Students and Scholars Office, and again when they resume their studies after a leave of absence.

## Probation and Academic Dismissal

Pace University students are expected to maintain good academic standing. The University considers a cumulative quality point average (CQPA) of 2.0 (undergraduate students only) to be evidence of good academic standing, but specific college/schools or programs may have higher requirements. Please contact school or program administrator for specific program definition of satisfactory progress. Any student who is not making satisfactory academic progress toward the degree is automatically put on academic probation and is reviewed by the academic standards committee of the appropriate college/school. Students are generally allowed one semester on probation to improve their academic performance and to raise their CQPA. However, students with serious or continuing deficiencies will be academically dismissed from the University. If a student is academically dismissed from the University, the dismissal is effective on all Pace campuses.

Students who are academically dismissed from the University are allowed one appeal. Student appeals are made directly to the respective college/school. Students may be reinstated only once through the appeals process. Students who are dismissed for poor academic performance may not register for classes at any of the Pace campuses for at least one full academic year. After this time, a student may apply for reinstatement to his or her college/school on his or her home campus. Please contact school or program administrator for the appropriate reinstatement procedure.

Students sometimes need to interrupt their studies at Pace University for medical reasons. In order to be approved for a leave of absence for medical reasons and entitled to reinstatement of their Pace-funded merit awards when they resume their studies, students are required to comply with the Leave of Absence Policy at the time they temporarily leave the University.

On occasion, a student who has a Pace-funded merit award may be incapable of complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time he or she leaves the University due to medical reasons and, consequently, is ineligible for the reinstatement of the Pace-funded merit award when the student resumes his or her studies. Under such circumstances, and provided the student has been approved to resume his or her studies in accordance with the Resumption of Studies Policy, if the student is denied reinstatement of his or her Pace-funded merit award because of the student's failure to timely comply with the Leave of Absence Policy, the student may appeal the denial to the Reinstatement of Pace-funded Merit Award Committee (the "Committee").

Only if the student demonstrates to the satisfaction of the Committee and the Provost that he or she satisfied each of the following three criteria will the appeal be granted:

- The student was absent for no more than four consecutive semesters (excluding summer semesters), beginning with the first fall or spring semester in which the student did not enroll at the University for medical reasons; and
- Once the student was capable of notifying the University of the reason for failing to comply with the Leave of Absence Policy, he or she followed the requisite procedure of the Leave of Absence Policy and was granted a retroactive leave of absence; and
- An extraordinary medical condition of the student or his or her spouse, domestic partner, sibling, parent, child or step-child reasonably prevented the student from complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time the student temporarily left the University.

Only upon receipt of sufficient evidence that the student satisfied each of the three criteria above, shall the Committee recommend to the Provost that the appeal be granted and the student's Pace-funded merit award be reinstated on the same terms and conditions as were in effect when the student stopped attending classes. The Provost shall accept the recommendation of the Committee provided he or she determines there is sufficient evidence that the student satisfied each of the three criteria above.

## Resumption of Studies

In order to resume their enrollment at Pace University after an interruption due to, among other reasons, a leave of absence pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, dismissals due to unsatisfactory academic performance, dismissals or suspensions due to disciplinary issues and, in certain circumstances, withdrawals, students must file a Resumption of Studies Application with the Office of Student Assistance.<sup>1 2</sup>

**Procedure** - In order to resume their studies at the University, at least three weeks prior to the commencement of the semester in which they wish to resume their studies, subject to the exceptions identified below, students must:<sup>3</sup>

- Apply to resume their studies on their home campus.
- Complete a Resumption of Studies Application.

- Submit the completed Resumption of Studies Application for approval to the chair of the department in which the student's major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student's academic advisor. Approval given to resume studies may be subject to certain conditions.
- Arrange for official transcripts from any university or college attended since the student's last enrollment at Pace University to be sent to the Office of Student Assistance at the University. (As stated in the Leave of Absence Policy and Medical Leave of Absence Policy, transfer credits for courses taken elsewhere during the leave of absence must be approved in advance by Pace University; otherwise, they may not be accepted by the University.)
- Submit the completed Resumption of Studies Application with the signature of approval to the Office of Student Assistance.
- Clear all "holds" on the student's account, including, without limitation, payment of all past due balances.
- Provide whatever additional documentation or approvals the University may request.
- Students are required to confer with an academic advisor before registering for any courses.

Exceptions to Procedure - In addition to any exceptions in the letter granting a medical leave of absence applicable to students applying to resume their studies after the medical leave, the procedure described directly above is subject to the following exceptions:

- One semester prior to the semester in which they wish to resume their studies, students in the School of Education, the Lienhard School of Nursing and the Physician Assistant Program must submit their completed Resumption of Studies Application to the Dean of the School of Education and Dean of the College of Health Professions, respectively, prior to submitting it to the Office of Student Assistance.
- International students who intend to resume their studies must first confer with a representative of the International Students and Scholars Office at least one semester prior to the semester in which they wish to resume their studies.

Degree Requirements and Graduation Date - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the interruption of the student's studies. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements within eight semesters is scheduled to graduate in May 2013 takes a leave of absence in the Spring 2012 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2013 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor when resuming their studies about the consequences, if any, of the interruption of their studies on degree requirements and graduation date.

Financial Aid - Students interested in financial aid should speak to a representative in the Financial Aid Office about whether they are eligible for financial aid upon their resumption of studies.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with the Leave of Absence Policy or Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. Pace-funded merit awards are not restored for students resuming their studies after a leave of absence due to a dismissal for academic reasons or a dismissal or suspension for disciplinary reasons. (Related information about the reinstatement of Pace-funded merit awards may be found in the *Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy*.)

<sup>1</sup> Information about a leave of absence due to military service and resumption of studies may be found in the Military Leave of Absence Policy.

<sup>2</sup> This Resumption of Studies Policy is not applicable to students who interrupted their enrollment at Pace University, whether or not pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, and now wish to enroll in the iPace program. For information about the iPace program, including eligibility criteria, please contact iPace@pace.edu.

<sup>3</sup> Students resuming their studies after a medical leave of absence must consult and comply with the terms and conditions for resuming their studies set forth in the letter granting them a medical leave of absence. If there is a conflict between this Resumption of Studies Policy and the terms and conditions in the letter, the letter supersedes the conflicting portions of this Policy. Students should contact the University Registrar for clarification about any conflicts as well as for complete information about the procedure for resuming their studies after a medical leave of absence.

## Grades and Academic Standing

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### Academic Integrity

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in the academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. The use of an outside source in any paper, report or submission for academic credit without the appropriate acknowledgment is plagiarism. It is unethical to present as one's own work the ideas, words, or representations of another without proper indication of the source. Therefore, it is the student's responsibility to give credit for any quotation, idea, or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension or dismissal from the University. Individual schools and programs may have more specific procedures for violations of academic integrity. Therefore, students are encouraged to familiarize themselves with the academic integrity policies of the University and of individual schools and programs in which they are enrolled. Students penalized for failing to maintain academic integrity who wish to appeal such action must follow the appeal procedure outlined in the Grades Appeal Process section or that of the individual school or program in which they are enrolled if such school or program has a separate appeal procedure in place.

### Grading System

A letter grade is awarded as a measure of student performance only by the faculty member assigned to teach a particular course and section. The spectrum of letter grades ranges from A through F, including plus and minus refinements to the letter grades, which are available to allow faculty greater flexibility in the measurement of student performance. The following describes the letter grading system and its descriptive and quantitative (percentage) equivalents. These equivalents are shown only as guidelines for faculty. Specific grading policies should be announced by the instructor in a given course.

Grade	Description	Quantitative
A, A-	Excellent	90-100%
B+, B, B-	Good	80-89%
C+, C	Satisfactory	70-79%
C-, D+, D	Passing	60-69%
F	Failing	0-59%
K	Grade Pending*	None
P	Pass (Pass/Fail Course)	None
W	Authorized Withdrawal	None
I	Work Incomplete <i>becomes F if not made up within six weeks</i>	None
I-F	Unauthorized withdrawal <i>not eligible to make up work</i>	0-59%
I-R	Remedial work required	None
SAT	Satisfactory ( <i>noncredit course</i> )	None
UNS	Unsatisfactory ( <i>noncredit course</i> )	None
AUD	Auditor - <i>No credit granted for course</i>	None

\*In specific courses (usually courses that continue the following semester) or in special circumstances, with the permission of the dean, a grade of K (pending) may be assigned. This extension may not exceed one year from the end of the semester in which the K grade is assigned.

## Quality Point System

Each letter grade translates into a numerical equivalent as cited below. The quality point average (QPA) is obtained by dividing the total number of quality points by the number of credits attempted at Pace, including a grade of "F", but not grades of "W," "I-R," "K" or "P." A QPA of 2.00 is necessary for graduation.

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
I-R	0.0
K	0.0
P	0.0
W	0.0

The quality point average (QPA) is obtained by dividing the total number of quality points by the number of credits attempted at Pace, including a grade of "F", but not grades of "W," "I-R," "K" or "P." A QPA of 2.00 is necessary for graduation.

## Incomplete Work

Inability to complete required course work or to take an examination may, at the discretion of the instructor, result in a grade of "I." A maximum of six weeks will be provided to allow the student to complete the required course work or examination. If the course requirements are not completed within the six-week period, the grade of "I" will automatically become an "F" failing grade.

## The "I-R" Grade and Referrals

A student in any course in the University who is found to be deficient in basic skills in English or, on the New York City campus, oral communication can be referred for remedial work. In such an instance, the student will receive the grade of "Incomplete-Referral" (I-R) with a provisional letter grade. The I-R grade is for those students who have mastered course content to the level of C or better but who have limited writing or oral deficiencies that can be remediated.

Referral at the end of a semester from any course offered by the University may also be made if a student demonstrated inadequate writing skills in prepared assignments or examinations. A referred student must complete the required remediation in the semester following the referral and may not take any other English course at the same time. A student who is referred at the end of the semester will receive a grade of Incomplete-Referral (I-R) for the course from which he or she was referred, with a provisional letter grade; the letter grade becomes official when the student has completed the remedial course.

**English as a Second Language (ESL) Course Referrals (New York City Campus Only)** - Students normally take each ESL course only once and in sequence, but a student who is unready for the next level, or whose writing skills are judged deficient by a teacher in any course in the university, may be required to repeat ENG 052, ENG 099A, or ENG 100A. In such cases, only the grade received on the second attempt appears on the student's permanent record. (no additional credit is given for repeating ENG 100A.)

If the student was referred for remediation at the end of a course, he or she receives a grade of Incomplete-Referral (I-R), with a provisional letter grade for that course. When the referred student has successfully completed the remediation, the provisional grade becomes official. Students referred to ENG 052, ENG 099A, or ENG 100A from a 100-level course are normally expected to complete the remediation in the following semester and may not take any other English course at the same time.

**Speech Clinic Referrals (New York City Campus)** - Students who do not achieve minimum departmental standards in COM 200 or COM 200A may be referred to the Speech and Hearing Center for a speech evaluation. Referred students may be assigned to speech clinic (SPE 050, SPE 052) for individual or group remedial speech services when appropriate. An assigned student must register for speech clinic in the semester following the referral. A grade of incomplete-referral (IR) with a provisional

letter grade is given to students in the course from which they were referred. The I-R grade is removed when the student registers for the speech clinic. However, she or he may be required to take more than one semester of the speech clinic.

## **Pass-Fail - Undergraduate**

Students with 60 credits and a cumulative GPA of at least 2.5 may take one elective course per semester pass-fail. Core courses and major courses are excluded. Not more than four courses toward the degree may be taken on a pass-fail basis. Only a grade of "F" will be computed into the GPA. Students must notify the Office of Student Assistance of their intent to take a course pass-fail within the first two weeks of a fourteen- or fifteen-week term, or the first week of a four-, six-, or seven-week session.

## **Change of Grade**

No grade will be changed beyond six months after the end of the semester in which the course was taken. No grade will be changed or recomputed nor will withdrawals be permitted after a degree has been awarded.

## **Grade Appeal Process**

As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance, but in a manner that reflects reasonable and generally acceptable academic requirements. Grades assigned in this fashion are final except as the instructor may wish to review them. No faculty member, administrator, or other individual may substitute his or her judgment of the student's performance for the reasonable judgment of the instructor.

Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may challenge that grade by first arranging, within a reasonable period of time (approximately 10 school days from the time that the student knew or should have known of the final course grade), to meet informally with the instructor to establish a clear understanding of the method by which the grade was determined. Every effort should be made to resolve the matter at the level of the instructor and the student. Students who have difficulty arranging a meeting with the instructor should consult the department chair.

If after meeting with the instructor, the student wishes to continue the grade challenge, the student may appeal in writing (with copies to the instructor and the dean of the school) within a reasonable period of time to the chair of the department that offers the course in question. The statement should clearly state the basis for questioning the grade received in the course. It should be noted that if the chair is the instructor, the appeal is to the dean of the school.

The chair's decision to have a grade reviewed or not is final. If the chair decides that the method by which the student's grade was determined was not proper, the chair will apprise the instructor of the basis for questioning the grade and request that the instructor review the grade. If the instructor, for any reason, does not review the grade, the chair will request that at least one other faculty member qualified to teach the course in question review the grade. In the process of such a review, the faculty member(s) is (are) authorized to assign a grade change and may, if necessary, require additional examination of the student's performance as a basis for the grade change.

Students may, at any point in this appeal process, solicit the advice and assistance of an individual faculty or staff member. This individual's authority in these matters is limited to mediating the relationship between the student and the instructor and/or chair.

## **Re-computation (Repeated Course) - Undergraduate**

If a student repeats a course, only the grade and credits earned the last time the course was taken will be computed in the cumulative GPA. Students wishing to apply for re-computation of their GPA must complete the paperless form. The GPA average will be recomputed only for the semester in which the student repeats the course; the average of the semester in which the course(s) was first taken will not be changed. If a student withdraws from the course during the semester in which it is being repeated, the cumulative GPA will reflect the original grade. Re-computation is not permitted after a degree has been awarded. Students who receive permission to take at another institution a course for which they failed to attain a passing grade at Pace will have the credit earned at the other institution treated as transfer credit at Pace (provided they attain a grade of "C" or better). The course may not be used to recompute the failing grade at Pace.

## **Records**

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### **Transcripts of Records Policy**

In accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, official academic transcripts cannot be released without the written consent of a student or alumnus. The University will not provide copies of academic transcripts to or on behalf of any student or alumnus with a delinquent outstanding balance. There is no fee assessed for official or unofficial academic transcripts. Current students and recent alumni may also request an academic transcript via the web through the MyPace Portal ([www.pace.edu/MyPace](http://www.pace.edu/MyPace)). Official academic transcripts are sent directly to other institutions; official academic transcripts sent to students are marked "Student Copy". Students and alumnus that do not

have a hold on their account may print an unofficial transcript through the MyPace Portal. The University accepts no responsibility for the accuracy of an unofficial academic transcript after it has been printed.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law designed to protect the privacy of a student’s education records, establish a student’s right to access and review his or her education records, provide guidelines for the correction of inaccurate and misleading information that may be contained in those education records, and create a right to file complaints about alleged FERPA violations with the Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, the rights created by FERPA transfer from the student’s parents to the student. These rights include:

- The right to have access to and review his or her education records maintained by the postsecondary institution.
- The right to seek amendment of his or her education records that contain inaccurate and misleading information.
- The right to limit the disclosure of personally identifiable information in his or her education record.
- The right to file a complaint about alleged FERPA violations with the Family Policy Compliance Office of the Department of Education.

FERPA protects personally identifiable information in a student’s education records. Education records are defined under FERPA as those records, files, data, video and audio tapes, handwritten notes and other material that contain information that is directly related to a student and maintained by Pace University or a party acting for the University. There are exceptions, however, to the definition of education records. For example, the term education record does not include:

- Records kept in the sole possession of the maker, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the records.
- Records of the Safety and Security Department of the University.
- Records relating to a student’s employment with the University.
- Records maintained by a physician, psychiatrist, psychologist, and other health care professionals in connection with treatment of a student.
- Records created or received by the University after a student is no longer in attendance and that are not directly related to the student’s attendance at the University.
- Grades on peer-graded papers before they are collected and recorded by the instructor.

Personally identifiable information includes, but is not limited to:

- The student’s name.
- The name of the student’s parents or other family members.
- The address of the student or the student’s family.
- The student’s social security number or student identification number.
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.
- Any information that alone, or in combination with other information, is linkable to a specific student that would allow a reasonable person who does not have knowledge of the relevant circumstances to identify the student with reasonable certainty.

### Access to and Review of Education Records

Under FERPA, a student has the right to have access to and review his or her education records with the exception of the following records: (i) information contained in an education record concerning students other than the student whose education record is being accessed; (ii) financial records, including any information those records contain, of the student’s parents; and (iii) confidential letters and statements of recommendation placed in the student’s education records after January 1, 1975 provided the student has waived his or her right to review those letters, and confidential letters and statements of recommendation placed in the student’s education records before January 1, 1975 and used only for the purpose for which they were specifically intended. (In order to waive the right to review confidential letters and statements of recommendation in a student’s education record, the student must submit a completed and signed Waiver of Right to Review Confidential Letters and Statements of Recommendation form to the Office of Student Assistance.)

Any student who wishes to access and review his or her education records must submit a dated written request to the custodian of the record, e.g., the Office of Student Assistance, a department chair, a program director, a faculty member. No later than 45 days after receiving the student’s request, the custodian will make arrangements for the student to review his or her education records. A representative of the University may be present during the inspection, and the student may be required to present valid photo identification before accessing the records. Photocopies of the records are available upon request and for a fee of fifteen cents per page.

### Amendment of Education Records

Under FERPA, a student who believes information in his or her education records is inaccurate, misleading, or in violation of the student’s privacy rights recognized by FERPA, has the right to request that the records be amended. The right to seek amendment of an education record does not include changes to a grade unless the grade assigned was inaccurately recorded, an opinion, or a substantive decision made by the University about the student.

To request an amendment, the student must submit a written request to the custodian of the record. The request should clearly identify the portion of the record the student seeks to have amended and specify the reasons for the requested amendment. If the custodian of the record determines the information contained in the record is inaccurate, misleading, or in violation of the

student's privacy rights recognized by FERPA, the custodian will amend the record and notify the student of the amendment in writing.

If the custodian determines an amendment of the student's education record is not warranted because it is not inaccurate, misleading or in violation of the student's privacy rights recognized by FERPA, the custodian will inform the student in writing of the decision not to amend and will also inform the student of his or her right to a hearing on the matter. The student's written request for a hearing must be received by the dean for students of the student's home campus within 30 calendar days of the date of the custodian's decision denying an amendment, and the hearing shall be held within a reasonable time thereafter. Within 5 business days after receiving the student's written request for a hearing, the dean for students or his or her designee will appoint a hearing officer to review the matter. The hearing officer must be a University representative with no direct interest in the outcome of the matter.

The hearing officer shall, in his or her sole discretion, determine whether, under the circumstances, the hearing should be conducted in-person or by telephone. The hearing officer shall provide the student and the custodian of the education record at issue with reasonable notice of the date, time, and place of the hearing if it is to be in-person and the date and time if it is to be conducted by telephone. The student and the custodian shall each have the opportunity to present evidence at the hearing in support of their respective positions. The student may, at his or her own expense, be assisted or represented by one or more individuals, including an attorney, of the student's choice.

Within a reasonable time after the hearing, the hearing officer will notify the student and the custodian of the record in writing of the hearing officer's decision. The hearing officer's decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision. If the hearing officer determines the information contained in the record is inaccurate, misleading, or in violation of the student's privacy rights recognized by FERPA, the record will be amended. However, if the hearing officer determines the information is not inaccurate, misleading, or otherwise in violation of the student's privacy rights recognized by FERPA, the education record will not be amended and the student has the right to place a statement in his or her record commenting on the contested information and explaining why he or she disagrees with the hearing officer's decision.

### **Disclosure of Education Records to Third Parties**

Absent an exception under FERPA, the University must obtain a student's prior written consent before it discloses personally identifiable information from a student's education records to a third party. In order to authorize the disclosure of personally identifiable information from his or her education records to a third party, a student must complete, sign and date the Authorization to Disclose Information from Education Records form and submit it to the custodian of the record from which the disclosure is to be made.

FERPA provides a number of exceptions, however, that allow the University to disclose information from a student's education record without the student's consent. Circumstances under which the University may disclose personally identifiable information from a student's education records without obtaining the student's consent, include, but are not limited to, the following:

- To University officials with a legitimate educational interest in the personally identifiable information to be disclosed. A University official includes, without limitation, faculty; officers; administrators; administrative assistants and clerical staff; safety and security staff; trustees; attorneys; auditors; health care providers; members (including student members) of University-sponsored committees and disciplinary boards; student employees assisting other University officials in performing their duties and responsibilities for the University; and a contractor, volunteer or other party to whom the University has outsourced University services or functions. A University official has a legitimate educational interest in the personally identifiable information to be disclosed if the official needs to review the education record in order to fulfill his or her professional duties and responsibilities for the University.
- To officials of another school in which the student seeks or intends to enroll.
- To the parents of a tax-dependent student as defined in section 152 of the Internal Revenue Code of 1986.
- In connection with the student's request for or receipt of financial aid if the information is necessary to determine the eligibility, amount or conditions of the aid, or to enforce the terms and conditions of the aid.
- In connection with a health or safety emergency if knowledge of the personally identifiable information is necessary to protect the health or safety of the student or other individuals.
- To the parents of a student under the age of 21 at the time of disclosure, and the disclosure concerns the student's violation of a federal, state or local law or University policy regarding the use or possession of alcohol or a controlled substance, provided the University has determined the student has committed a disciplinary violation with respect to the use or possession, and the disclosure does not conflict with any state law that prohibits such disclosure.
- Directory information (see discussion below of directory information).
- To comply with a judicial order or lawfully issued subpoena.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime.
- The final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense may be released to any third party if the student who is the alleged perpetrator is found to have violated the University's policies. Disclosure under this exception is limited to the name of the student perpetrator, the violation committed, and any sanction imposed. The disclosure shall not include the name of any other student, including the victim or a witness, without the prior written consent of the other student.
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- To organizations conducting studies for or on behalf of the University for the purposes of administering predictive tests or student aid programs, or improving instruction.



- To accrediting organizations to carry out their accrediting functions.

## Directory Information

FERPA permits the University to disclose directory information to the public without obtaining the student's prior written consent. Directory information is defined by FERPA as information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has defined directory information more specifically as:

- Student's name
- Campus telephone number
- Campus address
- University e-mail address
- Date of birth
- College or school in which the student is enrolled
- Program and/or field of study
- Enrollment status, e.g., undergraduate or graduate student, full-time, part-time, not enrolled, graduated
- School attended immediately prior to enrolling at the University
- Dates of attendance
- Degrees and honors
- Awards received
- The weight and height of members of athletic teams

Students may "opt out" of directory information and request that directory information, as defined above, be withheld, in whole or in part, and released only with the student's prior written authorization. Students who wish to opt-out of some or all of the directory information must complete and sign a Request to Opt-out of Directory Information form and submit it to the Office of Student Assistance on or before September 30 of each year. (Students who transfer to the University in the spring semester or return to the University in the spring semester after a leave of absence must submit a completed and signed Request to Opt-out of Directory Information form to the Office of Student Assistance on or before February 15.) Students who wish to revoke their previous request to opt-out of some or all of the directory information must submit a completed and signed Request for Revocation of Opt-out of Directory Information form to the Office of Student Assistance.

## Complaints of Alleged Failures to Comply with FERPA

A student who believes his or her FERPA rights have been violated or that the University has failed to comply with the requirements of FERPA has the right to file a complaint with the federal office that administers FERPA. Complaints should be addressed to:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Ave, SW  
 Washington, DC 20202-5901  
 Phone: 202-260-3887

## Additional Information about FERPA

The following U.S. Department of Education publications provide additional information for students and parents about FERPA: Frequently Asked Questions About FERPA, Disclosure of Information from Education Records to Parents of Students Attending Postsecondary Institutions, and FERPA General Guidance for Students.

## Forms

Authorization to Disclose Information from Education Records

Request to Opt-out of Directory Information

Request for Revocation of Opt-out of Directory Information

Waiver of Right to Review Confidential Letters and Statements of Recommendation  
 Revocation of Waiver of Right to Review Confidential Letters and Statements of Recommendation

## Scholastic Honors

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### Dean's List

Matriculated students ("degree students") who achieve a high standard of scholarship in a semester are named to the dean's list, published at the end of each fall and spring semester.

Honors are awarded as follows:

First Honors	3.85–4.00
Second Honors	3.65–3.84

Third Honors

3.50–3.64

To be eligible for honors, students must complete nine credits, excluding grades of P. Students who receive a D or F are ineligible for honors that semester. Students who attain a qualifying average through the removal of an incomplete grade after the six-week extension may not be included on the dean's list. Eligible students are sent a dean's list certificate by the dean of their college/school.

## National Honor Societies at Pace University

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**An invitation to all pace undergraduate students.** In keeping with its motto *Opportunitas*, the mission of Pace University is to provide its students with the opportunity to discover and fulfill their potential. At Pace University, supportive and challenging programs prepare graduates for meaningful lives and successful careers in a rapidly changing world. The university's commitments combine respect for traditional academic values with readiness to meet the challenges of the future with energy and innovation.

Pace University strives to foster intellectual growth, ethical maturity, civic responsibility, and professionalism in specific disciplines. National honor societies at Pace University play a vital role in advancing these goals. All national honor societies recognize academic excellence, promote scholarship, and enrich the undergraduate educational experience. Members benefit from fellowship among students, faculty, and active professionals. Honor societies are keys that open doors to graduate school, career opportunities, and professional development. Membership in an honor society bestows honor, recognition, and lifetime distinction. Honor societies keep their members informed of changing developments in their respective fields through meetings and publications. Finally, members may be eligible for scholarships offered by national honor societies that support undergraduate education, graduate education, and special activities. Students are encouraged to strive to meet the eligibility requirements of the appropriate honor societies listed below.

### Alpha Chi

#### The National College Honor Scholarship Society

Alpha Chi is a general honor society that admits students from all academic disciplines. The purpose of this honor society is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership in Alpha Chi recognizes previous accomplishments and provides opportunity for continued growth and service. Some 300 chapters, located in almost every state and in Puerto Rico, induct more than 11,000 members annually. Alpha Chi is distinctive in that it involves members in all aspects of its operation: chapter officer leadership, student representation on the National Council, local chapter event planning, and presenting scholarly programs at regional and national conventions.

### Alpha Delta Sigma

#### The National Marketing Honor Society

Alpha Delta Sigma is the national honor society sponsored by the American Advertising Federation.

### Alpha Iota Delta

#### The National Honor Society in the Decision Sciences

Alpha Iota Delta is dedicated to the ideal of solving the problems of mankind with humanity and rationality. Humanity is recognized in the decision sciences by understanding that there is a human component to every decision. Rationality is recognized by understanding that there is a need in every decision for order, sensitivity, and relativity. Alpha Iota Delta was formed to foster the growth of these ideals within future generations of the decision sciences by conferring distinction upon a very select group of current students who have distinguished themselves in decision science curricula and who hold high promise in their careers.

### Alpha Lambda Delta

The Alpha Lambda Delta chapter at Pace University began in the spring on 2012. Alpha Lambda Delta (ALD) is a national honor society for first year students. Students that earn a cumulative grade point ranking them in the top 20% of their class after the first semester are invited to join ALD. Alpha Lambda Delta offers students the opportunity to participate in community service and a variety of campus activities with other high achieving Pace University students. Lastly, ALD members are eligible to apply for exclusive for scholarships at the undergraduate and graduate level, and for studying abroad.

### Alpha Phi Sigma

#### The National Criminal Justice Honor Society

Alpha Phi Sigma is the nationally recognized honor society for students in the Criminal Justice Sciences. The society recognizes academic excellence by undergraduates as well as graduate students of criminal justice.

## Alpha Sigma Lambda

### The National Honor Society for Nontraditional Adult Students, Mu Alpha Chapter

The Mu Alpha Chapter of Alpha Sigma Lambda recognizes the special achievements of adult students who accomplish academic excellence while facing competing interests at home and at work. This honor society is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career.

## Beta Alpha Psi

### The National Honor Society for Accounting, Finance, and Information Systems

Beta Alpha Psi is the national honorary and professional fraternity for students of accounting, finance, and information systems. As the premier professional accounting and business information fraternity, Beta Alpha Psi recognizes academic excellence and complements members' formal education by providing interaction between students, faculty, and professionals, and by encouraging ethical conduct, and public service. Beta Alpha Psi brings excellent students and business professionals together and fosters professional and social development by sponsoring activities that enhance the educational experience and broaden the perspective of each member. The Pace chapter has earned "Superior Chapter" status nationally each year since its inception.

## Beta Beta Beta

### The National Biology Honor Society

Beta Beta Beta (TriBeta) is a society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research. Since its founding in 1922, more than 175,000 persons have been accepted into lifetime membership, and more than 430 chapters have been established throughout the United States and Puerto Rico.

## Beta Gamma Sigma

### The National Honor Society in Business

Beta Gamma Sigma is the preeminent national honor society in business. Membership in Beta Gamma Sigma is the highest national scholastic recognition that a student in business can receive in an undergraduate or graduate program at a school accredited by the AACSB International — The Association to Advance Collegiate Schools of Business. The first national honor society in business, Beta Gamma Sigma was the result of a merger of three separate societies established to honor academic achievement in business at the University of Wisconsin, University of Illinois, and the University of California.

## Gamma Kappa Alpha

### The National Italian Honor Society

The Gamma Kappa Alpha National Italian Honor Society is a society formed to acknowledge superior scholastic performance in the field of Italian language, literature, and culture, and is open to membership at institutions of higher learning in the United States and Canada. The Society encourages college students to acquire a great interest in, and a deeper understanding of, Italian culture, art and history. The organization recognizes outstanding undergraduate scholarship in the field of Italian by awarding annually the Gamma Kappa Alpha Award for Scholarship.

## Golden Key International Honour Society

### Golden Key International Honour Society

Golden Key International Honour Society recognizes and encourages scholastic achievement and excellence in all undergraduate fields of study, unites with faculty and administrators in developing and maintaining high standards of education, provides economic assistance to outstanding members by means of both undergraduate and graduate scholarships, and promotes altruistic conduct through voluntary service.

## Kappa Delta Pi

### The International Honor Society in Education

Kappa Delta Pi is dedicated to scholarship and excellence in education. The Society is a community of scholars pledged to recognize scholarship and excellence in education, promote the development and dissemination of worthy educational ideas and practices, enhance the continuous growth and leadership of its diverse membership, foster inquiry and reflection on significant educational issues, and maintain a high degree of professional fellowship. Those students interested in the International Honor Society in Education for the Pleasantville campus, please refer to Pi Lambda Theta.

## **Kappa Mu Epsilon**

### **The National Mathematics Honor Society**

Kappa Mu Epsilon is a specialized honor society in mathematics, founded in 1931 to promote interest in mathematics among undergraduate students. The chapters' members are selected from students of mathematics and other closely related fields who have maintained high standards of scholarship, have professional merit, and have attained academic distinction.

## **Lambda Pi Eta**

### **The National Communications Honor Society**

Lambda Pi Eta is an honor society that seeks to recognize, foster, and reward outstanding scholastic achievement, to stimulate interest in the field of communication, to provide an opportunity to discuss and exchange ideas in the field of communication, and to establish and maintain close relationships and understanding between faculty and students.

## **Lambda Sigma**

### **The National Honor Society for Second-Year Students**

**Lambda Sigma Sophomore Honor Society:** This national sophomore honor society, with chapters on both campuses, provides leadership and engagement opportunities for its members. Each year a maximum of 50 sophomores are inducted. These students have earned a minimum GPA of 3.5 and have demonstrated they are committed to the society's focus on leadership, scholarship, fellowship and service.

## **Omicron Delta Epsilon**

### **The International Honor Society in Economics**

Omicron Delta Epsilon is one of the world's largest academic honor societies. The objectives of Omicron Delta Epsilon are to recognize scholastic attainment and to honor of outstanding achievements in economics, as well as to establish closer ties between students and faculty in economics within colleges and universities, and among colleges and universities.

## **Phi Alpha Theta**

### **The National History Honor Society**

Phi Alpha Theta is a professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. This honor society seeks to bring students, teachers, and writers of history together for intellectual and social exchanges.

## **Phi Sigma Iota**

### **The International Foreign Language Honor Society**

Phi Sigma Iota recognizes outstanding ability and high standards of students and faculty of foreign languages, literatures and cultures (including classics, linguistics, philology, comparative literature, ESL, bilingual education, and second language acquisition). It is the highest academic honor in the field of foreign languages. Phi Sigma Iota has initiated over 50,000 members since its foundation in 1917, and has created and supported numerous scholarship programs.

## **Pi Delta Phi**

### **The National French Honor Society**

Pi Delta Phi recognizes outstanding scholarship in the French language and its literatures, increases the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world, and stimulates and encourages French and francophone cultural activities.

## **Pi Gamma Mu**

### **The International Honor Society in Social Sciences**

Pi Gamma Mu recognizes undergraduate and graduate students who have distinguished themselves as scholars of the social sciences. Academic disciplines concerned principally with human behavior. Pi Gamma Mu considers the following fields to be included among the social sciences: anthropology, criminal justice, economics, geography, history, international relations, political science, psychology, and sociology.

## Pi Lambda Theta

### The International Education Honor Society

Pi Lambda Theta is an international honor society and professional association in education that honors excellence and fosters leadership skills and intellectual values. Membership is open to students and professionals who have met specific academic requirements or who have achieved certification by the National Board for Professional Teaching Standards. Members can draw on a network of colleagues for professional support and friendship – before graduation, throughout a career, and after retirement. Those students interested in the International Honor Society in Education for the New York City campus, please refer to Kappa Delta Pi.

## Psi Chi

### The National Honor Society in Psychology

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology.

## Sigma Iota Epsilon

### The National Management Honor Society

Sigma Iota Epsilon is the premier honorary and professional fraternity organization in management. Sigma Iota Epsilon recognizes superior scholarship and offers members opportunities to engage in professional programs and other activities intended to bridge the gap between management theory and management practices.

## Sigma Tau Delta

### The International English Honor Society

Sigma Tau Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. One of the largest members of the Association of College Honor Societies, Sigma Tau Delta has more than 600 active chapters, more than 900 faculty sponsors, and inducts approximately 7,000 members annually.

## Sigma Theta Tau

### The International Honor Society of Nursing

Sigma Theta Tau International honors those who demonstrate a personal commitment to nursing excellence. Sigma Theta Tau is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care. Members are committed to providing the latest research, information, and technology in nursing science, and are instrumental in the profession's scientific journey toward improved patient care.

## Sigma Xi

### The International Honor Society of Science and Engineering

Sigma Xi is a scientific research society. One of the oldest and largest scientific organizations, Sigma Xi has promoted a variety of science-oriented programs since its founding in 1886. Its goals are to foster worldwide interactions involving science, technology, and society; to encourage appreciation and support of original work in science and technology; and to honor scientific achievements. Sigma Xi is a society of more than 80,000 scientists throughout the world. Throughout its history, there have been 195 Nobel laureates in Sigma Xi.

## Upsilon Pi Epsilon

### The International Honor Society for the Computing Sciences

Upsilon Pi Epsilon is the first and only international honor society for the Computing Sciences. It was founded in 1967 to recognize scholarship and professionalism. Membership in Upsilon Pi Epsilon is limited to candidates who can effectively achieve the goals of recognizing outstanding talent in the computing sciences, promoting high scholarship in the computing

sciences, establishing and maintaining high standards, representing the computing sciences in interdisciplinary communications, and encouraging individual contributions to society through the computing sciences.

## Graduation Policies, Honors, and Awards

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**Commencement** - Commencement exercises are scheduled once a year, every May. Degree recipients in December, or students who are expected to complete their degree requirements in May or August of the same year, are eligible to participate in commencement exercises in May.

**Latin Honors** - Bachelor's Degree Students Are Awarded Honors For High Scholastic Achievement On The Following Basis:

Summa cum laude	Final QPA of 3.85–4.00
Magna cum laude	Final QPA of 3.65–3.84
Cum laude	Final QPA of 3.50–3.64

**Graduation With Distinction** - Students who have completed 32–59 credits at Pace University, and are therefore not eligible for Latin Honors, and who have earned a bachelor's degree with a final QPA of 3.50 are eligible to receive their degrees with distinction. Graduates of the associate degree programs who have earned a final QPA of 3.50 and have completed at least 30 credits at Pace are also eligible to receive their degrees with distinction.

## Commencement Awards

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**Trustees' Award** - This award is presented to the graduating student whose positive contributions to university life and whose academic accomplishments exemplify the highest level of achievement attainable for an undergraduate. The student receiving the award must have completed a minimum of 60 credits at pace.

**Community Service Award** - This award is presented to the graduating student whose active contributions to the life of the university community and to the endeavors of our neighbors in the surrounding community most admirably embody an appreciation for social responsibility. The student receiving the award must have completed a minimum of 60 credits at Pace with a cumulative QPA of 2.75 or better.

**The Henry Birnbaum Endowed Scholastic Achievement Award** - This award is presented to a graduating full-time graduate or undergraduate student who has earned all of his/her degree credits at Pace University on the New York City Civic Center Campus, who has shown outstanding scholarly aptitude during his/her tenure at Pace, and who has earned a quality point average of at least 3.8 upon graduation.

**The Charles H. Dyson Award** - This award is presented to the outstanding member of the Dyson College Society of Fellows.

**Scholastic Achievement Award** - This award is presented to the graduating students in the Dyson College of Arts and Sciences, Lubin School of Business, School of Education, Lienhard School of Nursing, and Seidenberg School of Computer Science and Information Systems excelling in scholarship, effectiveness in class discussions, research, and general performance in a bachelor's degree program. The students receiving the award must have completed a minimum of 60 credits at Pace and be qualified at least for graduation cum laude.

**Academic Leadership Award** - This award is presented to the graduating students who best exemplified academic citizenship through integrating academic achievement and leadership skills to serve as a role model for other students. Students receiving this award must have a cumulative QPA of 3.3 or higher.

## Other Policies

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### Affirmative Action Policy Statement

The Affirmative Action Policy of Pace University is adopted pursuant to its commitment to the principles of equal opportunity for all minorities and women, which specifically pledges the university to a policy of nondiscrimination toward any person in employment or in any of its programs because of race, color, religion, disability, national or ethnic origin, sexual orientation, veteran status, age, sex, or marital status. Pace University admits, and will continue to admit, qualified students of any race, color, religion, disability, national or ethnic origin, sexual orientation, veteran status, age, sex, or marital status, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not and will not discriminate on the basis of race, color, religion, disability, national or ethnic origin, sexual orientation, veteran status, age, sex, or marital status in employment, in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

### Information for Students with Disabilities

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The same rigorous standards for admission apply to students with and without a disability. In order to support the continued success of students with disabilities, the University prohibits discrimination on the basis of disability and is committed to ensuring equal access for students with disabilities to its facilities, programs, and activities. The University's commitment to equal

educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities.

## Disabilities and Accommodations

Federal law, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as state and local laws prohibit institutions of higher education from discriminating against students with disabilities. The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual, has a record of such an impairment, or is regarded as having an impairment.

Students with, among others, visual, hearing and mobility impairments, psychological disorders (including, but not limited to, specific learning disabilities, organic brain syndrome, attention deficient disorder, emotional or mental illness), and chronic health disorders such as diabetes, heart disease, and HIV infection (whether asymptomatic or symptomatic) may be disabled and therefore eligible for a reasonable accommodation. Each student diagnosed with a particular disability will have a different level of functioning even within the same disability category. Further, compensation skills will also vary from one student to another and in the same student over time. Therefore, accommodations are determined on a case-by-case basis according to a student's documented needs, guidelines suggested by federal and state law, and criteria developed by the University.

Identifying and implementing a reasonable accommodation for a student with a disability is an interactive process that includes shared responsibility between the University and the student. Accommodations include adjustments to make the campus, residential housing, transportation and parking accessible, academic adjustments or modifications, and auxiliary aids and services. Examples of academic adjustments that may be made available to eligible students include priority registration, substitution of one course for another, a leave of absence, and extended time to complete an assignment or test. Auxiliary aids and services that may be provided to eligible students include, for example, note takers, recording devices, sign language interpreters, and computers equipped with voice recognition or other adaptive software.

The University is required to provide a reasonable accommodation; it is not required to provide the specific accommodation requested by the student. In providing accommodations, the University is not required to lower or effect substantial modifications to essential requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Thus, for example, although the University may be required to provide extended time within which to complete a test, it is not required to change the substantive content of the test. Personal attendants, individually prescribed devices, readers for personal use or study, wheelchairs, hearing aids, and other devices or services of a personal nature are the responsibility of the student, not the University. Finally, the University is not required to make modifications or provide auxiliary aids or services that would result in an undue burden on the University.

Funding for auxiliary aids and services may be available from certain state agencies such as, for example, the New York State Office of Vocational and Educational Services for Individuals with Disability. For those auxiliary aids and services that are likely to be funded by a state agency, the University may require the student to apply to the agency for funding. The University may provide assistance with the application for funding.

## Request for an Accommodation

To request an accommodation for a qualifying disability, a student must self-identify and register with the Assistant Director of Disability Services for his or her campus. The Assistant Director of Disability Services for the New York City campus, Jenna Cler, may be contacted at the Counseling Center at 156 William Street, 8th floor, New York, New York 10038, 212-346-1526 or by email at [JCler@pace.edu](mailto:JCler@pace.edu). The Assistant Director for the Westchester campus, Elisse M. Geberth, may be contacted at the Counseling Center in the Administration Center at 861 Bedford Road, Pleasantville, New York 10570, 914-773-3710 or by email at [EGeberth@pace.edu](mailto:EGeberth@pace.edu). Notifying other University offices, faculty or staff does not constitute giving notice to the University of a request for an accommodation. No one, including faculty, is authorized to evaluate the need and arrange for an accommodation except the Assistant Director of Disability Services. Moreover, no one, including faculty, is authorized to contact the Assistant Director of Disability Services on behalf of a student.

It is the student's responsibility to request an accommodation. Because some accommodations may take considerable time to arrange, students are urged to contact the Assistant Director of Disability Services in order to request an accommodation as soon as possible after receiving notice of admission to the University. Untimely requests may result in delay, substitution, or an inability to provide an accommodation. If a request for an accommodation is submitted late, the Assistant Director of Disability Services will, nevertheless, make every reasonable effort to process the request for an accommodation.

Before an accommodation will be provided, the student may be required to submit medical and/or other diagnostic information concerning the student's disability and limitations. If the information provided is unclear or incomplete, the student may be required to provide additional information or participate in further evaluations. In addition, the University may, at its expense, arrange for its own evaluation of the disability and needs of a student.

The Assistant Director of Disability Services will, in conjunction with others as may be appropriate, evaluate the information provided by the student and health care providers; refer the student for additional testing and evaluation as may be necessary; make recommendations for the accommodations to be provided to the student; and, assist in arranging for the implementation of the accommodation to be provided.

If a student experiences difficulties with the implementation of the accommodation or, if after it has been implemented, a student has concerns that the expected results of the accommodation are not being met, the student must promptly notify the Assistant Director of Disability Services. The Assistant Director of Disability Services will, as may be appropriate, endeavor to remedy the situation.

If a student disagrees with the accommodation recommended by the Assistant Director of Disability Services, he or she should promptly appeal the recommendation to Ms. Debbie Levesque, the University's Assistant Dean for Community Standards and Compliance, who may be contacted at 914-923-2892 or by email at [DLevesque@pace.edu](mailto:DLevesque@pace.edu).

Depending on the nature of the disability and the accommodation provided, a student may be required periodically to submit medical and/or diagnostic information demonstrating the current status of the disability and/or to renew the request for an accommodation.

Any questions about the services offered by the University to disabled students or the procedures for requesting an accommodation should be directed to the Assistant Director of Disability Services at 212-346-1526 or 914-773-3710.

## Confidentiality

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The information and documents provided to the University in support of a student's request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

## Complaints of Disability Discrimination

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If a student has concerns that he or she has been discriminated against because of a disability, he or she should contact the University's Affirmative Action Officer at 212-346-1310 or 914-773-3856.

## Additional Services Offered by the Counseling Center

The University's Counseling Center offers psychological services to all students. To make an appointment, call the Counseling Center at 212-346-1526 or 914-773-3710.

## Emergency Closings and Other Changes in Class Schedules

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Occasionally, the University is confronted by the need to close because of inclement weather or other reasons beyond the University's control. Such closings are normally announced through the major radio stations in New York City and Westchester County and often appear on their Web sites. In addition, students can also check the Pace University home page, and/or call the Pace Events Phone (PEP) for school closing information.

- **New York City - (212) 346-1953**
- **Pleasantville/Briarcliff/White Plains - (914) 773-3398**

Closings are also posted on the University's website at [www.pace.edu](http://www.pace.edu) and are sent via text message and email for those who sign up for Emergency Notifications at [alert.pace.edu](mailto:alert.pace.edu).

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of University equipment (including computers), unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The University shall not be responsible for the refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled. Nor shall the University be liable for any consequential damages as a result of such a change in schedule.

## University Core Curriculum

### Core Curriculum Overview

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Pace University offers an innovative, cutting-edge Core Curriculum of liberal arts and sciences courses central to all undergraduate degrees and required of all Pace undergraduate majors.

Effective with the entering class of Fall 2013, this curriculum requires a minimum of 44 credits in the Liberal Arts and Sciences that are grouped into two distinct sections: Foundational Requirements and Areas of Knowledge. Foundational Requirements include courses in Writing, Mathematics, Science, Computer Science, and Language. Areas of Knowledge requirements provide students flexibility and choice in selecting courses, including the option of developing an in-depth sequence in a specific arts and science discipline.

Core Curriculum courses, regardless of a student's major, address fundamental problems and issues in the Arts and Sciences from diverse perspectives and approaches and ensure that Pace graduates will develop abilities essential to success in college study and in careers and also achieve competency in a variety of skills that are sought by employers and are needed for graduate level work. Moreover, core courses are enriching intellectually and personally and serve to prepare students to become lifelong learners, better able to respond to the inevitable changes and challenges of their professional and personal lives.

#### Objectives of Foundational Requirements:



Section I of the Core Curriculum ensures that you will achieve competency in a variety of communication and quantitative skills. You may be eligible to place out of some foundational requirements by taking proficiency or placement exams in English, language, or computing. If you require additional work and support in these vital skill areas, you will find the help you need through this series of courses.

### **Completion of Foundation Requirements:**

New students entering as freshmen are required to complete Foundational Requirements within 66 credits.

### **Objectives of Areas of Knowledge Requirements:**

Section II of the Core Curriculum offers broad exposure to a variety of approaches and perspectives in the Humanities, Social Sciences and Sciences, and to different modes of analysis and understanding. These courses are intended to develop a sense of social, civic, and global awareness and responsibility. There are hundreds of courses to choose from. Moreover, this section offers students the opportunity to develop an in-depth sequence or concentration.

### **12 Learning Outcomes of the Core Curriculum are:**

- \* Communication
- \* Analysis
- \* Intellectual depth, breadth, integration and application
- \* Effective citizenship
- \* Social Interaction
- \* Global, National, and International Perspectives
- \* Valuing
- \* Problem-solving
- \* Aesthetic response
- \* Information Literacy and Research
- \* Scientific and quantitative reasoning
- \* Technological Fluency

### **Features of the Pace University Core Curriculum are:**

- \* Community Building
- \* Focus on Student Learning Outcomes
- \* Social responsibility and civic engagement
- \* Choice and Flexibility
- \* Ability to complete a minor in the Core

### **Other University Core requirements that fit into one of the two sections include:**

- \* One Learning Community (LC): Should be taken within the first two years of study
- \* Two Writing-Enhanced Courses (WE): In addition to Foundation writing courses
- \* One Civic Engagement and Public Values Course: [CE and formerly AOK 1]

Note that the above Other Core requirements may be satisfied by Foundational courses, Area of Knowledge courses, major courses, and Open Elective credits. Moreover, school advisors are available to provide students with assistance in choosing these and other Core courses.

### **OUTLINE of FALL 2014 UNIVERSITY CORE CURRICULUM: (44-55 minimum credits)**

#### **Foundational Requirements:**

- ENG      Composition (*can test out*)
- ENG      Critical Writing

ENG Writing in the Disciplines \*\*

COM Public Speaking

MAT Mathematics

SCI Science

CIS Computer Science

Second Language Proficiency (*can test out*)

and

#### Areas of Knowledge Requirements:

WH Western Heritage course(s)

WCT World Cultures and Traditions course(s)

HCE Humanistic and Creative Expressions course(s)

HSN Analysis of Human, Social, & Natural Phenomena course(s)

\*\* New students entering as freshmen are required to complete this course by the time they attain 30 credits and, in addition, must complete the remainder of the Foundational Requirements within 66 credits.

#### University 101:

University 101 is a Required First Year Learning Experience. Full-time day students that transfer to Pace University with fewer than 17 credits are required to enroll in a UNV 101 class in their first semester unless they have received transfer credit for the equivalent of Pace University's UNV 101 course. University 101 is not offered as an evening course.

## Second Language Proficiency Policy

1. **Placement based on AP scores** – For students who have taken an AP exam in French, German, or Spanish Language or Literature, the placement is as follows:

**Score of 4 or 5** – Students receive six (6) Pace credits and are exempt from taking language courses for core, but are encouraged to continue language studies to develop proficiency. Students who elect to continue may select any 300-level course. They might also consider completing a minor or major (or second major) in a language.

**Score of 3** – Placed in a three-credit (3) 200-level course. Course No. 280, "Intensive Review," is the recommended course in Spanish or French, but other options are also possible. Must complete one (3 credit) language course to satisfy the language core requirement.

#### 2. Placement based on SAT II Exam Scores

Students may take the SAT II language exam, as high school or college students. The placement is as follows:

**Score of 550 or above** – Exempt from taking language courses for core, but are encouraged to continue language studies to develop proficiency. Such students may select any 300-level course. They should also consider completing a minor or major (or second major) in a language.

**Score of 450-549** – Placed in a three-credit (3) 200-level course. [No. 280, "Intensive Review," is the recommended course in Spanish, French, and Italian, but other options are also possible.] Must complete that one language course to satisfy the language core requirement.

**Score of 300-449** – Placed in course number 102. Must complete 102 plus a 200-level course to satisfy the language core requirement.

**Score below 300** – Placed in course number 101. Must complete 101 and 102 to satisfy the language core requirement

For further information on registering for the SAT II exam, go to:

[http://www.collegeboard.com/student/testing/sat/lc\\_two.html](http://www.collegeboard.com/student/testing/sat/lc_two.html)

#### 3. Placement based on high school record

If a student has studied a language for the following length of time in high school, he/she will be placed at the following level of the same language:

**Four years – No. 280** or other 3-credit 200-level course selected by the student. Must complete that one language course to satisfy the language core requirement.

**Three years – No. 280** (Intensive review) is the best option in French, Spanish, or Italian. In Japanese and Chinese, the intensive review course is No. 281 in PLV and No. 271 in NYC. Must complete that one language course to satisfy the language core requirement.

**Two years or one year (during any high school years) – No. 101.** Must complete 101 and 102 to satisfy the language core requirement. (Note: Students with a facility for language may elect to accelerate their language study by enrolling in intensive language study 101A and 102B, offered consecutively for seven weeks each during a single 14-week semester.)

#### 4. **Placement for those starting a new language**

All students starting a new language at Pace will be placed at the beginning (101) level. Those students must complete 101 and 102 in that language to satisfy the language core requirement.

### **Notes on Language Core Requirements:**

- Students who have completed their secondary schooling at an institution where English is not the language of instruction are exempt from the core language requirement. However, they are invited to learn a new language at Pace.
- American Sign Language (ASL) may be used to fulfill the core language requirement. Transfer students with two semesters of college-level study of ASL (grade "C" or better) will receive transfer credit and will be exempt from further study of any language at Pace.
- Transfer students in the professional schools, with the exception of the School of Education, may take a culture course to fulfill the entire language core requirement. The remaining three (3) credits are to be made up in Inquiry and Exploration.

### **Transfer Students**

Transfer students must complete 60 credits in the Arts and Sciences. They must fulfill the Foundational Requirements and the Civic Engagement course, with flexibility for the remaining credits. Transfer students in the professional schools, with the exception of the School of Education, may take a culture course to fulfill the second language requirement.

For purposes of determining the appropriate University Core Curriculum requirements for students who come to Pace with transfer credits, a transfer student is defined as one who successfully completes (grade of "C" or better) a minimum of 25 college-level credits prior to the student's attendance at Pace University. Students with fewer than 25 transfer credits (freshmen) will be required to take the entire new core.

### **In-Depth Sequence**

In completing their core requirements, an alternative for qualified students is to explore a subject area in the arts and sciences in some depth. Pace students are afforded the option of concentrating in a subject area by pursuing an "in-depth sequence."

An in-depth sequence consists of at least nine (9) credits in a subject area within the core, beyond core requirements in that area, and is in a field of study outside the student's major. Students build an in-depth sequence of courses (no more than one course from each Area of Knowledge). Students may apply the in-depth sequence toward a minor or second major in the Arts and Sciences. Courses in the sequence may not substitute for requirements in the student's school or first major program.

A student wishing to pursue an In-Depth Sequence should consult the Office of the Dean of the Dyson College of Arts and Sciences in order to file an approved program for courses with the Office of Student Assistance in advance of study.

# GENERAL UNIVERSITY

## Profile

### Mission

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Pace University's historic mission retains its central importance today: To provide high quality professional education and training coupled with an excellent liberal education to students for whom that education offers the opportunity to lift their lives and prospects to new levels.

### Vision

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Pace is a university dedicated to offering a wide array of programs of education for professions in demand, framed by the perspective and independent critical thinking that comes from an excellent liberal education. In selected areas in each school or center, Pace will offer professional programs that are among the best in the New York tri-state area. Pace will always seek to relate its programs of professional education to the most important currents in those professions, capitalizing on its location in and around New York City to offer students real-world experience through internships and co-operative work experiences, using community service as a learning tool and employing problem-solving and other teaching techniques that re-enforce the relationship between a student's university experience and professional challenges and satisfactions.

### The Pace Story

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The Pace story began in 1906 when Homer and Charles Pace borrowed \$600 to rent classrooms in the old New York Tribune building in lower Manhattan - located on the site where Pace Plaza stands today. Initially their curriculum focused on preparing men and women to become accountants. At the time, Pace was an innovation that met the needs of the modernizing world, providing opportunity to men and women who aspired to a better life. Over the next 100 years the Pace tradition of innovation continued, providing opportunity to a highly diverse and motivated population who wanted access to better jobs in the arts, nursing, law, education, information technology, business, and science, as well as knowledge that would create a better life for themselves and for others.

Pace Institute began its transformation after World War II into a modern university with emphasis on the liberal arts and sciences. With dynamic leadership and fiscally sound management, Pace grew from rented facilities and few resources into one of the largest universities in New York State, with a multimillion dollar physical plant, an endowment of nearly \$100 million, and a reputation for excellent teaching and talented, ambitious graduates.

The University's decision to develop a college of arts and sciences, established in 1966 as both an autonomous academic unit and a foundation for the undergraduate core curriculum, has strengthened and enriched the educational experience of Pace students and provided an ongoing source of intellectual enrichment to the University. The Dyson College of Arts and Sciences is central to the intellectual life of Pace, to shaping academic priorities, and to providing ethical, humanistic, and scientific principles upon which lives and careers are founded.

From its origins as an institute with an excellent business curriculum that prepared men and women for careers in accounting, Pace's Lubin School of Business has continued to improve, building its reputation for excellence in business education. The University founded the Lienhard School of Nursing, the School of Law, the School of Education, and the Seidenberg School of Computer Science and Information Systems in response to the need for strong professionals in other disciplines. Together Pace University's six schools and colleges provide outstanding professional preparation that meets the needs of employers in the New York metropolitan area and around the globe.

### Academics at Pace

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Now over 100 years old, Pace is a private, metropolitan university located in New York City and Westchester County whose five schools and one college offer a wide range of academic and professional programs. Educating achievers who are engaged with critical issues both locally and globally, the University enrolls approximately 13,000 students in bachelor's, master's, and doctoral programs.

At the heart of Pace's academic values is a historic commitment to excellence in teaching, as manifested by small classes, an emphasis on skill development and critical thinking, special tutoring and support services, and academic advising. Academic experiences at Pace emphasize teaching from both a practical and theoretical perspective, drawing on the expertise of full-time and adjunct faculty members who balance academic preparation with professional experience to bring a unique dynamic to the classroom.

The University supports and encourages scholarly activity among its intellectually vital faculty. Much of the work has professional application, and Pace particularly invites scholarship that directly relates to the classroom experience and involves students in the research process.

Pace has always had a student-centered focus and is committed to providing access to those who range widely in age, ethnicity, socioeconomic background, and academic preparation. This includes increasing amounts of institutional financial aid to help students meet the growing costs of a private education; locations in New York City and Westchester County; evening, weekend, and summer scheduling; and special counseling and academic support services, all ways in which the University has sought to enhance the accessibility and opportunities of a Pace education.

A significant tradition of Pace University is its strong relationship with business, civic, and community organizations. Pace's co-operative education program provides robust internship experiences with a wide range of employers. Dedicated to educating its students to be civically engaged, the University also emphasizes involvement with the community. With more than 85,000 alumni living in the New York City metropolitan area, strong networking opportunities mark the Pace experience.

Recognizing that international education is key to student success, Pace is working to enhance its wide range of study abroad options, faculty led travel courses, programs for international students, and awareness of prestigious fellowships. Pace is committed to working with talented undergraduates to compete for prestigious national and international awards, and in fact, 37 Pace graduates have been awarded Fulbright student fellowships to conduct research and teach English abroad since 2002.

Pace University in the 21<sup>st</sup> century is shaped by its enduring traditions of opportunity and innovation. One hundred years after its founding, the University continues its commitment to providing access to a diverse population while innovating to meet the needs of the global economy. Known for academic breadth, community involvement, and professional readiness, Pace University prepares its students to contribute to their professions and their world.

## A Multicampus University

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### New York City

Pace University is a metropolitan New York university with a growing national reputation for offering students opportunity through high quality professional preparation coupled with an excellent liberal education. Each of its urban and suburban campuses has its own distinctive atmosphere but shares common faculties and traditions.

The campus in lower Manhattan, in the heart of the civic and financial center of New York City, serves as an intellectual and cultural focal point for one of the city's most dynamic and vital areas. Students' educational experiences are enriched by an environment filled with diverse culture and art, populated by citizens of the world, and alive with activity.

Pace's modern Midtown Center at 551 Fifth Avenue and 45th Street in Manhattan, only blocks away from Grand Central Station, and offers graduate and undergraduate courses to goal-oriented people looking to advance their careers.

### Westchester County

The Westchester campus in Pleasantville is set on 200 acres land in mid-Westchester County New York, and offers a broad range of undergraduate degree programs in a stimulating collegiate environment. The Briarcliff annex, a short distance from Pleasantville, is the location of residence halls, recreational facilities, and administrative offices. A shuttle bus provides continuous service between the campuses. Pace's School of Law, and a center for other graduate courses in business, public administration, and computing are located in White Plains, the hub of Westchester County.

All campuses are linked by the powerful, goal-oriented features of a Pace University education - personal attention, flexibility, and responsiveness to the needs and expectations of a diverse and demanding student population.

## Commitment to International Education

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In order to fulfill its academic mission in the broadest terms, Pace University seeks to identify and respond to the growing interdependence of today's world. A variety of international activities and programs help to expand the global perspective of our students and faculty. We offer international study courses, enroll international students in regular and special programs, encourage faculty research overseas to promote academic exchange, emphasize the study of foreign languages, and engage in curriculum development with international understanding as a primary goal. Pace University produced more than two dozen students who have won international Fulbright Fellowships.

## Accreditation and Membership

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Pace University is chartered by the Regents of the State of New York and is accredited by the Middle States Association of Colleges and Secondary Schools. All Pace University degree programs are registered with the New York State Education Department. The Chemistry Departments in New York City and Pleasantville are accredited by the American Chemical Society. The Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Bachelor of Science in computer science and the Bachelor of Science in information systems are accredited by the Computing Accreditation Commission (CAC) of ABET, Inc. The programs of the Lienhard School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The Lubin School of Business is accredited for both business and accounting by the Association to Advance Collegiate Schools of Business (AACSB International). The programs of the School of Education are accredited by the National Council for Accreditation of Teacher Education (NCATE). The School of Law is accredited by the American Bar Association. The Doctor of Psychology (Psy.D.) program and the Counseling Center's predoctoral internship in professional psychology in New York City are accredited by the American Psychological Association.

Copies of the accreditation documents are on reserve in each of the University's libraries for inspection by students, prospective students, and parents.

American Association of Colleges for Teacher Education  
American Association of Colleges of Nursing  
American Association of Law Schools  
American Association of University Women  
American Council on Education  
American Psychology Association  
Association of Psychology Postdoctoral and Internship Centers  
Association of American Colleges  
Association of Colleges and Universities of the State of New York  
Association for Continuing Higher Education  
Association of University and College Counseling Centers Directors  
Association of University Evening Colleges  
College Entrance Examination Board  
Council of Graduate Schools  
Mid-Atlantic Regional Nursing Association  
Middle Atlantic Association of Colleges of Business Administration  
National Council for Accreditation of Teacher Education  
National League for Nursing  
National University Continuing Higher Education Association  
New York Association of Colleges for Teacher Education

**The University is affiliated with the:**

American Association of School Administrators  
American Educational Research Association  
Association of College Counseling Training Agents  
Collegiate Association for the Development of Educational Administration in New York State  
Lower Hudson Valley Council of School Superintendents  
Metropolitan Council for Educational Administration Programs  
National Association for Supervision and Curriculum Development  
Phi Delta Kappa

**Following is a list of accrediting agencies with whom individuals may address complaints:**

**New York State Education Department**

Address complaints to:

New York State Education Department

Office of Higher Education

Room 977 Education Building Annex

Albany, NY 12234

Phone: 518-474-1551

<http://www.highered.nysed.gov/ocue/COMPLAINTFORM.pdf?>

**Middle States Commission on Higher Education**

Address complaints to:

Middle States Commission on Higher Education

3624 Market Street

Philadelphia, PA 19104

Phone: 267-284-5000

Visit the website for more information:

<http://www.msche.org/documents/How-to-File-a-Complaint-with-the-Commission.pdf?>

**Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)**

Address Complaints to:

ARC-PA

12000 Findley Road, Suite 150

Johns Creek, GA 30097

Phone: 770-476-1224

Visit the ARC-PA website for more information:

<http://www.arc-pa.org/faq/index.html#complaint>

**American Bar Association (ABA)**

Address complaints to:

Office of the Consultant on Legal Education to the ABA

321 N. Clark Street, 21st Floor  
Chicago, IL 60654-7598  
Phone: 312-988-6738

Visit the ABA website for more information:

[http://www.americanbar.org/groups/legal\\_education/resources/accreditation/complaint\\_procedures.html](http://www.americanbar.org/groups/legal_education/resources/accreditation/complaint_procedures.html)

#### **American Chemical Society (ACS)**

Address complaints to:

Secretary of the Committee on Professional Training  
Office of Professional Training  
1155 Sixteenth Street, N.W.  
Washington, DC 20036  
Phone: 202-872-4589

#### **American Psychological Association (APA)**

Address complaints to:

Office of Program Consultation and Accreditation  
American Psychological Association  
750 First Street, NE  
Washington, DC 20002  
Phone: 202-336-5979

Visit the APA website for more information:

<http://www.apa.org/ed/accreditation/about/other-questions.aspx?item=6>

#### **Association to Advance Collegiate Schools of Business (AACSB International)**

Address complaints to:

AACSB International  
777 South Harbour Island Boulevard, Suite 750  
Tampa, FL 33602  
Phone: 813-769-6500

Visit the AACSB website for more information:

[http://www.aacsb.edu/accreditation/resources/policies/complaint\\_procedures.pdf](http://www.aacsb.edu/accreditation/resources/policies/complaint_procedures.pdf)

#### **Commission on Collegiate Nursing Education (CCNE)**

Address complaints to:

Commission on Collegiate Nursing Education (CCNE)  
One Dupont Circle, NW, Suite 530  
Washington, DC 20036  
Phone: 202-887-6791

Visit the CCNE website for more information:

<http://www.aacn.nche.edu/ccne-accreditation/Procedures.pdf>

#### **Computing Accreditation Commission of ABET, Inc. (ABET)**

Address complaints to:

ABET111 Market Place, Suite 1050  
Baltimore, MD 21202  
Phone: 410-347-7700

Visit the ABET website for more information:

<http://www.abet.org/appm-2012-2013/>

#### **National Council for the Accreditation of Teacher Education (NCATE)**

Address complaints to:

National Council for Accreditation of Teacher Education  
2010 Massachusetts Avenue NW, Suite 500  
Washington, DC 20036  
Phone: 202-466-7496

## **Degree Offerings**

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Associate in Arts (AA)

Associate in Science (AS)

Bachelor of Arts (BA)

Bachelor of Business Administration (BBA)

Bachelor of Fine Arts (BFA)

Bachelor of Science (BS)

Bachelor of Science in Nursing (BSN)

Master of Arts (MA)

Master of Arts in Nursing Education (MA)

Master of Business Administration (MBA)

Master of Fine Arts (MFA)

Master of Laws in Comparative Law (LLM)

Master of Laws in Environmental Law (LLM)

Master of Public Administration (MPA)

Master of Science (MS)

Master of Science in Education (MSEd)

Master of Science in Nursing/Family Nurse Practitioner (FNP)

Master of Science in Physician Assistant Studies (MSPAS)

Master of Science for Teachers (MST)

Juris Doctor (JD)

Doctor of Juridical Science (SJD)

Doctor of Professional Studies (DPS)

Doctor of Nursing Practice (DNP)

Doctor of Psychology (PsyD)

Doctor of Nursing Practice (DNP)



## HEGIS Code -Undergraduate Majors for 2012-2013 (New York Campus)

MAJOR	DEGREE	SCH	HEGIS CODE
Accounting			
General Accounting	BBA	LUB	0502.00
Public Accounting	BBA	LUB	0502.00
Acting	BFA	DYS	1007.00
American Studies	BA	DYS	0313.00
Applied Psychology and Human Relations	BA	DYS	2001.00
Art History	BA	DYS	1003.00
Biochemistry	BS	DYS	0414.00
Biology	BA	DYS	0401.00
Biology	BS	DYS	0401.00
Biology Pre-professional **	BS	DYS	0401.00
Business Economics	BS	DYS	0517.00
Chemistry	BS	DYS	1905.00
Chemistry Pre-Professional			
Chemistry: Chemical Engineering	BS	DYS	1905.00
Clinical Laboratory Science	BS	DYS	1223.00
Communication Sciences and Disorders	BA	DYS	1220.00
Communication Studies	BA	DYS	0601.00
Computer Science	BA	DYS	0601.00
Computer Science	BS	SCS	0701.00
Criminal Justice	BS	DYS	2105.00
Economics	BA	DYS	2204.00
English Language and Literature	BA	DYS	1502.00
Environmental Science	BS	DYS	0420.00
Environmental Studies	BA	DYS	0420.00
Film and Screen Studies	BA	DYS	1010.00
Finance	BBA	LUB	0504.00
Fine Arts	BFA	DYS	1001.00
Forensic Science	BS	DYS	1999.20
General Business	BBA	LUB	0501.00
Global Asia Studies	BA	DYS	0301.00
History	BA	DYS	2205.00
Information Systems			
Information Systems–Business	BBA	LUB	0702.00
Information Systems–Computer Science	BS	SCS	0702.00
Internet Technology	BS	SCS	0799.00
International Management	BBA	LUB	0513.00
Language, Culture, and World Trade	BA	DYS	2299.00
Latin American Studies	BA	DYS	0308.00
Liberal Studies	BA	DYS	4901.00

Management-Business Management	BBA	LUB	0506.00
Management- Entrepreneurship	BBA	LUB	0506.00
Management- Hospitality and Tourism	BBA	LUB	0506.00
Management- Human Resources	BBA	LUB	0506.00
Marketing-Advertising and Integrated Marketing Communications (IMC)	BBA	LUB	0509.00
Marketing-Global Marketing Management	BBA	LUB	0509.00
Mathematics	BA	DYS	1701.00
Mathematics	BS	DYS	1701.00
Modern Languages and Cultures	BA	DYS	1199.00
Musical Theater	BFA	DYS	1004.00
Nursing 4-YR Baccalaureate	BS	NUR	2299.00
Philosophy and Religious Studies	BA	DYS	1599.00
Political Science	BA	DYS	2207.00
Production & Design Stage & Screen	BFA	DYS	1009.00
Professional Communication Studies *	BS	DYS	0599.00
Professional Computer Studies *	BS	SCS	0701.00
Professional Studies	BS	DYS	4901.00
Professional Technology Studies **			
Internet Technology and E-Commerce	BS	SCS	0799.00
Quantitative Business Analysis	BBA	LUB	0506.00
Telecommunications (NACTEL)	BS	SCS	0799.00
Psychology	BA	DYS	2001.00
Sociology-Anthropology	BA	DYS	2208.00
Spanish	BA	DYS	1105.00
Teaching Students with Speech and Language Disabilities	BA	DYS	0815.00
Theater Arts	BA	DYS	1007.00
Women's and Gender Studies	BA	DYS	2299.00

## Associate Degrees (Two-Year Degrees)

MAJOR	DEGREE	SCH	HEGIS CODE
Applied Information Technology: Networking Technologies (NACTEL)	AS	SCS	5199.00
Personal Computer Applications (CLOUT)	AS	SCS	5199.00
Mobile Technology (NACTEL)	AS	SCS	5199.00
Telecommunications (NACTEL)	AS	SCS	5199.00
Video Technologies (NACTEL)			
Wireless Networking (NACTEL)	AS	SCS	5199.00
General Arts and Sciences	AA	DYS	5649.00

## Combined Degrees

MAJOR	HEGIS CODE
BA in Biology and Adolescent Education and MSE in Adolescent Education	0401.01
BA in Chemistry and Adolescent Education and MSE in Adolescent Education	1905.01

BA in Childhood Education and Special Needs MSE in Adolescent Education	0808.08
BA in Computer Science and MS in Computer Science	0701.00
BA in Computer Science and MS in Information Systems	0701.00
BA in Computer Science and MS in Telecommunications	0701.00
BA in Earth Science and Adolescent Education and MSE in Adolescent Education	1917.01
BA in English and Adolescent Education and MSE in Adolescent Education	1501.01
BA in English Language and Literature and MS in Publishing	1502.00
BA in Environmental Studies and JD in Law	0420.00
BA in History and JD in Law	2205.00
BA in History Social Studies and Adolescent Education and MSE in Adolescent Education	2201.01
BA in Mathematics and Adolescent Education and MSE in Adolescent Education	1701.01
BA in Philosophy and Religious Studies and JD in Law	1599.10
BA in Political Science and JD in Law	2207.00
BA in Psychology and MA in Psychology	2001.00
BA in Spanish and Adolescent Education and MSE in Adolescent Education	1105.01
BBA in Public Accounting and MBA in Public Accounting	0502.00
BBA in Public Accounting and MS in Financial Management	0502.00
BS in Computer Science and MS in Software Development and Engineering	0701.00
BS in Criminal Justice and JD in Law	2105.00
BSN in Nursing and MS in Family Nurse Practitioner	1203.00
BSN in Nursing and MA in Nursing Education	1203.01
BS in Technology Systems and MS in Information Systems	0702.00

## Certificate Programs

MAJOR	HEGIS CODE
Applications Programming	5103.00
Basic Accounting	5002.00
Broadband Essentials	5199.00
Computer Art	5012.00
Emerging Telecommunications Technology	5199.00
French For The Professions	5611.00
General Business	5001.00
Human Resource Management	0515.00
Information Assurance In The Criminal Justice Systems	5505.00
Information Systems	5101.00
International Marketing Management	5004.00
Internet Technologies	5104.00
Introduction To Broadband	5199.00
Introduction To Telecommunications	5199.00
Italian For The Professions	5611.00
Latin American Studies	5603.00
Personal Computer Applications	5199.00
(Personal Computer And Multimedia Applications)	5199.00
Political Science	5622.00
Programming	5103.00
Spanish For The Professions	5611.00
Telecommunications Essentials	5199.00
Web Media	5104.00

*\* Transfer and adult students only*

*\*\*Allied health programs are offered in conjunction with: Columbia University, New York State College of Optometry, New York Medical College, and New York College of Podiatric Medicine.*

*†† Program requires students to choose a second major based on the subject they choose to teach.*

*+++Students can choose to major in Literacy, Special Education, or Educational Technology at the MSE level.*

*# Associate and Combined Degree programs have separate admission and enrollment requirements. Please contact the admission office for more details. Students who wish to enroll in the combined degree program usually do so in their junior and/or senior years and are required to meet a minimum GPA.*

*Pre-med and pre-law tracks are preparatory for medical school or law school, respectively.*

## HEGIS Code -Undergraduate Majors for 2012-2013 (Pleasantville Campus)

MAJOR	DEGREE	SCH	HEGIS CODE
American Studies	BA	DYS	0313.00
Applied Psychology and Human Relations	BA	DYS	2001.00
Accounting			
General Accounting	BBA	LUB	0502.00
Public Accounting	BBA	LUB	0502.00
Art	BS	DYS	1002.00
Biochemistry	BS	DYS	0414.00
Biology	BS/BA	DYS	0401.00
Biological Psychology	BA	DYS	2010.00
Chemistry	BS	DYS	1905.00
Childhood Education	BA	SOE	0802.00
Clinical Laboratory Science	BS	DYS	1223.00
Communication Arts and Journalism	BA	DYS	0602.00
Communications	BA	DYS	0601.00
Computer Science	BS/BA	SCS	0701.00
Criminal Justice	BS	DYS	2105.00
Economics	BA	DYS	2204.00
Education, Adolescent ††			
Biology	BA	SOE	0401.01
Chemistry	BA	SOE	1905.01
Earth Science	BA	SOE	1917.01
English	BA	SOE	1501.01
History / Social Studies	BA	SOE	2201.01
Italian	BA	SOE	1104.01
Mathematics	BA	SOE	1701.01
Spanish	BA	SOE	1105.01
English	BA	DYS	1501.00
English and Communications	BA	DYS	1502.00

Environmental Science	BS	DYS	0420.00
Environmental Studies	BA	DYS	0420.00
Film and Screen Studies	BA	DYS	1010.00
Finance	BBA	LUB	0504.00
General Business	BBA	LUB	0501.00
History	BA	DYS	2205.00
Human Services	BA	DYS	4903.00
Information Systems			
Information Systems–Business	BBA	LUB	0702.00
Information Systems–Computer Science	BS	SCS	0702.00
International Management	BBA	LUB	0513.00
Liberal Studies	BA	DYS	4901.00
Management-Business Management	BBA	LUB	0506.00
Management- Entrepreneurship	BBA	LUB	0506.00
Management- Human Resources	BBA	LUB	0506.00
Marketing-Advertising and Integrated Marketing Communications	BBA	LUB	0509.00
Marketing-Global Marketing Management	BBA	LUB	0509.00
Mathematics	BA/BS	DYS	1701.00
Modern Languages and Cultures	BA	DYS	1199.00
Nursing (4-year program)	BS	LSN	1203.00
Philosophy and Religious Studies	BA	DYS	1599.00
Political Science	BA	DYS	2207.00
Professional Communication Studies *	BS	DYS	0599.00
Professional Computer Studies *	BS	SCS	0701.00
Professional Studies	BS	DYS	4901.00
Professional Technology Studies **			
Internet Technology and E-Commerce	BS	SCS	0799.00
Telecommunications (NACTEL)	BS	SCS	0799.00
Psychology	BA	DYS	2001.00

## Associate Degrees (Two-Year Degrees)

MAJOR	DEGREE	SCH	HEGIS CODE
Applied Information Technology	AS	SCS	5101.00
Networking Technologies (NACTEL)	AS	SCS	5199.00
Telecommunications (NACTEL)	AS	SCS	5199.00
Wireless Networking	AS	SCS	5199.00
General Arts and Sciences	AA	DYS	5649.00

## Combined Degrees

MAJOR	HEGIS CODE
BA in Applied Psychology and Human Relations and MS in Counseling	2001.00
BA in Applied Psychology and Human Relations and MS in Mental Health Counseling	2001.00
BA in Biology and Adolescent Education and MSE in Adolescent Education	0401.00
BA in Biology and JD in Law	0401.00
BA in Chemistry and Adolescent Education and MSE in Adolescent Education	1905.01
BA in Childhood Education and Special Needs MSE in Adolescent Education	0808.00
BA in Communications and JD in Law	0601.00
BA in Computer Science and MS in Computer Science	0701.00
BA in Computer Science and MS in Information Systems	0701.00
BA in Computer Science and MS in Telecommunications	0701.00
BA in Earth Science and Adolescent Education and MSE in Adolescent Education	1917.01
BA in English and JD in Law	1501.00
BA in Environmental Studies and JD in Law	0420.00
BA in Environmental Studies and MS in Environmental Science	0420.00
BA in History and JD in Law	2205.00
BA in History Social Studies and Adolescent Education and MSE in Adolescent Education	2201.01
BA in Italian and Adolescent Education and MSE in Adolescent Education	1104.01
BA in Mathematics and Adolescent Education and MSE in Adolescent Education	1701.01
BA in Philosophy and Religious Studies and JD in Law	1599.10
BA in Political Science and JD in Law	2207.00
BA in Political Science and Master in Public Administration	2207.00
BA in Psychology and MS in Counseling	2001.00
BA in Spanish and Adolescent Education and MSE in Adolescent Education	1105.01
BBA in Public Accounting and MBA in Public Accounting	0502.00

BBA in Public Accounting and MS in Financial Management	0502.00
BS in Biology and MS in Environmental Science	0401.00
BS in Computer Science and MS in Software Development and Engineering	0701.00
BS in Criminal Justice and JD in Law	2105.00
BSN in Nursing and MS in Family Nurse Practitioner	1203.00
BSN in Nursing and MA in Nursing Education	1203.10
BS in Technology Systems and MS in Information Systems	0702.00

## Certificate Programs

MAJOR	HEGIS CODE
Applications Programming	5103.00
Basic Accounting	5002.00
Broadband Essentials	5199.00
Computer Art	5012.00
Emerging Telecommunications Technology	5199.00
General Business	5001.00
Information Assurance In The Criminal Justice Systems	5505.00
Information Systems	5101.00
International Marketing	5004.00
Internet Technologies	5104.00
Introduction To Broadband	5199.00
Introduction To Telecommunications	5199.00
Latin American Studies	5603.00
Naturalist	5604.00
Personal Computer Applications (Personal Computer And Multimedia Applications)	5199.00
Programming	5103.00
Telecommunications Essentials	5199.00
Web Media	5104.00

\* Transfer and adult students only

\*\*Allied health programs are offered in conjunction with: Columbia University, New York State College of Optometry, New York Medical College, and New York College of Podiatric Medicine.

†† Program requires students to choose a second major based on the subject they choose to teach.

+++Students can choose to major in Literacy, Special Education, or Educational Technology at the MSE level.

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Pre-med and pre-law tracks are preparatory for medical school or law school, respectively.



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Angela M. D'Agostino

**Associate Vice President and Dean for Students (Westchester)**

Lisa Bardill Moscaritolo

**Associate Vice President and Dean for Students (New York City)**

Marijo Russell-O'Grady

## Admission

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Applicants for admission to Pace University are considered in terms of past achievement and future promise. The Admission Committee considers the record of each applicant individually.

### Procedures for Admission (Degree Students)

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Ready to apply? Please visit [www.pace.edu/apply](http://www.pace.edu/apply).

First-Year, Transfer and International degree students may apply to Pace University for either the fall or spring semester and as a full-time or part-time student.

#### Important Dates

Fall Early Action deadline	December 1
Fall Performing Arts deadline	January 15
Fall regular decision deadline	February 15 (Pace uses a rolling admission plan after February 15 based on space availability.)
Fall Nursing deadline	February 15
Fall FAFSA priority filing deadline	February 15
Fall Tuition and Housing Deposit deadline	May 1
Spring application deadline	December 1 (Pace uses a rolling admission plan after December 1 based on space availability.)
Spring Tuition and Housing Deposit deadline	January 1

**First-Year Applicants** – The following information must be submitted for a student to be considered for admission:

- An application for admission and a nonrefundable application fee of \$50.00
- An official high school transcript or scores (photocopies are not accepted)
- SAT I or ACT official score reports
- 2 recommendations from a teacher and/or counselor that knows you well
- A personal statement or essay

**Transfer Applicants** – The following information must be submitted in order for a student to be considered for admission:

- An application for admission and a nonrefundable application fee of \$50.00
- An official transcript(s) from all previous colleges, universities, and/or proprietary schools attended
- An official high school transcript certifying graduation or equivalency certification (GED) and scores (photocopies are not accepted).
- A personal statement or essay

Transcripts from all previously attended colleges and universities must be submitted even if transfer credit will not be requested. Submission of false records or omission of previous college, university and/or proprietary school attendance may result in denial of admission, reversal of admission decision, and/or denial of transfer credit.

In order to complete the evaluation of credits and registration, all credentials should be received by the Office of Undergraduate Admission at least six weeks prior to the date of enrollment. Courses with grades of C or better are considered for transfer credit. Grades of C- or lower are not transferable.

#### Lienhard School of Nursing Applicants

The four-year BS in Nursing Program is offered only on the Westchester Campus. The application deadline for first-year and transfer applicants is February 15. Admission to the nursing program is competitive.

Transfer applicants must have a 3.0 or better cumulative GPA and take the Evolve Reach Admissions Assessment (A2) Exam to be admitted. Please refer to [www.pace.edu/transfer/nursing](http://www.pace.edu/transfer/nursing) for testing details.

Lienhard School of Nursing students must be certified in Professional Providers CPR and submit a satisfactory medical certification, including physical examination, chest x-ray, and required immunization prior to their first clinical experience.

## Freshmen / First Year

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#### Freshman First Year

Candidates for admission to the freshman class should have a minimum of 16 academic units including four years of English, three to four years of history/social science, three to four years of college preparatory mathematics, two years of lab science, two

years of a foreign language, and two to three academic electives. Prior to enrolling, students must complete the high school program or GED and graduate.

**High School Equivalency Diploma** – Candidates for admission who hold a recognized high school equivalency diploma (GED) must have a minimum total score of at least 3,000, with a minimum score of 410 on each individual part of the test. An applicant who has taken the GED scoring less than 3,000 may be eligible for admission as a non-degree student. Applicants must submit official test scores and a diploma (photocopies are not accepted) to the Office of Undergraduate Admission.

Note: Pace does not offer preparation courses for the GED.

**Placement Examinations** – Freshmen are required to take placement examinations to determine first-year programming. Details will be sent beginning in May after acceptance to the University. Upon review of Placement Exam results, an advisor will create schedule of classes based on the results of the placement test. Most students are assigned a standard course load of 12–16 credits per semester for the first year. Students who are admitted to a reduced program are advised to enroll in a program of 12–13 credits for their first year if the academic record and placement test results indicate the need for a gradual adjustment to the rigors of college-level work.

Students are bound by the degree requirements specified in the current catalog at the time of matriculation.

## Transfer

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A transfer student is defined as anyone who has earned college-level coursework after graduation from a secondary school or high school. Transfer applicants must submit high school records and college transcripts from all schools attended with their application, essay, and two (2) letters of recommendation.

Submission of false records or omission of previous college, university, and/or proprietary school attendance may result in denial of admission, reversal of admission decision, and/or denial of transfer credit.

## Transfer Credit Policy - Transfer Students

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**Transfer credit is evaluated according to the following policy:**

**Grade Requirements** – Courses with a grade of C or better from a regionally accredited college/university will be considered for transfer credit.

**Major Program** – A major program is defined as those courses directly related to the student's primary course of study (e.g., accounting, marketing, history, mathematics, computer science, etc.). Fifty (50) percent of the student's major program must be completed at Pace University. For students in the Lubin School of Business, the business core requirement is considered part of the major program.

**Degree Program** – The number of transferable credits is determined by the degree program to which the credits will be applied.

**Bachelor's Degree** – A maximum of 96 credits may be transferred to a bachelor's degree program from accredited four-year institutions (see below for limitations on transfer from two-year colleges). Course equivalencies are awarded based upon the student's degree program.

**Transfer from Two-Year Colleges** – A maximum of 68 credits may be transferred from accredited two-year institutions toward a bachelor's degree program. Credit will be granted only for equivalent lower-division and some upper-level courses offered at Pace as determined by the appropriate academic department.

**EVOLVE Test for Nursing Students** – Transfer students admitted to the Lienhard School of Nursing are required to take a placement test prior to admission and must have a 3.0 GPA or better to be accepted. More information is at [www.pace.edu/transfer/nursing](http://www.pace.edu/transfer/nursing).

**Course Equivalency** – Courses transferred must be applicable and comparable to corresponding courses at Pace University. In cases where the student's program at Pace provides for electives, the student may receive elective credit toward the degree requirement for those courses taken at another institution that are not offered at Pace.

### Sources of Transfer Credit:

- Institutions accredited by a regional affiliate of the Commission on Higher Education (e.g., The Middle States Association of Colleges and Schools)
- Institutions that have entered into transfer credit articulation agreements with Pace University
- Other institutions, with the approval of the appropriate chairpersons and dean
- Results of acceptable performance on standardized proficiency examinations

Where a standardized proficiency examination is not available, a Pace departmental Challenge Proficiency Examination may be administered. The cost of each examination is one credit of tuition for each course challenged.

## International Student Applicants

Would you like to apply? Please visit [www.pace.edu/apply](http://www.pace.edu/apply).

An international student is defined by Pace as any student who enters the U.S. on a nonimmigrant visa, including a student, exchange student, diplomatic, or dependent visa, to study at the University.

### Application Procedures

International students are required to complete the Application for Admission for Undergraduate International Students. The application is to be returned to the Pace University Application Processing Center with a \$50.00 nonrefundable fee.

#### Important Dates

Fall Early Action deadline	December 1	Fall Performing Arts deadline	January 15
		Fall regular decision deadline	February 15 (Pace uses a rolling admission plan after February 15 based on space availability.)
		Fall Nursing deadline	February 15
		Fall Tuition and Housing Deposit deadline	May 1
		Spring application deadline	December 1 (Pace uses a rolling admission plan after December 1 based on space availability.)
		Spring Tuition and Housing Deposit deadline	January 1

In support of the application for admission, the following information is required by the Office of Undergraduate Admission before a final admission decision can be made:

- . Official academic records (transcripts), diplomas, and final examination scores from all secondary (high school) and post-secondary (college, university) institutions (in English). Photocopies, facsimiles, and notarized copies of academic records (transcripts) are not considered official and will not be accepted.
- . Academic records (transcripts) issued in a language other than English are required to be translated and attested by the institution of origin or an approved evaluation/translation agency accepted by Pace University.
- . Transfer applicants should also submit an official catalog or syllabus of course work from each post-secondary institution attended to receive transfer credit.
- . Applicants whose native language is not English must submit the results of the Test of English as a Foreign Language (TOEFL), or Pearson PTE academic, or the International English Language Testing System (IELTS). Official test scores must be sent directly to Pace University. Photocopies or notarized copies of TOEFL, PTE or IELTS scores are not accepted. Scores must be within 2 years of application.
- . Two letters of recommendation from a teacher, academic counselor, or individual who knows the applicant well and can describe her or his academic potential and personal characteristics.
- . A personal statement or essay on a topic of their choice.

### Student and Exchange Student Visas

To receive an entry visa for study in the U.S., an international student must demonstrate that he or she has sufficient funds available to pay for tuition, room and board, and all living expenses for his or her studies at Pace University for a minimum of one year.

[Click here](#) for more info about the application/TOEFL/Visa requirements.

**Enrollment and Registration** – After a student has been notified of her or his acceptance, a \$100 nonrefundable tuition deposit is required. For students planning to live in university-sponsored housing, a nonrefundable \$500 tuition and housing deposit will be required. Specific information will be sent by the International Director of Admission at the time of admission regarding the deposit deadline. All new international students are required to complete the University's placement examination upon arrival on





**CLEP Subject Examinations** – The standard score required for credit must be equivalent to a C grade (based on the most recent college board norming data). The number of credits awarded is based upon the recommendations of the College Level Examination Program.

#### **American Council on Education (ACE) Credit**

Transfer credit may be granted for credit earned on standardized exams taken that are approved by the American Council on Education. Evaluation and approval of credit is subject to review by Pace chairpersons or dean.

## **iPace and Continuing Education**

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Online Bachelor's Degree Completion Programs can be completed part time. You may go to: [www.pace.edu/iPace](http://www.pace.edu/iPace). You can also contact the Admission office at 212-346-1324 or via email at [iPace@pace.edu](mailto:iPace@pace.edu).

## **Matriculation**

In order to receive a degree, students must become matriculated; that is, officially accepted into a degree program.

Students who wish to pursue a degree may be asked to take specific courses in order to demonstrate academic ability before being accepted into a degree program. Because many students come to Pace University with previous college credit, a meeting with an adviser is recommended for course selection. Prior credits earned will be applied to degree requirements upon the student's acceptance into a degree program. In general, the recommended requirements for matriculation are:

#### **Requirements For Matriculation**

Completion of twelve (12) University Core credits at Pace University, including ENG 110 and/or 120\* and a minimum 2.0 grade point average. In addition, students matriculating into the Lubin School of Business must complete MAT103 or higher\* within the 12 University Core credits. Students matriculating into the Lienhard School of Nursing and the School of Education must attain a 2.75 and 3.0 grade point average respectively. (Note: All I-R and F grades must be cleared before matriculation).

*\*Unless these writing or math courses transfer in from another institution. Other courses may be substituted.*

## **Earning Credits Towards Your Degree**

#### **Prior Learning Assessment**

Adult/non-traditional students are likely to have acquired college-level learning outside of the academic classroom. In addition to evaluating transfer credit from prior college work, Pace University offers assessment of prior learning, including credit by examination, experiential learning assessment, and acceptance of ACE/NCCRS-recommended credit.

#### **Experiential Learning Assessment**

Pace University recognizes that adults often come to school with a great deal of experience and knowledge gained outside of a formal academic setting. Students interested in exploring the possibility of earning college credit for that knowledge should meet with an advisor to explore the options available. When an advisor determines that a student may be eligible for experiential credit, the student will be encouraged to enroll in a prior learning assessment course (INT 196B). This course will guide the student through the process of writing a portfolio that will be submitted for evaluation to the appropriate academic department. A faculty evaluator reviews the portfolio and, if college-level learning is demonstrated, approves the granting of credits. Credit earned through portfolio assessment is entered on a student's transcript as institutional transfer credit. Students must be enrolled in one of the on-campus adult degree programs to earn up to 36 portfolio credits (BS in Professional Studies, BBA in General Business and BS in Professional Computer Studies)\*. Students may also apply up to 15 portfolio credits\* to traditional bachelor degrees with permission of the chairperson of the department in which the major is offered. The portfolio process may not be completed once the student has obtained 96 transfer credits towards a degree.

\*There is no guarantee of earning 36 or 15 portfolio credits. The number of portfolio credits earned depends on the individual student's experience and the extent to which that experience is deemed to be equivalent to comparable learning achieved in Pace University coursework.

#### **College Level Examination Program (CLEP)**

Accelerate completion of your degree by taking the CLEP exams. The College Level Examination Program, created by the College Board and Educational Testing Services, offers standardized tests at Pace that allow you to obtain college credit in general and subject areas.

## **Noncredit and Non-Degree Programs**

Pace University's Continuing and Professional Education offers a variety of noncredit courses, seminars, certificates, and training opportunities. For a list of courses, please visit: <http://www.pace.edu/CPE>.

## Adult Degree Programs

### iPace

iPace is an online degree completion program designed for adults with busy work and family lives who cannot attend a university full-time. iPace degree programs are part-time and are an ideal program for those who have at least 56 college credits or an associate degree. Students with less than 56 credits may apply for our online Associates degree. The degrees in iPace are convenient and career-focused. Students receive a Pace degree, take courses taught by Pace University faculty, and receive high-touch academic advisement and online academic support to ensure timely completion of the undergraduate degree. For more information about iPace, go to: [www.pace.edu/ipace](http://www.pace.edu/ipace).

There are six iPace programs:

- **AA in General Arts and Sciences** (100% online)
- **BBA in Business Studies** (100% online)
  - Concentrations in Marketing and Management or Accounting and Internal Auditing
- **BS in Professional Technology Studies** (100% online)
  - Concentration in Computer Forensics
- **BS in Professional Communication Studies** (100% online)
- **BS in Nursing** (Online + in-person sessions)
- **BS in Disabilities and Community Living** (100% online)

Individualized adult degrees combine your work-life experience with credit courses to complete your degree. There are flexible on-campus adult programs in the following:

#### Degrees designed specifically for adults are:

- Bachelor of Arts in Liberal Studies
- Bachelor of Science in Professional Studies
- Bachelor of Science in Professional Computer Studies
- Bachelor of Business Administration in General Business

You may go to: <http://www.pace.edu/admissions-aid/ipace-and-continuing-education/adult-credit/credit-programs#degrees>. You can also contact the office at 212-346-1943 or via email at [aceny@pace.edu](mailto:aceny@pace.edu) or [aceplv@pace.edu](mailto:aceplv@pace.edu).

## Tuition and Fees

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Like all good investments, a Pace education returns value over time.

### Undergraduate Tuition and Fees for 2014-2015

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#### Undergraduate Tuition Rates for 2014

Full-time Tuition Rate <b>Per Semester</b> (12-18 credits)	\$19,100.00
Part-time Per Credit Hour Rate (1-11 credits)	\$1,096.00

#### Undergraduate Fees for 2014-2025

##### General Institution Fee

##### Per Semester

Up to 4 Credits	\$137.00
5 to 7 Credits	\$200.00
8 to 11 Credits	\$266.00
12 or More Credits	\$380.00

##### Miscellaneous Fees

##### Per Semester

Alumni Audit	Applicable course fee only
Admissions Application Graduate - Fall 2014/Spring 2015	\$70.00
Admissions Application Undergraduate – Fall 2014/Spring 2015	\$50.00
Auditing, Per Credit	Part time prevailing per credit rate
Challenge to Achievement (CAP)	\$590.00
Deferred/Conflict Exam	\$32.00 for 1 exam, \$50.00 for 2+ exams
Dorm Deposit	\$400.00
Dorm Security Deposit	\$100.00
Dyson Graduate Student Association Fee	\$50.00 per semester
Freshman Studies	\$255.00
High School Bridge Program	\$150.00 per credit
Late Registration/Payment Fee: Fall and Spring	\$110.00
Late Registration/Payment Fee: Summer	\$50.00
Late Payment Fee for 2nd Installment: Fall and Spring	\$50.00
Life Experience Learning Portfolio (UG only)	Part-time prevailing per credit rate
Mandatory Accident and Sickness Insurance Domestic Student	\$1,620.00
Mandatory Accident and Sickness Insurance International Student	\$953.00
Performing Arts Acting	\$50.00
Performing Arts Musical Theatre	\$50.00
Proficiency Exam	\$60.00
Return Check Charge	\$20.00
School of Education Student Administrative Fee	\$50.00 per semester
Student Activities, Full-time Undergraduate students	\$76.00 (New York Campus)
Student Activities, Full-time Undergraduate students	\$101.00 (Westchester Campus)
Technology Fee – Full Time	\$100.00
Technology Fee – Part Time	\$50.00
Tuition Deposit (Undergraduate Students)	\$100.00 (non-refundable)
Tuition Deposit (Graduate Students)	\$200.00 (non-refundable)
University Health Care Fee	\$65.00

\* Tuition and Fees subject to change

## Special Course Fees

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### Same for Undergraduate and Graduate

Special course fees are listed in the Course Schedule, with the specific course, if applicable.

### General Institution Fee (GIF)

Pace University assesses a General Institutional Fee (GIF) to cover costs associated with ancillary services provided to students which are not covered by tuition: advisement, registration, tutoring and writing centers, library services, co-op and career services, inter-campus transportation, safety and security, parking, and athletic activities. Many institutions charge similar fees or assess separate fees for the aforementioned services. Pace University has consolidated the cost of these services into one concise fee.

### University Health Care Fee

The Health Care Fee supports the existence of the University Health Care units located on the New York City and Pleasantville Campuses. These on-campus facilities are staffed by nurse practitioners - registered nurses who have received training in diagnosing and treating illness and prescribing medications and other treatments. The UHC is available to **all** Pace students, regardless of their ability to pay or health insurance coverage or whether or not the student chooses to make use of these facilities.

### Technology Fee

Pace University assesses a Technology Fee to ensure students have access to the latest instructional technology resources available. All revenue generated from the technology fee goes directly towards funding instructional technology initiatives that are focused on enhancing the student learning experience. A committee comprised of students and faculty will vote to determine which discretionary initiatives receive funding each year, with annual reports to be provided to the Pace Community.

### Graduate Courses Taken by Undergraduates

Students who are enrolled in a combined degree program are treated as undergraduate students through the end of the semester (Fall, Spring, or Summer) in which they earn 128 credits toward their degree, and then are treated as graduate students beginning with the first semester after the semester in which they achieve 128 credits toward the degree. They are assessed the prevailing undergraduate or graduate tuition rate where appropriate. Undergraduate students who are not enrolled in a combined degree program and who are advised to enroll in a graduate course (resulting in a 12-18 credit load) will be charged the prevailing undergraduate flat-rate tuition. For either of these tuition exceptions to occur, formal notification must be given to an OSA/Student Solutions Center manager by the academic adviser once the student is registered, so that the tuition can be manually adjusted as necessary prior to the beginning of the applicable semester. Please be reminded that non-combined-degree undergraduate students may only have a maximum of six (6) graduate credits applied to their undergraduate degree.

## How to Make a Payment

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#### 1. Online

Log on to the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). After login, click the "Students" tab, click on "Registration, Grades, and Tuition Schedule" then click on "Pay Your Tuition and Fees Online" and then select "Payment Method". Pace University accepts Visa, MasterCard, American Express, and Discover/Novus. Students may also pay via WebCheck. A personal checking or savings account from a U.S. financial institution is required. A student will need the account number and the routing number of the financial institution in order to process a WebCheck payment.

#### 2. By Mail

Payment may be made via check or money order. Please include your Pace ID number on the check or money order. Make your payment by check or money order payable to Pace University and send to Pace University, Payment Processing Center, 861 Bedford Road, Pleasantville, NY 10570-2799.

#### 3. In Person

Payment may be made directly at one of the OSA/Student Solution Centers:

##### NYC Campus

Pace University  
One Pace Plaza  
OSA/Student Solutions Center  
New York, NY 10038-1598

**Westchester (Pleasantville) Campus**

Pace University  
Administrative Center  
OSA/Student Solutions Center  
861 Bedford Road  
Pleasantville, NY 10570-2799

**White Plains Campus (Law School)**

Pace University  
78 North Broadway  
Aloysia Hall  
Attn: Student Accounts  
White Plains, NY 10603-3796

**White Plains Graduate Center**

Pace University  
OSA/Student Solutions Center  
One Martine Avenue  
White Plains, NY 10606

## Tuition Cancellation Policy

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### Undergraduate and Graduate

Tuition and special course fees are cancelled only in the following situations: 1) when a student is separated from the University for academic reasons prior to the end of a semester; 2) officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice to the Office of Student Assistance; or 3) officially withdraws using the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). **Please note: Application, technology, general institution, and university health care fees are not refundable.** Tuition cancellation will be made according to the schedule associated with the term of enrollment. Please see the Tuition Cancellation Schedule for more information.

**Note:** It is the student's responsibility to withdraw from courses for which the student has registered. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations. In addition, federal financial aid recipients who cease attending classes for a term, but do not officially withdraw, will be deemed to have unofficially withdrawn and will have a portion of their federal aid cancelled after the close of the term when their failure to complete their courses is recorded.

It is important to note that all charges and cancellations are based upon tuition commitments for the full semester. The effective date of withdrawal and cancellation, if any, will be the date when formal application is filed with the Office of Student Assistance (notification to the instructor is not sufficient) or withdrawal via the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). In the case of withdrawal by mail, the official postmarked date of the correspondence will be the effective date of withdrawal.

Students using Pace Payment Plans are responsible for completing all payments if a balance exists after cancellation of tuition. **Application, technology, general institution, university health care, student activity fee, and non-course fees are not refundable.**

## Tuition Cancellation Schedule

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### Time of Withdrawal:

**Note:** Weeks are counted as seven calendar days and count from the first day of the semester or term. **THE APPLICATION, TECHNOLOGY, GENERAL INSTITUTION, STUDENT ACTIVITY, AND UNIVERSITY HEALTH CARE FEES ARE NON-REFUNDABLE.**

#### Fourteen-, Fifteen-, or Sixteen Week Term

(most Fall and Spring courses)	% Cancellation
Prior to and during 1st and 2nd week of term	100%
During 3rd week of term	70%
During 4th week of term	25%
During 5th week of term	20%
After 5th week of term	0%

#### Six-Week Term

(most Summer Session I and II courses)	% Cancellation
Prior to and during 1st week of six-week term	100%
During 2nd week of term	25%
After 2nd week of term	0%

#### One-Week Term

	% Cancellation
Prior to 1st day of one-week term	100%
1st day of the term	25%
2nd day of the term and thereafter	0%

#### Two-Week Term

	% Cancellation
Prior to 1st day of two-week term	100%
1st day of the term	50%
2nd day of the term and thereafter	0%

#### Three-Week Term

	% Cancellation
Prior to 1st day of three-week term	100%
1st day of the term	50%
2nd day of the term and thereafter	0%

#### Four-Week Term

	% Cancellation
Prior to 1st day of four-week term	100%
During 1st week of the term	50%
After 1st week of the term	0%

#### Five-Week Term

	% Cancellation
Prior to 1st day of five-week term	100%
During 1st week of term	50%
After 1st week of term	0%

#### Seven-Week Term

	% Cancellation
Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%

#### Eight-Week Term

**% Cancellation**

Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%
<b>Nine-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%
<b>Ten- or Eleven-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
During 3rd week of term	20%
After 3rd week of term	0%
<b>Twelve- or Thirteen-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	70%
During 3rd week of term	20%
After 3rd week of term	0%

## Cancellation Because of Serious Illness

If a student withdraws from all his or her classes during the first half of the semester due to serious illness, a prorated cancellation of tuition and special course fees may be permitted, if a tuition appeal is submitted in accordance with policy. The policy is applicable to the student's personal illness only, and must be documented with an original copy of a physician's diagnosis and recommendation **and, if working, disability papers**. Any resulting credit balance may be refunded to the student. If the withdrawal takes place during the first 20 percent of the semester, a 100 percent tuition cancellation will be allowed, provided the resulting credit remains on account, to be used within a one-year period. If withdrawal takes place after the midpoint of the semester, a prorated cancellation will be permitted but any resulting credit must be held on account to be used within a one-year period.

**Note:** Students who are financial aid recipients and receive a cancellation due to medical reasons are subject to financial aid review and possible aid adjustment.

## Cancellation Because of Business Transfer

Students leaving the area during the first eight weeks of class because of a **permanent** business transfer may receive a prorated refund of all the semester's tuition and special course fees, provided they submit a tuition appeal in accordance with policy. Written substantiation from the employer must accompany the request for a refund. **A change of employer, work responsibility, hours, or required business travel does not qualify as a business transfer.**

**Note:** Students who are financial aid recipients and receive a cancellation due to a business transfer are subject to financial aid review and possible aid adjustment.

## Cancellation Because of Military Service

Any student required to discontinue attending classes because of induction into or activation in the U.S. or a foreign military service may be eligible for a complete refund of all tuition and fees (except the application, technology, university health care and general institution fee), if orders to report for active duty are received within the first two weeks of class. Thereafter students may choose either a prorated refund or an application of full credit of tuition and fees (excluding application, technology, university health care and general institution fees) to future enrollment. Any application for refund must be substantiated by the official notice of induction or enlistment and submitted prior to induction. If it is for foreign military service activation, a notarized copy of the translation of the orders into the English language is required for consideration.

**Note:** Students who are financial aid recipients and receive a cancellation due to military service are subject to financial aid review and possible aid adjustment.



## Financial Aid Refund and Repayment Policy

When a student who is receiving financial aid withdraws from or drops classes for any reason, the resulting refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges must be credited first to the financial aid programs from which the student was receiving funds for that semester. The amount credited to each financial aid program is determined by the type of aid received, the number of credits the student had before and after the drop or withdrawal, the length of time the student was enrolled, and the amount of any adjustment to charges.

Please note that to officially withdraw from classes, a student must withdraw online at [www.pace.edu/MyPace](http://www.pace.edu/MyPace), or file for withdrawal with the Office of Student Assistance.

## Federal Financial Aid Recipients Who Withdraw From All Classes

Federal Title IV financial aid includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG), National SMART Grant (SMART), Federal Perkins Loan, Federal Direct Stafford Loans, and Federal Direct PLUS Loans (Parent Loans for Undergraduate Students or Graduate PLUS loans). For students who withdraw from all classes for a semester, federal regulations require that the Financial Aid Office perform the Return to Title IV Funds calculation.

If the student has withdrawn within the first 60 percent of the semester, the student is considered to have "earned" the portion of disburseable Title IV funds equal to the ratio of the number of days the student was enrolled to the number of days in the semester. The calculation will require the return of all federal aid that exceeds the "earned" portion. The amount of aid returned to each program is dictated by the federal calculation.

The Return to Title IV Funds calculation also determines the amount of awarded but not yet disbursed aid, if any, that can be credited to the student's account. Students may not apply for additional federal aid after withdrawing from all classes.

If a return of funds is required, it must be distributed to the various financial aid programs in the following order prescribed by law:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (for parents or graduate students)
5. Federal Pell Grant
6. Academic Competitiveness Grant (ACG)
7. National SMART Grant (SMART)
8. SEOG (Federal Supplemental Educational Opportunity Grant)

**Note:** In certain circumstances a student may be required to repay a portion of a refund back to the federal government.

## Federal Financial Aid Recipients Who Withdraw Below Six Credits (Note: The procedure varies by program.)

*Federal Work Study (FWS)* – A student working under the FWS program who drops or withdraws below six credits must stop working immediately because he/she no longer meets the federal guidelines for FWS.

*Pell Grant* – A Pell Grant Award is determined by the student's Effective Family Contribution and enrollment status. Pell awards may be adjusted for changes in enrollment that occur during the first 4 weeks of a semester.

*Federal Supplemental Educational Opportunity Grant (SEOG)* – If a student receives a refund, credit, or cancellation of any institutional charges and SEOG has been disbursed to the student's account, an adjustment may be required as a result of the change in Cost of Attendance. If the grant has yet to be disbursed, eligibility may change.

*Federal Perkins Loans, Direct Stafford Loans, and Plus Loans* – If a student receives a refund, credit, or cancellation of any institutional charges and a loan has been disbursed to the student's account, an adjustment may be required. If a loan has yet to be disbursed, loan eligibility may change. In addition, any undisbursed second disbursement of a Direct Stafford Loan or Direct PLUS Loan must be cancelled.

*All Federal Aid* – Students may not apply for or be awarded additional federal aid after withdrawing below six credits.

## Recipients of Pace University Scholarships and Grants Who Withdraw From Any Classes

If a student withdraws from any classes and receives a refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges, any University aid the student has received that is applicable to the reduced charges will be adjusted if the withdrawal resulted in the student being enrolled in fewer than the minimum required number of credits for the type(s) of aid received. Most University scholarships and awards are applicable to tuition; other types of University aid are applicable to other combinations of charges. The amount of each type of aid reduced will equal the ratio of the reduced charges to the original charges.

## Recipients of New York State TAP and Other State Grant Programs Who Withdraw

New York State regulations govern the reduction or cancellation of TAP in cases where students withdraw or drop classes. New York State TAP and most other state grant programs are applicable only to tuition. If a student withdraws and receives a refund, credit, or cancellation of tuition and/or fees, New York State awards must be reduced to ensure that the award amount does not exceed the remaining applicable charges. In addition, other adjustments may be necessary. The student should contact the University TAP coordinator regarding TAP and other New York State grant program refund requirements.

In all cases, students who are considering withdrawing from classes may call or visit the Financial Aid Office for further details or to discuss their particular situation.

## Student Refunds

Students may be eligible to receive a refund when payments posted to their respective student account exceeds the cost of tuition, fees, dorm, meal charges and any other allowable ancillary charges. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. **The refunding process starts immediately following the official opening date of a semester and refunds are generated once per week. Student refunds will be processed more than once per week to HigherOne when the volume warrants. Please consult your campus Office of Student Assistance (OSA) for specific disbursement dates. Refunds checks prepared by the University will continue to be issued once per week.** Students may review the status of their accounts by viewing the Account Summary section of their portal accounts.

Student refunds will be generated:

1. When a credit balance is created as a result of **the posting of Title IV financial aid** (including Federal Pell Grant, Federal SEOG, Federal loans), a refund will be sent to HigherOne for distribution to the student, in accordance with the student's indicated preference. If the aid is disbursed before the semester starts, the credit will be sent to HigherOne no later than 14 days after the official opening date of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created. Students should view the reverse side of the HigherOne Card, go to the indicated website, and choose their preferred method for receiving excess funds. There are three methods for receiving refunds that are available through HigherOne: 1) **One Account Deposit (Easy Refund)** - This means that within minutes of your refund being released by the university you can have use of your money; 2) **ACH Transfer** - Have your money directly deposited into any bank account you designate (Students are required to fill out a form); or 3) **Check** - HigherOne will issue a refund check and mail to the student. Students should visit their website at [www.paceone.com](http://www.paceone.com) to set up their refund preferences. \*Students who currently have paper check as their refund preference will continue to have that as a choice.
2. If an account is paid, in part or in full, by a **Parent PLUS loan**, and a credit balance exists, a Pace University check will be drawn, payable to the borrower, to the extent of the existing credit balance, but not exceeding the amount of the PLUS loan. If the loan is disbursed before the semester starts, the check will be mailed no later than 14 days after the official start date of the opening of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created. Parents may waive their right to receive the excess funds by requesting that any excess funds be refunded directly to the student by contacting the Office of Student Assistance and submitting a written request. The request must include the student's name, Pace ID number, and the specific term (semester and year) of the loan. Requests will be valid for the specified academic year only. Such arrangements may be rescinded by a parent by submitting a follow-up letter requesting a change of preference. Letters should be mailed to the Office of Student Assistance at the student's home campus. Parents may also indicate that excess funds should be refunded to the students on the "Request for Federal Direct Plus Loan and Consent To Obtain Credit Report" which they submit to the Financial Aid Office when applying for each PLUS loan.
3. When a credit balance is created as a result of an overpayment or withdrawal and a check or cash payment only is used, a refund will be sent to HigherOne for distribution to the student, in accordance with the student's indicated preference.
4. Refunds for **students who use credit cards as payment** are handled differently. The Office of Student Assistance refunds in kind, i.e., to the credit card used to pay for the semester's charges. If financial aid is disbursed after the application of the credit card payment, any resultant credit will be refunded to the credit card, up to the amount paid by credit card. The amount refunded to the credit card will never exceed the amount of the original credit card payment. Any excess credit above the original credit card payment will be refunded according to the guidelines stated earlier.
5. If a student withdraws from a course or all courses, the level of aid eligibility may be recalculated based on the date of the withdrawal and the amount of tuition cancellation, if any. (The *Tuition Cancellation Policy* may be found within the on-line Class Schedule, under "Tuition and Fees.") **When a recipient of federal funds withdraws or stops attending classes during the first 60% of the semester** (payment period), a recalculation in compliance with the federal Return to Title IV Funds policy will be done. Return to Title IV Funds calculations (R2T4) are completed by the Financial Aid Office, in accordance with Federal regulations. Institutional and New York State funds will also be recalculated according to the policies in place for those funds if a recipient withdraws and receives a full or partial tuition cancellation. Any unearned aid will be returned appropriately to the source (e.g. U.S. Department of Education, New York State, etc.) After review, if a student is deemed ineligible for any or all financial aid, any balance due resulting from recalculation of aid becomes the responsibility of the student.

This policy is subject to change without prior notification. Please consult your campus Office of Student Assistance if additional assistance is necessary.

## Athletics and Recreation

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Pace University views athletics and recreation as an integral part of the educational experience. The athletics program is designed to bring students together through participation in a variety of varsity, intramural, and recreational sports while serving as a focal point for all students, faculty, staff, and alumni.

As with other nonacademic activities, athletic activities add another dimension to university life. Intercollegiate and intramural sports give the men and women of Pace University a chance to compete at many levels of ability and interest. There are currently 14 varsity teams, a spirit squad made up of cheerleading and dance teams as well as a wide variety of intramural sports. In addition, women's lacrosse and field hockey programs will be added as varsity sports to provide new women's sport opportunities at Pace. The first varsity season for women's lacrosse will be the spring of 2015 followed by field hockey in the fall of 2015.

The 75,000 square-foot, \$17 million Ann and Alfred Goldstein Health, Fitness and Recreation Center has been a recognizable landmark of the Pace community since its opening in 2002. The multipurpose, state-of-the-art facility, located on the Pleasantville campus, includes a 2,400 seat arena, an eight lane natatorium, a walking/jogging track, a weight room, an aerobics room, an athletic training facility, locker rooms, and a health care center.

Also, in collaboration with the university, the athletics department will be building four new athletics facilities beginning in the fall of 2014. A new multipurpose field with lights, artificial turf and 1,000 seats will be built for football, men's lacrosse, women's lacrosse and women's soccer. Peter X. Finnerty field will add turf, lights and will be the home of the baseball and field hockey teams. An athletics field house will be constructed with a strength center, locker rooms, sports medicine facilities, offices and a VIP room in the south end zone of the football field. Lastly, a new field for the Pace Softball program will be added to the Pleasantville campus as well.

Pace University maintains a successful intercollegiate program for students who qualify under the rules of the University, NCAA, and Northeast-10 Conference. Men's intercollegiate varsity sports include basketball, baseball, cross country, lacrosse, football, and swimming and diving. Women participate in basketball, cross country, field hockey, lacrosse, soccer, softball, spirit squad, swimming and diving, and volleyball. Pace University competes at the NCAA Division II level, with membership in the Northeast-10 Conference and the Eastern Collegiate Athletic Conference (ECAC).

Football kicks off the fall season for the Setters competing in the ten-football team Northeast-10 Conference. The women's volleyball team has won the Northeast-10 Conference Championship twice since joining the NE-10 and has competed in the NCAA Division II Championship in three of the last six seasons. Both teams play their home games in Pleasantville. The women's soccer program was started in 1997 and has seen over a dozen all-conference players as well as all-region selections. The women's soccer team currently plays all its home games on the Briarcliff campus of Pace University but will move to the Pleasantville campus in 2015.

The men's and women's basketball teams play their home games at the Goldstein Health, Fitness, and Recreation Center on the Pleasantville campus. The women's team advanced to the NCAA Division II Elite Eight in 2001 and the Sweet 16 in 2011. The men's squad won the first NCAA tournament game in program history in 2002 and was an NCAA Tournament participant in 2007.

The baseball team was the NE-10 Southwest Division Champions in 2012 and 2013, earning a bid to the 2013 NCAA Division II Tournament. In addition, the baseball program has had a number of its players drafted in the Major League Baseball First-Year Player draft. The men's lacrosse team plays in the one of the top Division II conferences in the country that have featured four national champions in the last decade. Women's softball which has a tradition of regional and conference success is played on the Briarcliff campus and will move to a new facility on the Pleasantville campus in 2016.

Among Pace's remaining sports, men's and women's cross country compete against some the most talented Division I and II programs in the East Region at various meets in the fall. The swimming and diving teams compete in the competitive NE-10 and have recently had five divers earn berths in the NCAA Division II national qualifiers the past two seasons.

For all information regarding Pace University Athletics log on to [www.PaceUAthletics.com](http://www.PaceUAthletics.com) and follow @PaceUAthletics on Twitter.

## Campus Services

### Campus Dining Services

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Pace University Dining Services offers a variety of locations, programs, and services to make students' dining experience exceptional. Whether on the New York City or the Westchester campuses, students have the flexibility to choose where, when, and what they would like to purchase.

There are great locations on the New York City and Westchester campuses - each serving a different purpose. For those grabbing something to go on the New York City Campus, there is a licensed Starbucks store serving baked goods, bottled

beverages, and their famous coffee. All campuses offer full-service fare as students may try one of the cafés or eateries, which offer a large variety of salad bars; made-to-order Boar's Head deli sandwiches; hot off the grill burgers, chicken breasts, veggie burgers and more, cook-to-order stations; pizza and pasta's, made to order sushi, smoothie bars and traditional entrees.

Monthly fun promotions spice up the menu. More details are available on the Pace Dining Services Web site, [www.dineoncampus.com/pace](http://www.dineoncampus.com/pace).

All full-time undergraduate students at the Westchester and New York City campuses are required to participate in a level of the University's Mandatory Dining Plan. Please refer to the *Housing Occupancy Agreement and Campus Dining* brochure for resident and full-time Commuters or visit the Meal Plan Information page on [www.dineoncampus.com](http://www.dineoncampus.com) for various buy-in levels and requirements.

All part-time students are invited to choose a dining plan of interest. Take a look at our Campus Dining website and choose the plan that best suits your needs. To sign up visit the meal plan office on either the Pleasantville or New York City campus or go to the Pace Portal click on the Student tab and look for *MY HOUSING & DINING* and choose your meal plan. For more information call:

- **Pleasantville**, Kessel Campus Center, (914) 773-3763
- **New York City**, One Pace Plaza, 1st floor, (212) 346-1283
- **Briarcliff**, Dow Hall, (914) 923-2612

## Environmental Center

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### Environmental Division

The Environmental Center is an academic component of the Department of Biological Sciences of Dyson College of Arts and Sciences and serves as an educational resource to the Pace community and to the regional area. The primary objective of the Center is to promote environmental education. In addition the Center serves as a meeting place for the environmental club, (N.A.T.U.R.E.), sponsors Earth Month, and supports efforts to "green" the campus. Students from the University and local high schools also work closely with faculty at the Center, designing and pursuing individualized internships.

Recently the original Environmental Center was relocated to a beautiful area of campus surrounded by woods and wetlands. These natural resources add to the distinctive qualities of the Center and enhance the opportunity for field studies. The replicated historic farmhouse from the Choate estate, combined with livestock pens, bird of prey enclosures, pavilion and a live animal exhibit room create a unique educational facility. The new state of the art gold LEED certified classroom building, incorporates solar panels and a geothermal system as a way to model energy alternatives. The grounds are enhanced by eclectic gardens and feature a diverse nature trail.

## Identification Cards (Higher One)

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University policy requires that a valid Pace University identification card be worn on the outermost garments on all campuses. (Visitors will be issued temporary passes.) A special resident ID is required for admission to the residence halls. At the New York campus and Lubin Graduate Center, ID cards must be displayed to enter campus. ID cards must be presented for access to the Pleasantville and Briarcliff campuses between 11:00 PM and 7:00 AM, Monday through Friday, and throughout the weekend. This card is also required for admission to the Academic Computing labs, Library Services, and on-campus events. Administrative ID Offices are located at:

### New York City

One Pace Plaza, Solutions Center 1st floor next to OSA, (212) 346-1812  
 And on the B-level in the Auxiliary Services Office  
 Monday - Thursday, 10:00 AM - 6:00 PM  
 Friday, 9:00 AM - 5:00 PM

### White Plains

Aloysia Hall, (914) 422-4138  
 Monday - Friday, 9:00 AM - 5:00 PM

### Pleasantville

Kessel Student Center, (914) 773-3830  
 Monday - Friday, 9:00 AM - 5:00 PM

Operation hours at the above locations will be expanded at the beginning of each academic year. Arrangements will be made for the issuance of ID cards at the Lubin Graduate Center and the Midtown Center. Notices regarding times and dates will be posted.

A student will keep the same ID card for his or her entire Pace career. The Office of Student Accounts and Registrar Services will issue a new validation sticker each semester upon receipt of payment for tuition. A \$20.00 fee is charged for replacement cards. The Office of Students Assistance will accept payment for this fee by Cash, check or money order, payable to Pace University.

## Library

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The Pace University Library is comprised of the Birnbaum Library on the NYC campus, the Mortola Library in Pleasantville, the Graduate Center Library in White Plains, and the Law School Library also in White Plains, New York.

The library offers users a wide array of resources and services including access to over 120 research databases (from on or off campus,) print and ebooks, resource sharing partnerships with local area libraries and consortia, and comprehensive interlibrary loan services for materials not owned by the Pace Library.

For a complete description of library resources and services, please visit the Pace University Library home page (<http://www.pace.edu/library>) or contact one of the Pace Library locations directly with any questions that you might have:

**Birnbaum Library (PNY):** (212) 346-1331

Monday - Friday: 8:00 AM - 11:00 PM

Saturday: 10:00 AM - 8:00 PM

Sunday: 12:00 PM - 8:00 PM

**Mortola Library (PLV):** (914) 773-3505

Monday - Thursday: 8:00 AM - 2:00 AM

Friday: 8:00 AM - 11:00 PM

Saturday: 10:00 AM - 8:00 PM

Sunday: 10:00 AM - 2:00 AM

**Graduate Center Library (GC):** (914) 422-4384

Monday and Thursday: 10:00 AM - 10:00 PM (Closed 1:00 PM - 2:00 PM for lunch)

Tuesday and Wednesday: 2:00 PM - 10:00 PM

Friday: 10:00 AM - 5:00 PM (Closed 1:00 PM - 2:00 PM for lunch)

Saturday: 10:00 AM - 5:00 PM

Sunday: Closed

**Law School Library (WP):** (914) 422-4208

Monday - Thursday: 8:00 AM - 10:30PM

Friday: 8:00 AM - 9:00 PM

Saturday: 9:00 AM - 9:00 PM

Sunday: 11:00 AM - 9:00 PM

## Security

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### PACE SAFETY AND SECURITY

The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University.

Pace University provides a 24 hours a day, 365 day per year security presence on each campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel receive mandatory pre-employment training in accordance with state laws. They also receive additional in-service training as needed. Security officers respond to an array of situations during their tour of duty. These may include, but are not limited to, medical emergencies, fire or intrusion alarms and service calls. Security officers also prepare incident reports and refer matters to other Pace departments or outside agencies, as necessary.

### YOUR RESPONSIBILITY

While Pace University safety and security personnel strive to create and maintain a safe campus environment, we need your help. All students, faculty, staff and visitors must assume primary responsibility for their personal safety and the security of their personal belongings. Precautionary measures are the key. Students walking at night are encouraged to travel in groups and on lighted walkways. If this is not possible, security will provide an escort upon request between any two points on campus. Residence hall room doors should be locked at all times when the room is unoccupied. All access doors to the residence halls should not be propped open, and unknown persons should never be allowed into the residence halls unannounced. Any individuals who do not appear to belong in the residence hall, parking lots or any campus location should be reported to campus security immediately.

## **ID CARDS**

In order to better protect the University community, upon entering the building on the New York campus and White Plains Graduate Center, the Pace University ID card must be displayed to the security officer. Temporary ID's will be issued to those individuals who do not have their ID cards or persons exhibiting a valid reason to enter the building.

## **UNIVERSITY PARKING**

All students who register will receive a parking and traffic guide. This guide will inform you of all the parking regulations which you must follow while your vehicle is on campus.

### **Offices:**

#### ***Traffic/Photo ID***

Pleasantville – Kessel Campus Center (914) 773-3830  
Monday – Friday 9:00 AM – 5:00 PM

White Plains – Aloysia Hall (914) 422-4032  
Monday – Friday 9:00 AM – 5:00 PM

New York – B Level Security (212) 346-1872  
OSA Office (212) 346-1812  
Monday – Friday 9:00 AM – 5:00 PM

#### ***Campus Security Offices (Use lobby phone to call for security if office is closed)***

Pleasantville – Goldstein Center (914) 773-3400  
Open 24 hours a day

White Plains – Preston Hall (914) 422-4300  
Open 24 hours a day

Briarcliff – Dow Hall (914) 923-2700  
Open 24 hours a day

New York – B Level Security (212) 346-1800  
Open 24 hours a day

## **Lost and Found**

Pace assumes no responsibility for personal property missing or lost from University premises. Students should exercise care for all personal property including apparel, purses, wallets, briefcases, office articles, books, pictures, and equipment. Missing property should be reported to the Security Office, which makes every reasonable effort to recover it. Anyone finding unidentified property should bring it to the Security Office immediately.

## **Parking**

### **Pleasantville, Briarcliffs and White Plains Campuses**

All vehicles brought on campus must be registered with the Safety and Security Department. Students must register their vehicles at the beginning of each academic year and will be issued a Parking and Traffic Guide at the time of registration. The Safety and Security Department will also issue temporary parking permits. Special permits are available for students with unique needs or disabilities.

Parking is permitted in designated areas only and prohibited in crosswalks, fire lanes, bus stops, unpaved areas, spaces reserved for the disabled, and any other areas designated as "restricted parking." Vehicles parked in violation will be given a ticket and in some cases towed at the owner's expense. Chronic violators will be referred to the Dean for Students or to the department head for appropriate disciplinary action.

With the exception of some designated parking spaces, all parking is on a first-come, first-served basis. Possession of a parking permit or pass authorizes parking but does not guarantee a parking space.

Pace University assumes no responsibility for the theft or damage to any vehicle. Complete parking and traffic regulations are available in campus security offices.

Parking is not available on the New York City campus. Limited meter parking and private parking lots are located nearby for a fee.

## University Health Care

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University Health Care offers a full range of primary health care services to Pace University students, faculty, staff, alumni, and their families. UHC is staffed by advanced practice nurses. UHC provides a needed service to the Pace community while also providing nursing students excellent clinical experiences.

The University Health Service Fee in conjunction with your health insurance will cover UHC office visits for sickness and accidents. UHC is able to bill your insurance directly. Diagnostic tests and procedures may incur additional charges.

Services available for students, faculty, staff, alumni, and their families include:

- Health education
- Health assessment with complete physical examinations
- Women's health care
- Diagnosis and treatment of illnesses such as sore throat, cough or other infections
- First aid for minor injuries
- Management of chronic health problems such as high blood pressure

### Locations:

Pleasantville Campus  
 Goldstein Fitness Center, Room 125  
 861 Bedford Road  
 Pleasantville, NY 10570  
 Telephone: (914) 773-3760

New York Campus  
 41 Park Row, Suite 313  
 New York, NY 10038  
 Telephone: (212) 346-1600

## Student Affairs

### Centers For Student Development And Campus Activities

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While much of the college experience takes place inside the classroom, the Centers for Student Development and Campus Activities promote the integral part that occurs outside the classroom through co-curricular activities. Students are encouraged to define their campus experience by creating new organizations, participating in programs, creating new events, and reflecting on their experience. The SDCA staff strives to support students by providing opportunities for the enhancement of academic, cultural, social, and recreational aspects of student life. Every student has the opportunity to become involved on campus. From student organizations to events, social justice programs to spirituality, commuter students to the family association, we are always searching for new ways to support our students as they define their campus and community.

As advocates of student empowerment, SDCA provides resources, guidance, and support to enhance student achievement and personal development. Opportunities to participate in student governance, leadership training, cultural events, and a wide array of diverse student organizations abound for all interested Pace University students. SDCA also collaborates with other offices and departments in hosting many University traditions and events including Student Orientation, Convocation, Homecoming and Family Weekend, Pace Males a Difference Day, Sophomore Appreciation Days, Senior Celebrations and much more.

### Activities

All clubs and organizations, including Greek Life, funnel through the Centers. Home to more than 100 student organizations, the Centers assist student leaders with club advisement, new club development and resource assistance and serve as a conduit for all the clubs' programming needs. Through the Centers for Student Development and Campus Activities, students can find student government representatives, the student newspaper offices, yearbook offices, and other club offices. Students may turn to the Centers for campus posting services, student event promotions, class list-serves, and college ring orders.

### Leadership Training

One of the central and traditional purposes of higher education is to prepare students for positions of leadership both inside and outside the University community. Conferences, workshops, and seminars are scheduled each year for students to examine and develop their leadership potential. In addition to these opportunities, the Centers have established the Student Development Transcript that documents a student's out-of-classroom experiences. Offerings include the Leadership Retreats, the Setter Series, Emerging Leaders, and Student of the Month/Year recognition.

## Orientation

Each year, the Centers for Student Development and Campus Activities direct the organization and implementation of varied orientation programs for entering students. Included in these offerings are required summer overnight programs for new students and, in conjunction with Welcome Week activities, sessions specifically geared to commuter, transfer, international, adult, and resident students.

## Special Programs

The Centers collaborate with other offices and departments in hosting the many University traditions and events including the Convocation, Homecoming/Family/Alumni Weekend, Spirit Night, as well as annual theme celebrations including Latino Heritage Month, Black History Month, Women's History Month, LGBT Pride Month, and Asian Heritage Month. The Centers for Student Development and Campus Activities can be found in Pleasantville on the upper level of the Kessel Student Center, and in New York City on the 8th floor of the 41 Park Row Building.

## Counseling Services

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The mission of Counseling Services complements the University's mission. Counseling aims to help students cope more effectively with developmental, vocational, familial, emotional, and relational aspects of their lives. The intention is to support students in directing energies toward fulfillment of their academic, professional, and personal goals. In order to achieve these goals, the Counseling Center provides the following services:

- Individual and group counseling
- Community wellness consultation and outreach
- Prevention programming
- Crisis intervention
- Services for students with disabilities
- Educational programming
- Workshops and outreach programming
- Diversity consultation and outreach
- Organizational consultation to student organizations
- Consultation and referral services

All Counseling Center services are confidential and free of charge for Pace University students.

## Cultural Programming

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On the New York City campus, the 672-seat Michael Schimmel Center for the Arts is the home of Pace Presents, the University's annual public performing arts season (running September through May) which features world music, dance, cabaret, opera and lectures. Pace Presents is currently in its third year and has featured world-class performers such as Bela Fleck, Laurie Anderson, The Carolina Chocolate Drops, America Ballet Theatre Studio Company as well as spectacular evenings of Tango, Broadway Cabaret and rising opera stars in an intimate recital-setting. \$5 student tickets are available for all Pace Presents shows.

When not in use for performances, the theatre is home to the award-winning television program *Inside the Actors Studio*. Recent guests have included Al Pacino, Bradley Cooper, Casts of *Mad Men* and *Glee*, Queen Latifah, Dave Chappelle, and George Clooney.

In addition to Pace Presents, the Michael Schimmel Center for the Arts is an in demand rental facility for conferences, lecturers, outside performers and is frequently used in film and television tapings.

## Dean for Students Office

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The Dean for Students has a key role in developing the personality and environment of the University by engaging the full academic community whenever possible in collaborative activities. In addition, the office plays an important role in communicating the interests and concerns of the students to the academic and administrative leadership. The Office of the Dean for Students is responsible for many areas of student life including residential life, multicultural affairs, student development, campus activities, wellness programs, and counseling services (including services for students with disabilities). The Office also oversees implementation of University rules and regulations that have been established for the well-being of all. Students may arrange to meet with the Dean when they wish to discuss personal, emotional, or academic issues.

**Marijo Russell-O'Grady**  
Dean for Students,  
New York City  
(212) 346-1306  
mrussellogrady@pace.edu

**Lisa Bardill Moscaritolo**  
Dean for Students,  
Westchester  
(914) 773-3351  
lbardillmoscaritolo@pace.edu

**Angela D'Agostino**  
Dean for Students,  
School of Law  
(914) 422- 4146  
adagostino@law.pace.edu



## The Jeanette and Morris Kessel Student Center

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The Jeanette and Morris Kessel Student Center in Pleasantville is the living room of the campus. We provide an environment for relaxation and social interaction, opportunities for education and exchange of thought, and services for Pace University students, staff, faculty and our community.

The Kessel Student Center creates an environment that fosters and expands the feeling of community on the Pace University Pleasantville campus.

Kessel Student Center provides a state of the art facility for the use of the campus; provides services that meet the daily needs of our constituents; and continues to provide educational and entertainment activities to the campus community.

The Kessel Student Center values students who are the life source of the Student Center; collaboration, teamwork and information-sharing within our community which are vital; to our success as an organization; diversity because there is knowledge to be gained from the backgrounds, lifestyles; differences and cultural heritages represented in our community; a safe environment where all people are valued, respected and treated with dignity; trust, respect, honesty, and integrity serve as the foundation for our interactions; active listening, honest and open exchange of ideas in an environment of positive; encouragement serve as the basis of our communication; the responsible use of resources.

### What's in The Kessel Student Center?

- Dean for Students
- Chartwells Food Services
- Dining Room A – Main Dining Area
  - Auxiliary Services
  - HigherOne & ID Card Office
  - Campus Bookstore
  - ATM – Located in “The Well”
- Student Development & Campus Activities (SDCA)
- Campus Chaplin
- Student Government Association (SGA) – (Pace Pleasantville's Student Government Association)
- Setters Leadership Initiatives
- English Language Institute (ELI)
- Commuter Lounge
- Career Services – satellite office
- “The Well” Common Area
- Meeting Rooms
- Conference Room A & B
- Conference Room C&D (Video Conference Capable)
- Butcher Suite
- Gottesman Room (Video Conference Capable)
- Office of Multicultural Affairs & Diversity Programs

### Want to reserve a Space in The Kessel Student Center?

Please go to our Request tab on our Online Events Calendar! (<http://events.pace.edu>)

### Building Hours of Operation

Monday - Thursday	8:00 AM- 11:00 PM
Saturday - Sunday	11:00 AM- 11:00 PM

## Pleasantville

More than any other building on the Pleasantville campus, the Kessel Student Center is the core of student life and, as we like to see it, the hearthstone of the campus. The multi-level structure, supervised and managed in the area of policy and operations by Student Development and Campus Activities, offers dining halls, lounges, computer lab, and the student association. Here, also, are the bookstore, ATM machine, student mailboxes, and administrative offices for Student Auxiliary Services, the Dean for Students, Campus Diversity Programs, the Judicial and Compliance Office, International Programs and Services, Adult and Continuing Education, Associate Provosts, and the Vice President for Student Affairs.

The Setters' Overlook Cafe is a popular spot for a variety of entertainment, dining, and student conference rooms. The Gottesman Room on the ground floor level and the Butcher Suite on the upper level are multipurpose rooms for dining, lectures, and special events. A wide terrace with a lawn sloping to the Choate Pond is the setting for barbecues, rallies, receptions, and other special events.

## Office of Multicultural Affairs, New York City Campus (OMA)

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The Office of Multicultural Affairs (OMA) views multiculturalism in the broadest sense. Our lens goes beyond race/ethnicity/nationality, to include the cultures of gender, gender identity, poverty, violence, differing abilities and aging.

At the core of the **Office of Multicultural Affairs (OMA)** mission is the commitment to provide opportunities and venues for Pace University and external communities to examine, discuss, debate, collaborate and develop partnerships around themes that perpetuate (un)checked power, privilege, marginalization and social injustices.

To that end, **OMA** sponsors programs and initiatives that include, but are not limited to:

- Inclusion
- Social Justice
- Community Building and Empowerment
- Mentoring
  - OMA Mentor Program: Open to all students regardless of social identity
  - Urban Male Initiative: Open to historically underrepresented Black and Latino Males
  - Shades: A Black & Latina Women's Collective Mentoring Program
- Scholarly Endeavors
  - The DiverCity Urban Food Project encourages research and scholarship at both the undergraduate and graduate levels. The program examines food, consumption and its availability throughout New York City, but more particularly, in underserved communities. Two ongoing research initiatives are the NYC Greenmarkets Project and the Urban Farms Project.

Students interested in participating in the Mentoring Program or the DiverCity Urban Food Project should contact our offices at 212 346 1546.

Lastly, **OMA** is additionally committed towards cultivating artistic expressions and creative interactions by sponsoring workshops and programs in the arts

## Office of Multicultural Affairs & Diversity Programs (MADP)

### Pleasantville Campus

The Pace University-Pleasantville Office of Multicultural Affairs & Diversity Programs (MADP) aims to promote a productive and educational work environment that fosters and values equality, respect, education and fairness. To this end, the Office of MADP seeks to provide services and programs that will instill university-wide appreciation for diverse perspectives and backgrounds regardless of race, gender, class, culture, sexual orientation, religion, age, or ability.

The Office of Multicultural Affairs & Diversity Programs supports various university diversity initiatives on diversity and provides training and educational opportunities for students, faculty, and staff.

### AALANA Mentorship Program

The mission of the AALANA Program is to assist first-year students in getting acclimated to a new environment while providing leadership, guidance, and support that present opportunities for our student's social and academic development. First-generation college students are a primary focus of the AALANA program. The opportunity to participate in AALANA is extended to all first-year students and we encourage returning students who can provide a good example to become mentors as both mentees and mentors have found this opportunity rewarding.

### Dr. Martin Luther King, Jr. Commemoration

The MADP also hosts an annual Dr. Martin Luther King, Jr. Commemoration Brunch program on the Pleasantville campus. This event often invites guest keynote speakers to present on themes of social justice and diversity.

### Urban Male Initiative

The Urban Male Initiative (UMI) is designed to provide a community of academic and career success for male students of color and first-generation students. Meetings and events are scheduled throughout the year to facilitate topical discussions as well as explore resources and opportunities within the university and beyond for career, academic, financial, and personal support.

### LGBTQQ Coordinator

- Creates a clear and visible space for university support of the LGBTQQ and ally community.
- Advocacy, activism and community building with a focus on diversity, multicultural issues and social justice
- Education and outreach on the isolating impact of gender and sexuality norming.
- Help students, staff and faculty to build conscientious communities of care, inclusion, support, and trust.
- Celebrates how differences in the LGBTQ and ally, student, staff and faculty population can enrich campus and local communities.
- Celebrates how the differences in campus cultural communities can enrich campus and local communities.

## Residential Life

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The Offices of Housing and Residential Life are committed to providing facilities, programs, and services that complement your academic development and promote your personal and social development. Each member of the Housing and Residential Life

staff is trained in areas of student development and crisis management, as well as the daily management of their facility. As adults, students are expected to accept the responsibilities of community membership while enjoying its privileges.

Living on campus, whether in New York City or suburban Westchester county, can be the most exciting experience of a young person's life -- and having a place to call "home" adds a sense of safety and belonging. Our residential facilities give Pace students that satisfaction. All rooms are furnished with a standard twin bed, desk, chair, dresser, wardrobe or closet, and window blinds. Suites and apartments have living room and dining room furniture as well as a variety of appliances. Residence halls are equipped with cable TV, and high-speed wired and wireless Internet access, at no additional cost.

**General Facts:** At Pace University, approximately 2,000 students live on campus in New York City, with another 1,200 residing on campus in Pleasantville and Briarcliff. Most first-year students will be placed in 55 John Street or Maria's Tower on the city campus, although some first year students may reside in other halls. First-year students in Westchester may be placed in North Halls in Pleasantville, and Dow Hall, Valley and Hillside Houses, and Howard Johnson Hall in Briarcliff. Residents can apply for select living learning communities offered in certain Residence Halls on both campuses. Students who apply for the Fall semester by the priority deadline (May 1st), can request each other as roommates (requests are not guaranteed). After the first year, students select their room through a room selection process which begins in March and concludes in April.

To apply for housing, student need to complete and submit a Housing Application along with a \$400 housing deposit and a \$100 security deposit to the Office of Student Assistance.

There is a graduate housing option for each campus. More information about graduate housing can be found on the Residence Life website for each campus.

## The Office of Housing and Residential Life Staff

Community living is a valuable experience that provides opportunities and rewards that will last a lifetime. Exposure to new people, ideas, cultures and ways of thinking create an environment ripe for growth and learning. At Pace, our residential life program is centered in the belief that community living is an integral part of the total educational experience. The staff is committed to providing facilities, programs, and services that complement your academic development and promote your personal and social development.

Students are viewed as whole individuals working toward integration with others and enjoying the privileges of community membership, while accepting its inherent responsibilities. Our program, policies, expectations, and guidelines are designed with your safety and welfare in mind. Your involvement in the community as self-regulating adults is the key to making the residence halls places where you:

- Meet other students and establish relationships that will enhance your Pace experience
- Successfully live together through peer interaction and learning, complementing your academic program
- Assume responsibility and accountability for your own lives and living environments
- Develop friendships and relationships that are respectful, civil and mutually satisfying
- Participate in educational, social, and cultural programs
- Develop skills through participation that will enhance your Pace experience and prepare you to contribute as members of outside communities

The Office of Housing & Residential Life is led by a team of dedicated individuals whose commitment is to support the academic endeavors of each of our residents while offering meaningful challenges that encourage their personal growth. Each Residence Hall staff member is trained in areas of student development and crisis management as well as the daily management of their facility. Please visit your RA or your Residence Director should you need any assistance during your stay in Housing.

## Veterans Information

At the Office of Student Assistance, the Veteran Affairs Team remains committed to providing Veterans, Servicemembers, and their eligible dependents, a seamless academic transition in all facets of their assimilation to Pace, specifically in ensuring that their well-deserved GI Bill®/VA educational benefits are utilized, through the U.S. Department of Veteran Affairs, in a prompt and proper manner. Pace University has been proudly recognized by GI JOBS® as a Military Friendly School for 2015; this is a distinction that ranks Pace in the top 20% of all colleges, universities, and trade schools nationwide (GI JOBS® 2015).

The Pace OSA VA Team processes a wide array of GI Bill® educational benefits including but not limited to CH 33 Post 9/11, CH 31 Vocational Rehabilitation, CH 35 Dependents, and CH 30, which includes 1606 and 1607 Selected Reserves Montgomery. In addition Pace accepts and processes Tuition Assistance Vouchers for Active/Reserve Duty Servicemembers. For those individuals who have CH 33 benefits at their disposal it is strongly advised that one ideally applies 4-6- weeks in advance of the start of the first semester they wish to begin their studies by visiting [www.gibill.va.gov](http://www.gibill.va.gov) and accessing the VONAPP system (<http://www.vabenefits.vba.va.gov/vonapp/default.asp>). Please record the "confirmation number" that will be issued at the conclusion of the application for future reference.

Veteran student beneficiaries interested in applying to Pace University, who would like to know how their specific benefit will be utilized, are encouraged to email [veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu). Pace is also a proud participating member of the Yellow Ribbon Program. Under this program's agreement CH 33 Post 9/1 beneficiaries who meet the 100% level of coverage having aggregated at least thirty-six months of active service post the year 2001 and veterans who are not on active duty/title 10 status will automatically qualify and receive funds that may cover one's tuition/fees charges in full from Pace and the VA through Yellow Ribbon once the annual cap under CH 33 has been fully exceeded for any given academic year. For those student veterans who are not 100% covered, should they qualify, Pace offers a Veterans 50% Tuition Scholarship. For more information on the

scholarship and the Yellow Ribbon Program please visit: (<http://www.pace.edu/admissions-aid/veterans/veterans-tuition-scholarship-program>). Upon admission to Pace, students are required to provide a copy of the first page of their Certificate of Eligibility and member-4 DD-214 either via email ([veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu)) or LAN Fax (914-989-8789).

It is the sole responsibility of the student veteran beneficiary to notify the OSA VA Team EACH semester that they wish to utilize their VA educational benefits. As soon as a student veteran beneficiary is officially registered for courses and has finalized their upcoming semester's course schedule, they must submit their request to use their benefits by visiting <http://osapaperless.pace.edu>, logging in using their Pace credentials, and completing the electronic "Veterans Request for Enrollment Certification" form. If the chapter of benefit requires additional paperwork such as CH 31 Vocational Rehabilitation (VA FORM 28-1905) beneficiaries or active duty personnel utilizing Tuition Assistance (Vouchers) they are required to attach such documentation in the appropriate section of the paperless form. All students regardless of veteran benefit status are encouraged to complete a FASFA by visiting <https://fafsa.ed.gov/>.

Please note making any change(s) to one's enrollment status in the form of adding/dropping a course(s) after the semester begins, specifically after the add/drop deadline may result in the student veteran beneficiary incurring financial liability. Should a student make a change after they have already requested the use of their benefits, they must re-complete the paperless "Veterans Request for Enrollment Certification" form as a "Re-cert/Amended Certification" request by visiting and logging into <http://osapaperless.pace.edu>.

Pace accepts military Joint Service Transcripts (JST). Students are encouraged to have their JST sent electronically delivered to Pace for a transfer credit evaluation by visiting <https://jst.doded.mil/>.

Students who have accepted student loans or have received federal grants in addition to their VA educational benefits resulting in a credit on their account are required to email [veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu) after each semester's add/drop deadline and once the VA has rendered payment to request disbursement of such aid.

## Information Technology Services (ITS)

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Information Technology Services (ITS) supports Pace University's core academic mission through the effective use of information technology for Teaching & Learning, Research, and to enhance the student experience. ITS provides students, faculty, and staff with resources and access to University-wide computing, mobility, data, video, and voice network services; wired and wireless access (residence halls, classrooms and common spaces); as well as access to a suite of online services. Students can find current information on the ITS website (<http://www.pace.edu/its>).

IT services such as the Pace University Mobile App, MyPace Portal (the self-service portal for students), Blackboard Learning Management System, ePortfolios and student email are available. Each residence hall room is equipped with wired and wireless connections to allow students high-speed access to the data network, cable television, and voice services.

Although Pace University does not require its students to own a personal computer or laptop to facilitate studies, all students are strongly encouraged to do so. Information about purchasing recommendations and discounts are available on the ITS web site. ITS provides limited support of student-owned computers for supported hardware and software on both the Westchester and New York City campuses.

Computer Resource Centers (CRC computer labs) are located on the New York City (NYC), Pleasantville (PLV), and White Plains (WP) campuses, are general-use computing facilities equipped with state-of-the-art PCs, Macs, self-service printing and peripherals such as scanners. The CRC labs provide common software applications that students need to succeed at Pace.

**Help & Support:** ITS Help Desk details and hours of operation can be found: (<http://www.pace.edu/information-technology-services/services/its-help-desk>).

### **ITS Help Desk contact information:**

Phone: 914-773-3333

Email: [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)

Web: <http://help.pace.edu>

## Office of Development and Alumni Relations

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The Office of Development and Alumni Relations provides information, volunteer opportunities, programs, and support for more than 136,000 alumni worldwide. This includes overseeing fundraising efforts to support key initiatives at the University, as well as events and programs that help our alumni reconnect with each other and their alma mater.

Many alumni participate in student programs as guest speakers or mentors, and are actively involved in career networking. Our graduates often assist Pace students in obtaining internships at their companies, and help recruit the next generation of students by attending college fairs, accepted student receptions, and other key volunteer programs.

Pace's Annual Fund helps provide resources for financial aid, scholarships, enhanced technology, and facility upgrades. The University depends on alumni financial and volunteer support to help meet the University's critical needs and to shape its future. Our office begins this engagement by encouraging current students to volunteer as ambassadors and make their Class Gift in

order to leave their class legacy upon graduation. Current students who are interested in assisting with the Class Gift campaign, thank-a-thons, or bringing alumni to campus should contact our office at (212) 346-1232. Anyone can make a gift to Pace by visiting [www.pace.edu/givetopace](http://www.pace.edu/givetopace).

The Pace Network, a free, secure alumni service available via the alumni home page, helps keep these connections strong after graduation and enables alumni to share information with each other. It offers a searchable online alumni directory, an Alumni Marketplace, online Class Notes, and more.

For more information about our programs and services, please email [pacealum@pace.edu](mailto:pacealum@pace.edu) or call 1-877-825-8664.

## Academic and Co-Curricular Services

### Division for Student Success

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The Division for Student Success (DSS) supports the academic mission of Pace University by offering students academic enrichment programs and advising services that support them as they make progress from admission to graduation. Its programs and services aid students in making a successful transition to the University and connects them to the larger University community in order to foster a transformative student experience that leads to graduation and success as well prepared young professionals. The departments within the division - the Centers for Academic Excellence, Office for Student Success, International Students and Scholars, Study Abroad, and Global Pathways, and Faculty-led Travel Courses - develop and promote enrichment programs that enhance student learning and development, support Pace's academic mission, and encourage individual student success.

#### **The Office for Student Success-same heading format as DSS and CAE**

The Office for Student Success (OSS) is a unit within the Division for Student Success that provides students with enrichment, leadership, mentoring, and experiential learning opportunities. Additionally, OSS conducts research to provide meaningful insights into the more challenging academic, social and financial points of a student's Pace experience. Programs and services OSS provide include the Student-Faculty Undergraduate Research Program, academic mentoring, financial literacy, commencement coordination, and assisting students navigate the University's offices and departments.

### The Center for Academic Excellence (CAE)

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The Center for Academic Excellence (CAE) provides student-centered programs that encourage and enable new and continuing Pace students to become active members of the university community and realize their full academic potential. Through orientation, advisement, academic support, tutoring, and college transition programs, such as CAP and the First Year experience, the CAE helps all students to prepare for their continuous academic success at Pace. The Center also fosters overall student development by offering leadership opportunities that encourage Pace students to become leaders in campus organizations and activities. In addition, the CAE coordinates placement testing and pre-registration for all incoming students and sponsors several national honor societies: Alpha Lambda Delta (ALD) for first year students, Lambda Sigma for sophomores and Alpha Chi, for juniors and seniors.

For additional information contact the Center for Academic Excellence:

- New York City, 41 Park Row, 2nd floor, (212) 346-1386
- Pleasantville, Mortola Library, Mezzanine Level, (914) 773-3434

Specific programs and services included within the Center are described below.

#### First-Year Experience

The Office of First Year Programs assists all newly enrolled first-year students to make a successful transition to university life and coordinates advisement for all students in their first year of college. The Office of First Year Programs also:

- Coordinates UNV 101, the required first semester seminar for all first-year students
- Oversees the Comprehensive Freshman Advising Program (CFAP) to provide all incoming freshmen with first year academic advising
- Working in collaboration with student Development and Campus Activities, helps students make a successful social transition to college
- Provides leadership and development opportunities for students to excel as peer leaders in UNV 101 classes
- Sponsors Alpha Lambda Delta, the national honor society for first year students
- Manages the First Year Academic Alerts to provide academic monitoring of all first year students

#### Challenge to Achievement at Pace (CAP)

The Challenge to Achievement at Pace (CAP) program is an intensive first-year academic support program designed to assist students who may not meet admission criteria but who show academic potential. Students newly enrolled in the CAP program

are assigned full-time academic advisers who provide academic, personal, and career-related support and also instructs them in dedicated CAP UNV 101 sections. The CAP program:

- Provides small CAP-dedicated core classes that allow students to develop a close working relationship with their professors.
- Works closely with faculty to ensure that students receive academic support and personal guidance to meet all academic expectations.
- Provides support in all subject areas through workshops, seminars, individual coaching and tutoring.
- Provides leadership opportunities to students qualified to become peer leaders.
- Offers summer support programs in certain targeted STEM subjects.

In order to complete the CAP program and continue at the University, students must achieve a 2.0 CQPA (cumulative average), complete 24 credits, earn a grade of "C" or better in ENG120, and complete UNV 101. In addition, students must satisfy specific matriculation requirements for their intended majors.

## Tutoring Center

Our Tutoring Center supports student success by offering free tutoring in a wide range of courses in business, mathematics, the sciences, and the social sciences as well as peer counseling in academic success strategies. Individual and group tutoring sessions, online tutoring, and special discussion groups linked to specific courses are designed to encourage independent learning and academic success. For certain mathematics courses, the Center offers end-of-semester reviews. Students are encouraged to visit the Tutoring Center to make use of the following services:

### Subject Tutoring

#### Math Lab

- Provides tutoring support for mathematics courses
- Helps students use mathematical concepts in applications for business, science, economics and other courses
- Encourages students to develop their mathematical reasoning skills

#### Accounting Lab (New York City only)

- Provides tutoring support in foundation and upper-division accounting courses
- Helps students develop effective study strategies
- Prepares students for course exams

## General Tutoring

Provides tutoring in various courses, including CIS 101, economics, finance, nursing, the sciences, and foreign languages. Students should check the Tutoring Center on their respective campuses for availability in specific courses. Tutoring for courses not listed will be offered, when possible, as demand dictates.

## Special Discussion Groups and Peer Led Team Learning

In small groups, students meet weekly with a peer leader to discuss lecture and course readings as they build their mastery of course content. In doing so, students develop the analytical and study strategies necessary for continuing success in the discipline. These meetings are in addition to the regularly scheduled classes with the professor.

The Peer Led Team Learning program is a formal SI (Supplemental Instruction) program offered in selected Science and Math courses to provide additional academic support to students and enhance their performance in these historically-challenging courses. Under faculty direction, well trained student leaders meet weekly with course sections to review lectures and labs.

### Advising Center for Exploring Majors (ACEM)

ACEM provides individual academic advising for students who are exploring options for majors, double majors, minors, or combined degree programs as well as for students who seek guidance on changing a major. It is also a place where all Pace students can find information about University requirements, majors and minors, and offers programs to enhance academic exploration. Through the INT 197H, "Exploring Majors and Careers," course it offers, students can learn about issues related to academic planning, goal setting and career orientation. Among its many services, ACEM:

- Provides opportunities for academic exploration, decision making, and planning.
- Assists students in charting paths to major selection and graduation.
- Directs students to the appropriate academic support.
- Connects students to academic advisers within the appropriate college or school.
- Monitors and assists students in academic difficulty return to good academic standing.
- Sponsors Lambda Sigma, the national Sophomore Honor Society.

## Pforzheimer Honors College

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The Pforzheimer Honors College fosters the development of outstanding students by enabling them to exercise greater responsibility and initiative in their academic work and by providing them with exceptional opportunities for growth - both inside and outside of the classroom. The Honors College gives its students the opportunity to participate in a scholarly community of students and professors. The Honors College is open to all qualifying Pace students, regardless of major.

Eligibility for membership is competitive and is based on a student's prior academic achievements. Students selected for membership receive Honors scholarships. Honors courses, taught by the top professors at Pace, are taken throughout all four undergraduate years. In the junior or senior year, all students complete a thesis (fundable by an Honors College Research Grant) in which a student collaborates with a faculty mentor on a major project. The results of this research are presented at an annual thesis presentation conference and may then be published in Pace University's scholarly journal and on the Honors College website. Honors students are also eligible to apply for \$1,000 grants for travel courses or study abroad semesters.

Honor students benefit from a variety of special activities and events on campus as well as trips that provide access to the New York City area's museums and theaters. Additionally, Honors students have Honors College advisers, receive the Honors College newsletter, may use the Honors lounge and student work spaces, may choose to live in all-Honors residences, are paired with an upper-class Honors mentor, enjoy early registration, and much more. Honors courses are noted on the student's transcript, and an Honors certificate and medallion are awarded at graduation.

Students should contact the specific campus office for the Pforzheimer Honors College they are interested in attending to learn more about the unique academic requirements, programming, and benefits of the Honors College. More information is available on our web site at [www.pace.edu/honors-college](http://www.pace.edu/honors-college).

For additional information contact the Pforzheimer Honors College:

- Pleasantville Campus, Mortola Library, third floor, (914) 773-3848
- New York Campus, One Pace Plaza, Room W208-209, (212) 346-1697

## International Programs and Services

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The Office of International Programs and Services is available to assist international students during their initial transition to Pace and all students who wish to study overseas. The office acts as a resource center for students, faculty, and administrators by encouraging and supporting the enrollment of international students within Pace University, and providing advisement on study abroad opportunities to all Pace students. The office collaborates with faculty, and administrators to develop new programs in other countries and improve existing linkages and services. The staff is committed to international education and to working with the community to achieve the goal of internationalizing Pace.

For additional information contact the Office of International Programs and Services:

- New York City, One Pace Plaza, Suite W-207, (212) 346-1368, Fax: (212) 346-1948
  - Pleasantville\*, Kessel Student Center, 213, (914) 773-3425, Fax: (914) 773-3399
- \* *The Pleasantville office provides services to all Westchester international students, including PLV, WP Graduate School and Law School and all Westchester domestic students for Study Abroad advising.*

## International Students and Scholar Services

The International Students and Scholars Office (ISSO) supports the internationalization efforts of Pace University by serving as the primary resource center for international students, scholars, their dependents and the University community. The Office promotes international and cross cultural communications and understanding.

The International Students & Scholars Office (ISSO) is committed to providing quality services to international students, scholars and their dependents at Pace University.

The Office assists with matters of special concerns of the international population. The Office strives to educate and inform each international student and scholar through providing information prior to their arrival, conducting orientation programs, advising on visa and employment matters, legal rights and responsibilities, health insurance, adjustment issues and personal concerns, and coordinating a variety of programs and activities on campus. The International Students & Scholars Office is responsible for institutional compliance with the U.S. Department of Homeland Security (DHS) and Department of State (DOS) regulations. For detailed information please visit the following Web site: [www.pace.edu/international](http://www.pace.edu/international).

## Study Abroad

Pace University values the international experience as integral to the student curriculum and the Office of Study Abroad supports that endeavor by offering numerous opportunities for studying abroad in long, mid, and short-term programs.

In traditional or semester-long study abroad, the student takes a normal course load as defined and approved by their academic advisor while enrolled in a foreign institution for a summer, semester, or year-long session. These credits transfer back to the

students' Pace transcript. Pace University is committed to providing its students with a variety of overseas opportunities to travel and learn abroad.

In the short-term programs, known as Faculty-Led Study Abroad, the student enrolls in a Pace University course led by two Pace faculty. This course meets during the semester before the break period, in which the international education component departs. Students then go abroad with their professors, as a class unit, to continue their course of study for a period ranging from seven days to six weeks.

The Office of Study Abroad also assists students in their international education by offering Pre-Departure Orientations and Re-Entry Orientations, as well as in-person advising and advising through social media.

For more information on study abroad destinations, programs and options please visit: [www.pace.edu/studyabroad](http://www.pace.edu/studyabroad).

## Global Pathways

The goal of the Global Pathways Office is to fully support all new and continuing students enrolled in Pace's Global Pathways Program academically, culturally, and socially.

The Global Pathways Program is designed for international students who meet all of the academic criteria for admission to an undergraduate or graduate degree program at Pace, but do not meet the English language requirement. While in Pathways, students have a chance to improve their English proficiency by taking English courses delivered by Pace's English Language Institute (ELI) and earn academic credits that will be counted towards their future degree if they complete Pathways successfully and matriculate into their degree program at Pace.

The Global Pathways Office provides academic, cultural, and immigration pre-arrival advising to all newly admitted students; post-arrival orientation programs for new students; assistance with registration for courses every semester; academic, immigration, and socio-cultural advising to continuing students; assistance with housing and health insurance matters; monthly socio-cultural programming; free English tutoring service and peer advising program.

## The English Language Institute

The English Language Institute (ELI) of Pace University offers English Language instruction for non-native speakers at the New York City and Westchester campuses. The Institute is dedicated to helping international students, visiting professionals, tourists and recent immigrants to improve their English skills for academic study, career advancement, or personal enrichment. ELI students receive Pace University ID cards and have access to facilities and services on all Pace campuses including the libraries, computer labs, recreational and sports facilities, theaters, cafeterias, and health clinics.

ELI courses are offered year round with seven entry dates: September, November, January, February, March, June, and July. There are two seven-week terms in the spring and fall, and a three-week winter term in January. In the summer there are two six-week terms. U.S. residents may choose to enroll full-time or part-time, but foreign visitors must enroll part-time (4 to 16 hours per week). Students holding F-1 visas must enroll full-time (at least 18 hours per week).

## Courses

Noncredit courses are offered at elementary to advanced proficiency levels. All students are tested and placed in the appropriate level. Students select courses according to their goals and interests. At the lower levels, students take the Intensive English Courses in grammar, writing, reading, speaking, and listening. Grammar and vocabulary are taught in context in all courses, and class discussion is strongly encouraged. Students can choose from a wide selection of elective courses to complete a schedule.

At the advanced level, students may choose between three tracks: the Intensive English Program, the Pre-Undergraduate Program, or the Pre-Graduate Program. The Intensive English Program is for students who are studying English for general purposes. It emphasizes American culture and uses materials from a wide variety of sources including the popular media. The Pre-Undergraduate Program and the Pre-Graduate Program are designed for students who plan to apply to degree programs at Pace or another American university. The curriculum is content-based, emphasizing the language and skills needed to succeed in an American university and using primarily academic materials. Students increase their fluency in English by studying various academic topics using authentic reading material (textbook chapters, essays, and literature) and videotaped lectures. They learn research skills, write academic papers, practice note-taking, learn test-taking strategies, and make oral presentations. TOEFL and GMAT preparation courses (for non-native speakers) are also offered.

Advanced-level students may be allowed to take one or two undergraduate courses in addition to their ELI courses if they are academically qualified. These credits can be applied to a degree program if the student becomes matriculated.

ELI course sections are letter graded. Grades are recorded in the University's student records, and official transcripts can be obtained from Student Accounts and Registrar Services. Certificates of completion are available upon request.



## Admission

The English Language Institute courses are open to any student who is at least 16 years old and who has completed secondary school. TOEFL scores are not required. The English Language Institute is authorized to issue the I-20 document for full-time, intensive English study (18 or more hours per week).

Admission to the English Language Institute does not constitute admission to Pace University. Each undergraduate and graduate degree program has its own admission requirements. However, academically qualified students who successfully complete the English Language Institute Pre-Undergraduate Program or Pre-Graduate program do not have to take the TOEFL test for admission to undergraduate and graduate degree programs at Pace University. Other tests like GMAT and GRE may be required depending on School admissions requirements. For more information, contact the Admission Offices.

## Special Programs

The English Language Institute also designs special programs for high school students and other visiting groups who do not wish to enroll in the regularly scheduled classes. Short-term programs for foreign visitors can be designed to include on-campus housing and cultural activities. In addition, English for Professionals classes can be taught on-site or on campus. For applications and more information, contact the English Language Institute at (212) 346-1562 or eli@pace.edu, or visit [www.pace.edu/eli](http://www.pace.edu/eli). For information about the English for Professionals Program, call (212) 346-1841, send an e-mail to [engpro@pace.edu](mailto:engpro@pace.edu), or visit the Web site at [www.pace.edu/efp](http://www.pace.edu/efp).

## Writing Center

Writing Centers are available for all current undergraduate and graduate students, and for faculty on both the Pleasantville and New York campuses. Both Writing Centers provide face-to-face, online, and small-group tutoring for students. In addition to tutorial services in writing, the Writing Center provides instructors of Writing Enhanced courses (and teachers of all courses that require any amount of writing) with assistance and resources on using writing to foster students' communication and critical thinking skills. The Writing Centers are staffed with Dyson College instructors, undergraduate and graduate Pace students, and professional tutors from the New York City community. All tutors participate in ongoing training in order to assist students with any aspect of their writing, from developing a topic to citing sources. Students and faculty are encouraged to make use of the following free resources:

- Writing tutoring for students, available on a drop-in, appointment, or referral basis;
- Reference materials, including dictionaries, thesauri, handbooks, and interactive Web-based writing exercises;
- Citation guides, for information on formatting and using sources in MLA, APA, and a variety of other citation styles;
- Online writing assistance, through which a tutor will respond to questions and concerns about writing; and
- Writing workshops, through which Writing Center staff will instruct students on various aspects of the writing process and inform students of the resources available to them at the Writing Center; Online resources including videos, podcasts, and PowerPoint lectures.

## Career Services

### Overview

**Career Counseling** - Our professional counselors are available to meet with you to discuss your academic and career plans. We'll help you choose a major, define your career goals, create/update your resume, develop your job search strategy and everything in between!

**Career Assessment** - Online career assessment tools and inventories are available to help students make informed career decisions.

**Career Panels/Seminars** - During the academic year, successful alumni and other professionals come to campus to discuss career paths in a wide variety of fields. Panelists describe their careers, current trends, and offer suggestions in preparation for the competitive job market. Lunch 'n Learn seminars are frequent and Practice Interview Day is held each semester to allow students to practice with a professional recruiter.

**Job & Internship Fairs** - Don't miss our amazing Job & Internship Fairs! Meet over 100 employers at each. We host four per year!

**On-Campus Recruiting Program** - Each year, various employers recruit graduating students from Pace for professional positions through the campus interview program. Graduating students may interview for a variety of full-time positions with corporations, banks, accounting firms, insurance companies, retail stores, brokerage houses, nonprofit organizations, and government agencies in the fall and spring semesters.

**Practice Interviews** - Need help interviewing? We'll practice with you! Make an appointment with a Career Counselor. It's a great way to practice before the real thing. "Practice Interview Days" are also held on each campus for your opportunity to

practice interviewing with a human resource professional. Check with the Career Services Office for “Practice Interview Day” dates.

**Job & Internship Postings** - Professional full-time jobs and internships are posted online on the Pace University eRecruiting site. Don't have an account? Email [careers@pace.edu](mailto:careers@pace.edu) with your pace email address, U# and full-name to get started.

**Virtual Career Center** - [www.pace.edu/careers](http://www.pace.edu/careers) provides online access to hundreds of career and job search resources.

**Student On-Campus Employment** - Need to apply for an on-campus job? Career Services can help with that too! All on-campus jobs are listed through the Pace University eRecruiting site.

## Internship Program

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Pace University's Internship Program is one of the nation's leading internship programs and the largest in the New York metropolitan area among four-year colleges.

The Internship Program enables students to combine academic study with paid and unpaid internships that directly relate to career interests while they pursue their degrees. Students in all majors can explore careers through hands-on experience in a variety of settings from government and nonprofit organizations to Fortune 500 companies. Positions are available part-time during the school year and full-time or part-time during the summer.

**Schedule an appointment with a Career Counselor today!**

### Benefits of an Internship Experience:

- Integrate classroom learning with on-the-job experience
- Potentially earn a salary to help defray education expenses
- Acquire pre-professional work experience and skills
- Develop confidence and professionalism
- Test interests and goals
- Improve opportunities for post-graduate employment
- Build a competitive resume
- Students receive transcript notation upon successful completion of their internship positions.

## Financial Aid and Scholarship Programs

### Introduction and General Eligibility

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#### Introduction

Pace University's Financial Aid policy is to provide the maximum financial aid available to qualified students to help make their attendance at Pace University a reality.

To this end, the University administers a wide range of scholarship and financial aid programs designed to enable the student to pursue his/her studies to graduation. There are four types of financial aid available at Pace: scholarships, grants, on-campus employment, and loans. Our financial aid administrators will develop a financial aid award package that meets your specific needs. Your package may combine two or more types of aid as well as alternative financing opportunities.

Pace University helps students and families with their college expenses by awarding merit, incentive and need based aid in the form of Pace funded scholarships, grants and awards. These are grants and do not need to be repaid. In addition to these resources, grants and scholarships are available through the state and federal government. Financial Aid in the form of loans, which do need to be repaid, is available through the federal government and private lenders.

The only way to be considered for maximum funding is to file the Free Application for Federal Student Aid (FAFSA), which is available at [www.fafsa.gov](http://www.fafsa.gov) and indicate that the results should be sent to Pace University. Pace's FAFSA codes are:

New York City campus: 002791

Pleasantville campus: 002792

White Plains campus: 002727

We recommend that you file by February 15; after that date not all sources of funding will be available.

Pace University has a strong commitment to academic excellence. Its scholarship and grant programs are designed to award students who have demonstrated superior academic development. University-sponsored scholarships, awards and grants are awarded to students on the basis of academic merit and promise, service to the community, and financial need. Each year, students at Pace receive more than \$280 million in aid overall, with over \$110 million funded by Pace University. In addition, 95% of freshmen receive some type of financial aid.

It is important to recognize that many scholarship opportunities (such as Pace Endowment funds) are overlooked or missed by students who are unaware of their availability or who do not file the FAFSA. Students should be sure to put in an application on our Pace Endowed Scholarship site (<https://appsrv.pace.edu/Scholarship/>) and private outside scholarship websites, listed under Financial Aid. Exploring financial aid opportunities requires time, effort, and advance planning. Many of these opportunities are highly competitive so early application to several sources tends to yield the best results. Most endowed scholarships require a QPA of 3.0 or above.

It is also important to be aware that each type of financial aid award has criteria that must be met for the student to receive the award and/or to have the award renewed for subsequent years. Please read all communications received from the Financial Aid Office and information available on the Portal. Finally, please always feel free to speak with a Financial Aid Counselor if you have any questions.

## General Eligibility

To be considered eligible for most financial aid programs a student must: be matriculated (accepted for and enrolled in a degree program, or certain certificate programs), be enrolled in at least six credits per semester, be making satisfactory academic progress, demonstrate financial need (for need-based aid), and file the Free Application for Federal Student Aid (FAFSA) by February 15 (for priority consideration). There are very few exceptions to these basic eligibility criteria, and many financial aid programs have additional eligibility criteria.

The basis of selection for most awards is ability and/or financial need. Financial need determines your eligibility for many types of aid. Financial need is the difference between the Cost of Attendance at a university or college and the Expected Family Contribution (EFC) as calculated according to the federal Need Analysis Formula. The Cost of Attendance includes estimates for tuition, fees, room, board (meals), transportation, books, and personal expenses. After filing your FAFSA you will receive a Student Aid Report (SAR) from the Federal Student Aid Office that will include your Expected Family Contribution (EFC). You can determine your financial need by subtracting your EFC from the total cost of the college you wish to attend.

The Financial Need formula is: Cost of Education – EFC = Financial Need

Most Financial Aid is renewable on a yearly basis provided there is adequate funding, and the student remains eligible. "Remaining eligible" refers to continuing to meet the criteria for receiving the award and maintaining Satisfactory Academic Progress for federal and Institutional funds ("Good Academic Standing" for New York State funds). Please make sure you review the details of the Satisfactory Academic Progress and Good Academic Standing policies.

## Financial Aid Timeline

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### January 1

- Earliest date to submit FAFSA (file at [www.fafsa.gov](http://www.fafsa.gov))

### Late January – Early February

- Financial Aid FAFSA workshops take place on each Pace campus (you will be mailed information on these events). (Or if you need help filing your FAFSA, do not hesitate to call the Financial Aid Office.)

### February 15

- File the FAFSA by this date for priority consideration to maximize your Award
- Undergraduate Application for Admission must be on file, completed and accepted to receive priority consideration to maximize the awards of students entering in the Fall.

### After February 15

- Awards will continue to be made to students who file after February 15, but sources of funding may not be available. For more information, go to [www.fafsa.gov](http://www.fafsa.gov). NOTE: This is the only official FAFSA site.

### March 1

- Award notices are sent to Freshmen and Transfer students admitted for the Fall semester and on a rolling basis after March 1st

### March 15

- Financial Aid office begins notifying students and new admits of documentation and/or actions required to complete the verification process and to finalize financial aid.
- Financial Aid office sends all current students Summer Aid Applications

### Mid April

- Summer Financial Aid application priority deadline.

### May 1

- Deadline for tuition and housing deposits from students admitted for the Fall semester.

### Late May

- Award notices are sent to Continuing students and on a rolling basis thereafter.

### **May and June**

- Parents interested in borrowing PLUS loans to help pay the Fall bill should complete the Pace University PLUS Loan application and submit it to the Financial Aid office.
- Students interested in borrowing Alternative (Private) Loans should apply on their Lender's web site.

### **Mid-June**

- Invoices for the Fall semester are sent.

### **June 1**

- Deadline for submitting all verification documentation and any other documentation requested by the Financial Aid Office in order to have aid available for Fall Payment due date. Students submitting documents after this date will still have their aid processed after the payment due date.

### **Early August**

- Payment due for the Fall semester

### **Early September**

- Fall semester starts

### **Mid-November**

- Award notices are sent to Freshmen and Transfer students admitted for the Spring semester and on a rolling basis thereafter.

### **December 1**

- Deadline for submitting all verification documentation and any other documentation requested by the Financial Aid Office in order to have aid available for Spring Payment due date. Students submitting documents after this date will still have their aid processed after the payment due date.
- Invoices for the Spring semester are sent.

### **Early-January**

- Payment due for Spring

### **Mid-January**

- Spring semester starts

## **Application Process and Filing Dates for Financial Aid Programs**

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All students should apply annually for financial aid.

To apply for financial aid from the federal government, New York State or Pace University, you must file the Free Application for Federal Student Aid (FAFSA). You can apply online at [www.fafsa.gov](http://www.fafsa.gov).

You, and your parents or spouse, (if applicable) can electronically sign the FAFSA online using your individual PIN numbers, which can be requested from the FAFSA Web site.

For priority consideration you should file the FAFSA no later than February 15th, as some awards are made to qualifying applicants on a first come first served basis. You may estimate your answers concerning your federal tax return if you have not yet completed your tax return. Students admitted to Pace University for the Spring semester should file the FAFSA no later than December 1<sup>st</sup> for priority consideration.

When you complete the FAFSA you will need the following Pace campus codes:

- New York City campus: 002791
- Pleasantville campus: 002792
- White Plains campus: 002727

Four to six weeks after filing the FAFSA the Federal Student Aid Office will send you a Student Aid Report (SAR). It is essential you read the comments, check the data, and follow all instructions.

### **Other Application Requirements:**

- To complete your application for New York State aid (New York residents only), complete the Express TAP Application (ETA) online. (You will be provided with a link to the ETA from the FAFSA website after you finish filing your FAFSA.)
- To apply for the PLUS loan, have your parents return the Plus Application included with your Award Notice package.
- To apply for Endowed Scholarships from Pace University (Continuing and Resuming students only), complete the application on-line at: <https://appsrv.pace.edu/Scholarship/>
- To apply for Alternative Loans, apply on your lender's website and provide your lender with any requested documentation. (See Alternative Loans.)
- To apply for aid for the Summer, please refer to the Summer Financial Aid Application Procedures section below.

For the 2013-2014 financial aid year and beyond, the U.S. Department of Education strongly suggests that families use the IRS Data Retrieval function if applicable. The federal government randomly selects financial aid applications to go through a process called Verification each year. In addition, the Financial Aid Office is required to resolve all conflicting information and obtain documentation and explanations for all unusual circumstances. If you are selected for Verification, have conflicting information or unusual circumstances, the Financial Aid Office will request additional documentation or information to support your application, such as a copy of your federal tax transcript and W2 form, proof of citizenship, child support paid, etc. If documentation or

information is requested you must provide it as quickly as possible. The deadline for completing verification and resolving all issues with your application is June 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester. Students who submit requested documentation or information after those dates may not have their aid available in time to pay their bills for those semesters.

When to Expect your Award Notice:

- Students admitted for the Fall semester will begin receiving Award Notices two to three weeks after the FAFSA is processed by the federal processor, beginning in early March.
- Students admitted for the Spring semester will begin receiving Award Notices two to three weeks after the FAFSA is processed by the federal processor, beginning in mid-November.
- Continuing and Resuming students will begin receiving Award Notices two to three weeks after the FAFSA is processed by the federal processor, beginning in early June. Please note: Award Notices sent to Continuing and Resuming students in June are subject to change after Academic Progress is reviewed at the end of June (see Satisfactory Academic Progress).

Note: All awards are subject to change as a result of:

- Changes in your resident status (commuter/resident).
- Changes in your expected enrollment status.
- Receiving financial aid not listed on the Award Notice.
- Changes in your Need

In addition, if you drop or withdraw from some or all of your classes your financial aid may be reduced or cancelled. Please refer to the Financial Aid Refund and Repayment policy.

**Accelerated Bachelor's of Nursing (ABSN):** Accelerated Bachelor's of Nursing (ABSN) students interested in applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). This application must be completed to determine eligibility for all need-based awards, including federal loans.

ABSN students should be aware that, because they are pursuing a second bachelor's degree, the federal programs available are limited to the Federal Direct Loan program, and if they are New York residents, the Tuition Assistance Program (TAP), if eligibility was not exhausted for the first bachelor's degree. There are also limited Federal Nursing Loan funds available.

All students are strongly encouraged to seek alternative, external financial resources. An extensive list is available in the ALPS office in Lienhard Hall on the Pleasantville campus. Your campus Financial Aid Office also has listings of outside scholarship resources, as do most public libraries.

## Summer Financial Aid Application Procedures

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Limited types and amounts of financial aid are available for the summer terms. Students should be aware that using financial aid during the summers may impact their eligibility for aid during the following academic year or at the end of their degree program.

Students interested in receiving financial aid for the summer terms should make sure they have filed the FAFSA for the academic year prior to the summer (i.e. 2012-2013 for Summer 2013). In most cases a student should also already have a FAFSA on file for the following academic year. In addition, summer aid applicants must also file a Pace University Application for Summer Financial Aid which is available from your campus Financial Aid Office beginning in March.

## Types of Financial Aid and Scholarships Available

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Types of financial aid and scholarships available include:

### I. Pace University Financial Aid Programs

- President's and Deans' Scholarship Awards
- Honors Scholarships
- Trustee Recognition and Pace Incentive Awards
- Transfer Incentive Award
- Pace Grant
- Endowed Scholarships

### II. Federal Financial Aid Programs

- Federal Pell Grant
- Federal Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Loans
- Federal Work-Study
- Federal Subsidized Direct Stafford Loans
- Federal Unsubsidized Direct Stafford Loans
- Federal Direct Plus Loans (for Parents)

### III. State Financial Aid Programs (New York State Residents only):

- New York State Tuition Assistance Program (TAP)

- Aid for Part-Time Study (APTS)
- Other New York State Scholarship and Grant programs.

#### **IV. Alternative Financing Options:**

- Alternative Loans

#### **V. Other Ways to Pay:**

- Tuition Pay Plan
- The Office of Student Assistance also accepts American Express, VISA, MasterCard, and the Discover Card.

## **General Rules covering all Financial Aid**

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### **General Rules covering all Financial Aid:**

- Any combination of tuition-specific Pace-funded scholarships, grants or awards and New York State or other tuition-specific funding cannot exceed your actual tuition charges.
- All financial aid combined may not exceed your Cost of Attendance.
- You must be matriculated in a degree program at Pace University in order to receive any financial aid other than Alternative Loans. (Note that some Certificate program students also qualify). Matriculated means that you are admitted to and enrolled in a degree or certificate program.
- Generally, students must be enrolled at least half-time (6 credits per semester) to qualify for aid. Exceptions are federal Pell Grants and Alternative Loans.

Note: Program guidelines and funding levels, especially for New York State and Federal aid, are subject to change without enough advance notice to be corrected in this publication. The University must reserve the right to modify the amount of an award at any time on the basis of outside awards or eligibility factors not known when an award is originally offered. In addition, Pace University reserves the right to cancel or adjust any award, grant, loan or work study offer in view of a change in your financial need or if we receive information indicating that you have provided incorrect or incomplete information on the financial aid application forms or due to your failure to comply with University regulations relating to conduct and/or academic integrity.

## **Pace University Financial Aid Programs**

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### **Honors College Scholarship**

Students are invited to join Pace's Pforzheimer's Honors College on the basis of their academic achievement, as measured by high school average, rank in class, SAT I or ACT scores and extracurricular activities. To be eligible for the Honors College, incoming Freshman students must have a high school average of 90 or higher, an SAT Critical Reading score of 550 or higher, an SAT Math score of 550 or higher and a cumulative SAT score of 1200 between those two sections (minimum ACT score of 27). Upperclass students may also be invited to join the Honors College based on exemplary academic achievement.

To be considered for Pace's Pforzheimer's Honors College and the scholarship, students must be admitted as matriculated students in a degree program. Students must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Priority is given to those students who have completed the admissions application process by February 1.

Scholarships are available for a maximum of four years from the term the student entered the University or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic provided the student continues to participate in the Honors College, maintains a 3.30 cumulative QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving an Honor's Scholarship may not also receive any of the following awards: President's Scholarship, Deans' Scholarship, Trustee Recognition Award, Pace Incentive Award, Transfer Incentive Award, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

### **President's Scholarship**

These prestigious scholarships are awarded to entering Freshman students who are admitted as matriculated students in a degree program. Students must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Scholarships are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 3.00 cumulative

QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a President's Scholarship may not also receive any of the following awards: Honors Scholarship, Deans' Scholarship, Trustee Recognition Award, Pace Incentive Award, Transfer Incentive Award, Pace Opportunity Scholarship, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Dean's Scholarship

These prestigious scholarships are awarded to entering Transfer students who are admitted as matriculated students in a degree program. Students must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Scholarships are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 3.00 cumulative QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a Dean's Scholarship may not also receive any of the following awards: Honors Scholarship, President's Scholarship, Trustee Recognition Award, Pace Incentive Award, Transfer Incentive Award, Pace Opportunity Scholarship, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Trustee Recognition Award

These merit awards are offered to entering Freshman students who show academic promise. To be eligible, students must be admitted as matriculated students in a degree program and must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Merit Awards are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 2.00 cumulative QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a Trustee Recognition Award may not also receive any of the following awards: Honors Scholarship, President's Scholarship, Deans' Scholarship, Pace Incentive Award, Transfer Incentive Award, Pace Opportunity Scholarship, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Transfer Incentive Awards

These merit awards are offered to entering Transfer students who show academic promise. To be eligible, students must be admitted as matriculated students in a degree program and must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Merit Awards are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 2.00 cumulative QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a Transfer Incentive Award may not also receive any of the following awards: Honors Scholarship, President's Scholarship, Dean's Scholarship, Trustee Recognition Award, Pace Incentive Award, Pace Opportunity Scholarship, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Pace Incentive Award

These merit awards are offered to entering Freshman students who show academic promise. To be eligible, students must be admitted as matriculated students in a degree program and must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Merit Awards are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 2.00 cumulative QPA, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a Pace Incentive Award may not also receive any of the following awards: Honors Scholarship, President's Scholarship, Deans' Scholarship, Trustee Recognition Award, Transfer Incentive Award, Pace Opportunity Scholarship, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Pace Opportunity Scholarship

These scholarships are awarded to entering Freshman or Transfer students who show academic promise. To be eligible, students must be admitted as matriculated students in a degree program and must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Selection is based on academic excellence. Priority is given to those students who have completed the admissions application process by February 1<sup>st</sup>.

Merit Awards are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains a 2.00 cumulative QPA, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year.

Students receiving a Pace Opportunity Scholarship may not also receive any of the following awards: President's Scholarship, Deans' Scholarship, Trustee Recognition Award, Transfer Incentive Award, Pace Incentive Award, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter.

## Other Renewable Merit awards

Pace University offers a number of other renewable merit awards to students who show academic promise and who meet various specific eligibility criteria. The types of Other Merit awards available changes overtime. Currently available Other Renewable Merit Awards include, but are not limited to:

**Alpha Beta Gamma Scholarship** - \$1,000 per year offered to incoming Transfer students who are members of Alpha Beta Gamma. To qualify, the student's Chapter Advisor must provide a letter of recommendation to the Undergraduate Admissions Office. A cumulative 3.00 QPA is required for renewal.

**Phi Theta Kappa Award** - \$1,000 per year offered to incoming Transfer students who are members of Phi Theta Kappa. To qualify, the student's Chapter Advisor must provide a letter of recommendation to the Undergraduate Admissions Office. A cumulative 3.00 QPA is required for renewal.

**Legacy Scholarship** - \$1,000 per year offered to Freshman or Transfer students who are admitted for Fall 2012 and beyond whose mother and/or father graduated from Pace University. To qualify, applicants for admission must indicate on their Admission Application that one or both of their parents are Pace graduates. A cumulative 2.00 QPA is required for renewal.

To be eligible for any of these awards, students must be admitted as matriculated students in a degree program and must enroll full-time (at least 12 credits per term) in each Fall and Spring term until completing the Bachelor's degree program. Merit Awards are available for a maximum of four years or until the first bachelor's degree is completed, whichever occurs first. (The exception is for students in the 5-year CPA program who may receive the award for up to five years). Summer sessions are not included. These scholarships are applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains the required cumulative QPA for their specific award, maintains Satisfactory Academic Progress, and continuously enrolls full-time in each Fall and Spring term until completing the bachelor's degree. If these awards are not renewed due to low QPA or unsatisfactory academic progress, they may be reinstated if the student achieves the required QPA or academic progress within one year.



## Veteran Tuition Scholarship

Pace University offers a scholarship program to veterans from all branches of the United States Armed Forces who served in Afghanistan and/or Iraq since September 11, 2001. The Pace Veterans Scholarship grants eligible veterans a 50 percent tuition scholarship. The scholarship is open to all admitted veterans who provide a copy of their DD-214 form with one of the following designations:

- Global War on Terrorism Expeditionary Medal
- Afghanistan Campaign Medal
- Iraqi Campaign Medal

To apply for this scholarship as an incoming student, students must file an application for admission for full and/or part-time undergraduate study and provide a copy of their DD-214 with their application. All Veterans will have their application fee waived, regardless of whether or not they apply or are eligible for this scholarship. The fee waiver form should be printed out and submitted along with the application and/or DD-214. Continuing students who have not already received the Veterans scholarship may apply for it by submitting a copy of their DD-214 to the Office of Student Assistance, Veteran Affairs Team via email ([veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu)) or fax (914-989-8789).

To be eligible, a student must be admitted as a matriculated student in a degree program. There is not a minimum enrollment required for receiving the Pace Veterans Scholarship. Those students who are 100% covered under any form of tuition assistance, this includes federal GI BIL@L/VA educational benefit are NOT eligible to receive the 50% Tuition Veterans Scholarship. This scholarship is only available for the Fall and Spring semesters respectively until the completion of the first Bachelor's degree program. This scholarship is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. Renewal is automatic, provided the student maintains Satisfactory Academic Progress and a cumulative 2.00 QPA. If this award is not renewed due to low QPA or unsatisfactory academic progress, it may be reinstated if the student achieves the required QPA or academic progress within one year. To remain eligible for the scholarship student must enroll continuously in the fall/spring semester. Should they need to take off a semester they must complete a "Leave of Absence Form" and file it with the Office of Student Assistance prior to their leave to be eligible to receive this scholarship upon their return.

Students receiving a Pace Veterans Scholarship may not also receive any of the following awards: Honor's Scholarship, President's Scholarship, Deans' Scholarship, Trustee Recognition Award, Transfer Incentive Award, Pace Incentive Award, or Part Time Student Scholarship or Incentive Award. Students must sign an Award Agreement Form, which will be sent separately from the Award Notice, starting May 15<sup>th</sup> and on a rolling basis thereafter. For more information please visit: Veterans Tuition Scholarship Program.

## Pace Grant

These Need Based awards are available to full-time students matriculated in a degree program. Awards are based on academic promise and financial Need. This award is limited to U.S. citizens and permanent residents. Students must complete the Free Application for Federal Student Aid (FAFSA) annually, and list Pace University as a school to be attended on the form. Priority is given to students who file the FAFSA by February 15. Recipients must enroll for at least 12 credits per Fall and Spring term, maintain satisfactory academic progress and a cumulative QPA of at least a 2.00. Summer sessions are not included. Pace Grant is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. This award is available for the number of semesters necessary to complete a degree, however renewal is not guaranteed. Students must reapply each year. Renewal is based on continued financial Need, maintaining academic progress and a cumulative 2.00 QPA and the FAFSA filing date each year.

## Trustee Tuition Grant (TTG)

Undergraduate students who have completed at least 24 credits at Pace (not including transfer credits) and who have a 3.50 cumulative QPA are eligible for a TTG. These awards of \$500 per year are restricted to students taking at least 12 credits per Fall and Spring term. This grant is not available for summer terms. TTG is applicable ONLY to tuition charges at Pace and may not, in combination with other tuition specific financial aid, exceed the student's actual tuition. The grant is not available to recipients of the Honors, President's or Deans' Scholarships.

## Athletic Scholarships

Full and partial scholarships are available to students with exceptional athletic ability. Such scholarships encourage participation in men's and women's basketball, men's baseball, women's soccer, women's volleyball, women's softball, men's and women's cross country, men's lacrosse, and men's and women's swimming and diving. Applicants should contact the Athletics Department for further information.

## Free Courses For Parents

Parents of full-time matriculated undergraduate students are eligible to take one free course each fall and spring semester on a space-available basis. Registration for tuition-free courses may only take place during the first week of class. Adult education, nursing, and graduate level courses are excluded from this offer. Parents will be charged for registration and laboratory fees. An

application for the free course may be obtained from the office of Student Accounts or Registrar departments of the Office of Student Assistance. Awards for this program will not be honored for any course that is filled before the first day of class or for any course that the parent's child is also taking during that semester.

## Student Services Tuition Remission

The University offers partial tuition remission to those students participating in student organizations, such as the Pace Press, Pace Chronicle, yearbook, radio stations, etc. For more information contact the Office of Student Development & Campus Activities.

## Endowed Scholarship Funds

Endowed Scholarships are made possible through the generosity of Pace alumni and friends, as well as corporations and foundations. These benefactors have a strong belief in the importance of a Pace education for a student's future success. There are over 250 endowed and restricted scholarships available.

To be eligible to apply, students must be matriculated (admitted to a degree or certificate program) and be enrolled for at least 6 credits per semester. Students must also be maintaining Satisfactory Academic Progress and have a QPA of 3.0 or above. Most awards are financial need based. Students must have filed a FAFSA. Continuing and Resuming students must also complete our Application for Pace Endowed/Restricted Scholarships at <https://appsrv.pace.edu/Scholarship/>. It is very important to **provide as much information as possible** to improve the chances of being matched with an award. The priority filing date for Endowed Scholarships is June 1<sup>st</sup>.

Applications are reviewed on a first come first service basis and awards are made according to availability of funding.

## Federal Financial Aid

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### General Eligibility for Federal Financial Aid programs:

- Must file a Free Application for Federal Student Aid (FAFSA) each year.
- Must be admitted as a matriculated student in a degree or certificate program at Pace University.
- Must be enrolled in at least 6 credits per semester (except for Pell Grants).
- Must be making Satisfactory Academic Progress toward degree.
- Must be a U.S. citizen or eligible non-citizen (permanent residents, certain refugees).
- Must be registered for the Selective Service (only applicable to males aged 18 and older).
- Must not be in default of a federal student loan.
- Must not owe a repayment on a federal student grant.
- Must have and provide a valid Social Security Number.
- Combination of federal aid and all other aid received may not exceed the Cost of Attendance.

### Federal Pell Grant Program

Matriculated students who have not previously received a bachelor's degree may be eligible to apply for this federal grant. Eligibility is based on financial Need as determined by the Federal Need Analysis Formula. Applicants must be accepted to an undergraduate degree or certificate program and be enrolled for at least one credit per semester. Students must maintain Satisfactory Academic Progress. Awards for the 2012-2013 academic year range from \$575 to \$5,550. Students must complete the Free Application for Federal Student Aid (FAFSA) annually, and list Pace University as a school to be attended on the form. Students may receive Pell Grants for a maximum of 12 full-time semesters or the equivalent.

### Federal Supplemental Opportunity Grants (FSEOG)

Federal funds are available for a limited number of undergraduate students with exceptional financial need who are matriculated (accepted to a degree or certificate program) and who are enrolled for at least six credits per semester. Students must maintain Satisfactory Academic Progress to receive FSEOG. The amount of the grant typically ranges from \$100 to \$2,400 per academic year at Pace University based on the level of our federal funding. The Financial Aid Office determines who will receive FSEOG and the amount of the grant. A student must be a Pell Grant recipient to receive FSEOG. Students must complete the Free Application for Federal Student Aid (FAFSA) annually, and list Pace University as a school to be attended on the form. FSEOG funds are extremely limited; generally only students who file the FAFSA by the February 15<sup>th</sup> priority deadline each year will receive FSEOG.

### Federal Perkins Loan

Pace University administers these federal loan funds and generally lends up to \$2,500 per year to students with extreme financial Need who are matriculated (accepted to a degree or certificate program) and who are enrolled for at least six credits per semester. Students must complete the Free Application for Federal Student Aid (FAFSA) annually, and list Pace University as a school to be attended on the form. Students must maintain Satisfactory Academic Progress to receive Perkins loans.

Perkins loan funds are limited; generally only students who file the FAFSA by the February 15<sup>th</sup> priority deadline each year will receive Perkins loans.

Repayment begins nine months after the borrower ceases at least half-time study (6 credits per semester), and may extend over a 10-year period. During the repayment period, interest will be charged at the rate of 5 percent on the unpaid balance of the loan principal. Repayment of the whole or part of the loan may be made in advance at any time without penalty. The minimum monthly installment is generally \$40 including interest. No repayment and no interest is charged during any period of up to three years should the borrower serve in the Armed Forces, Peace Corps, or VISTA. The program provides for partial or total cancellation for borrowers who teach the disabled, in Head Start, or in poverty-area schools designated by the federal government. Full and partial cancellation benefits are also available to full-time law enforcement and corrections officers who borrow from this program after November 29, 1990. Please note that loan cancellation provisions are subject to change based on congressional legislation and appropriations.

Borrowers are required to arrange an exit interview with the Collection's Office during their last semester at Pace University. A sample loan repayment schedule is listed below.

#### Perkins Loan Sample Repayment Schedule

Minimum Amount Borrowed	Charge 5% Monthly Payment	Total Interest		
		Annual Percentage Rate	Number of Total Payments	Monthly Payments
\$4,000	\$42.43	\$1,091.01	\$5,091.01	120
\$5,000	\$53.03	\$1,364.03	\$6,364.03	120
\$15,000	\$159.10	\$4,091.73	\$19,091.73	120

## Federal Work-Study Program (FWS)

Federally subsidized employment opportunities are available to students with financial need who are matriculated (accepted to a degree or certificate program) and who are enrolled for at least six credits per semester. Students must maintain Satisfactory Academic Progress to receive FWS. Students must complete the Free Application for Federal Student Aid (FAFSA) annually, and list Pace University as a school to be attended on the form.

Students receiving Federal Work Study awards may be employed on campus by Pace University. Most of the students approved for Federal Work Study can be placed in jobs, but it is the student's responsibility to research job openings and to successfully obtain a position. Students interested in on-campus employment should visit Pace University's Human Resources Department's Careers at Pace site (<http://www.pace.edu/human-resources/careers-pace>) on the web for links to the application system and instructions.

Numerous off-campus positions are also available through the America Reads/Counts/JumpStart program which allows Pace students the opportunity to tutor young children to help improve their reading and math skills. Applications and eligibility criteria for this program are available through the New York Campus Dyson College offices.

It is important to understand that any Federal Work Study award included on a Financial Aid Award Notice only represents the student's eligibility to earn FWS funds. These funds will not be available at the start of the academic year to pay the Fall semester bill. Federal Work Study paychecks are issued twice each month based on the number of hours worked and the hourly wage rate. Paychecks are issued on a half-month delay which means that students will be paid on September 30<sup>th</sup> for hours worked from September 1<sup>st</sup> through 15<sup>th</sup>. Employment under the program will normally average 10–15 hours per week while classes are in session. During vacation periods, students may work up to 40 hours per week. Total earnings under Federal Work Study are limited to the award amount authorized by the Financial Aid Office.

Students who have not been awarded Federal Work Study who have filed the FAFSA and who have financial Need, may ask the Financial Aid Office to review their eligibility. In addition, non-FWS recipients may also apply for most on-campus jobs.

## Federal Direct Stafford Loans

Undergraduate students who have been accepted to a degree or certificate program may apply for loans of up to \$3,500 for the freshman year (up to 31 credits earned), \$4,500 for the sophomore year (32 to 63 credits earned), and \$5,500 for junior and senior years (64 or more credits earned).

Students who have financial Need qualify for the Subsidized Direct Stafford Loan. Subsidized loan recipients pay no interest during the period of enrollment and for a six-month grace period after the last day of their final semester or termination of half-time study. (Note: Congress has temporarily eliminated the interest subsidy provided on Direct Subsidized Loans during the six month grace period effective for new Direct Stafford Loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014.)

Students who do not show financial Need may receive an Unsubsidized Direct Stafford Loan for the same amounts. Interest accrues on the Unsubsidized loan as soon as the loan is disbursed.

Dependent undergraduates may borrow an additional Unsubsidized Direct Stafford Loan of \$2,000 per year. Independent undergraduates or Dependent undergraduates whose parents have been denied a Federal Direct PLUS Loan (see below) may borrow an additional Unsubsidized Direct Stafford Loan of \$6,000 per year as a freshman or sophomore and \$7,000 per year as a junior or senior.

Interest begins accruing on Unsubsidized Stafford loans as soon as the loan is disbursed. We strongly recommend that the student try to make interest payments on these loans while in school to avoid having the interest added to the principle of the loan after leaving school.

All applicants, regardless of income level, are required to file the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will calculate the student's eligibility for Federal Direct Stafford Loans and include them on the Financial Aid Award Notice. Once the student accepts a Federal Direct Stafford Loan, the Financial Aid Office will originate the loan with the federal government's Common Origination and Disbursement Center beginning approximately June 1<sup>st</sup> and on a daily basis thereafter. The student will then need to sign the Master Promissory Note (MPN) for the Direct Stafford Loan at [www.studentloans.gov](http://www.studentloans.gov) (if the student has not previously borrowed a Direct Loan and signed an MPN). First time borrowers must also complete Loan Entrance Counseling before the loan funds can be disbursed to their college accounts. This requirement can also be satisfied online at [www.studentloans.gov](http://www.studentloans.gov).

To qualify for a Federal Direct Stafford Loan, students must be matriculated in a degree or certificate program and enrolled for at least six credits per semester. Students must maintain Satisfactory Academic Progress to receive Direct loans. Only U.S. citizens or eligible non-citizens are eligible.

Students are currently charged a 1.072 percent loan origination fee that is assessed on the face value of each loan borrowed. This fee is deducted prior to disbursement of funds. Repayment of the principal on these loans begins six months after graduation or after the student ceases to be enrolled for at least 6 credits per semester. The minimum monthly installment is generally \$50 including interest. The interest rate for new Subsidized and Unsubsidized Direct Stafford loans first disbursed on or after July 1, 2006, is a fixed rate. The maximum rate for loans first disbursed on or after July 1, 2006 is 6.80%, however the interest rate may be lower based on the date the loan was first disbursed. The standard repayment period is 10 years, but students may extend repayment under the Consolidation Loan Program or by selecting the Graduated, Extended, Income-Based, Pay as you Earn, or Income-Contingent repayment plan. The aggregate borrowing limit for undergraduate study is \$31,000 for Dependent students and \$57,500 for Independent students. Of those aggregate amounts, up to \$23,000 may be borrowed in the form of a Subsidized Stafford Loan.

Repayment of the whole or part of the loan may be made in advance at any time without an interest penalty. Borrowers may defer repayment for up to three years while the student serves in the Armed Forces, Peace Corps, or as a full-time volunteer in VISTA.

For additional information on the Direct Stafford Loan program, please visit: <http://www.direct.ed.gov/student.html>.

## **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

The parents of a dependent student may borrow up to the full Cost of Attendance minus other financial aid, for each academic year for a child matriculated into to a degree or certificate program. Parent loans have a fixed interest rate of 7.9%. Loan repayment begins within 60 days after disbursement. However, parents may request a deferment (from the federal Loan Origination Center) until six months after the student graduates or ceases to be enrolled in at least 6 credits. The standard repayment period is 10 years, however alternate repayment options are available. All borrowers are required to pay an origination fee. Currently the loan origination fee is 4.288 percent and is deducted from the face value of each loan borrowed.

Parents (biological or adoptive) or step-parents (currently married to the parent) of dependent matriculated students may borrow through this program. The student must be enrolled at least half time (6 credits per semester) and must maintain Satisfactory Academic Progress. The parent/ step-parent must have a positive credit history. Both the parent/step-parent and the student must be U.S. citizens or eligible non-citizens. Neither the parent/step-parent nor the student may be in default of a federal student loan or owe a repayment on a federal grant. The student must have filed a Free Application for Federal Student Aid (FAFSA) for the parent to be eligible for a PLUS loan.

The Financial Aid Office includes its "Parent Loans For Students (Plus) - Request For Federal Direct Plus Loan And Consent To Obtain Credit Report" form with Award Letters and has them available in the offices. Parents who wish to borrow a PLUS loan must complete this form and submit it to the Financial Aid Office. Upon receipt of this form, the Financial Aid Office will originate the loan with the federal government's Common Origination and Disbursement Center beginning approximately June 1<sup>st</sup> and on a daily basis thereafter. If credit-approved, the parent must sign a Master Promissory Note (MPN) if not previously completed. The MPN can be signed online at [www.studentloans.gov](http://www.studentloans.gov). There is no "Need" requirement for this loan. The parent/step-parent may borrow up to the cost of attendance per student minus financial aid available to the student. Funds are disbursed twice during the loan period. However, PLUS loans cannot be used to replace the student's eligibility for the Stafford Loan, so it is generally to the family's advantage to have the student borrow the lower interest rate Stafford Loan. Parents must reapply each year if they want a PLUS loan.

As with all student loans, Parent Loans for Undergraduate Students are to be used exclusively for educational expenses.

## **Nursing Student Loan (NSL)**

Up to \$2,500 per academic year may be borrowed by students matriculated in a program leading to a degree in nursing. Eligibility is limited to students with exceptional financial need. Repayment begins nine months after the borrower ceases at least

half-time study in a school of nursing and may extend over a 10-year period. During the repayment period interest will be charged at the rate of 5 percent on the unpaid balance of the loan. The minimum monthly installment will be \$15 plus interest. Repayment of the whole or part of the loan may be made in advance at any time without penalty.

Borrowers must arrange for an exit interview with the Collection's Office during their final semester at Pace University.

## **New York State Financial Aid**

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These Scholarship and Grant programs are for New York State residents only. You must be admitted to and enrolled in a degree granting program at Pace University to receive awards.

### **Special Application Procedures for New York State Awards**

Students who wish to apply for TAP should file the Free Application for Federal Student Aid (FAFSA). When you apply using FAFSA-on-the-Web, you will be prompted to complete your online TAP application at the end of the FAFSA session. When your FAFSA is complete you will be asked to do the following:

- Establish a HESC PIN (Personal Identification Number) for TAP.
- You MUST establish your PIN in order to apply, keep track of your application information, or make changes.
- Information from your FAFSA and your family's calculated NYS net taxable income will be pre-filled on your application for TAP-on-the-Web.

If you choose not to apply online, HESC will mail you an Express TAP Application (ETA). Information from your FAFSA and your family's calculated NYS net taxable income will be preprinted on your ETA. Review the information, change any incorrect items, complete any missing items, then sign and mail the form using the return envelope.

Applications for NYS TAP and scholarships should be made through the New York State Higher Education Services Corporation (NYS HESC). Contact them at 1-(888)-NYS-HESC or get more info on the Web at <http://www.hesc.ny.gov/>.

The TAP application deadline is June 30<sup>th</sup> of the academic year for which aid is sought.

### **Tuition Assistance Program (TAP)**

Direct grants currently of up to \$5,000 per year are made to full-time (12 new credits a semester) matriculated students who have resided in New York State for at least one year and are making satisfactory academic progress toward their degree. Maximum usage is for eight semesters.

The amount of the grant is determined by the amount of net taxable income reported on the New York State income tax return for the student and parents. Net taxable income equals gross income minus all exemptions and deductions. If more than one member of the student's family is attending a college or other approved school on a full-time basis, the net taxable income is reduced by \$3,000 for the second family member and by \$2,000 for each additional family member.

The maximum net taxable income cut-off for first-time dependent and independent (married or with dependents) undergraduate recipients as of 2003–2004 is \$80,000. The maximum net taxable income cut-off for independent undergraduate students who are unmarried or have no tax dependents as of 2003–2004 is \$10,000.

NYS reserves the right to change their laws each year when they vote on the state budget.

### **Regents Awards for Children of Deceased and Disabled Veterans**

New York State residents who are children of certain deceased and disabled veterans will receive \$450 per year for attendance at institutions in New York State. Application should be made through the New York State Higher Education Services Corporation (NYS HESC). Contact them at 1-(888)-NYS-HESC or get more info on the Web at <http://www.hesc.ny.gov/>.

### **Regents Awards for Children of Deceased Police Officers, Firefighters, and Corrections Officers**

Awards for full-time study are available to New York State residents who are children of deceased police officers, firefighters, or correction officers of New York State, or any of its municipalities, who died as a result of an injury sustained in the line of duty. Application may be made through the New York State Higher Education Services Corporation (NYS HESC). Contact them at 1-(888)-NYS-HESC or get more info on the Web at [www.hesc.com](http://www.hesc.com).

### **New York State Aid for Part-Time Study (APTS)**

Grants of up to \$1,000 per semester are available to matriculated undergraduate students enrolled in 3 to 11 credits per semester. A 2.0 QPA is required, and eligibility is restricted to New York State residents. To qualify, the New York State Net Taxable Income must be less than \$34,250 for independent students and \$50,550 for dependent students and independent students with dependent children or other qualified dependents. Students must have financial need. NYS reserves the right to change their laws each year when they vote on the state budget.

Application forms may be obtained online at [www.pace.edu](http://www.pace.edu), under Financial Aid Forms. Students who file in the Fall will automatically be renewed for the Spring semester, if they continue to meet program requirements. (See additional guidelines with application).

## **New York State Assistance for Native Americans**

Enrolled members of New York State nations or tribes and their children who are New York State residents may obtain grants up to \$1,750 a year for up to five years of attendance in an accredited college or university located in New York State.

Application forms may be obtained from the Native American Indian Education Unit, New York State Education Department, Room 478 EBA, Albany, NY 12234.

## **Veterans Tuition Award**

This program provides financial assistance to help Vietnam Veterans, Persian Gulf Veterans, and Afghanistan Veterans studying on either a full-time or part-time basis, meet tuition charges. For full-time study, veterans are eligible for an award equal to the amount of undergraduate tuition for New York State residents charged by the State University of New York, or actual tuition charged, whichever is less. For part-time study, awards are prorated by credit hour. Part-time study for Veterans Tuition Awards is defined as at least three but fewer than twelve semester hours (or the equivalent) at degree-granting institutions. To apply for the New York State Veterans Tuition Award you must complete a FASFA. For more information please visit: Veterans Tuition Award.

## **Regents Professional Opportunity Scholarships**

New York State offers 220 Regents Professional Opportunity Scholarships for students enrolled in an approved program leading to a degree in one of the following areas at Pace University: accountancy (CPA), nurse practitioner, physical therapy, physician assistant, psychology (doctorate), law (JD) or social work (master's). Awards are restricted to full-time, matriculated New York State residents. Selection is limited to those who are economically disadvantaged and/or who are members of a minority group that is historically underrepresented in the chosen profession.

The scholarship provides up to \$5,000 annually based on gross income and cost of education. The total of the scholarship and any TAP award received may not exceed the cost of education. Scholarships may cover up to four years of study for a standard baccalaureate degree. Scholarship recipients must enter into an approved practice within New York State in the field of study for which the scholarship was granted. The service requirement is one year for each annual scholarship payment received. For additional information and application forms, write or call:

### **NYS Education Department**

Bureau of HEOP/VATEA/Scholarships  
Education Building Addition  
Room 1071  
Albany, NY 12234  
Phone: (518) 486-1319

## **Financial Aid from Outside Sources**

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### **GI Bill®**

Veterans who have served in the Armed Forces on active duty for more than 90 days are eligible for tuition/fees as well as monthly living stipend payments through the Veterans Administration. Pace University is fully approved to conduct college-level education programs for veterans. The Office of Veterans' Affairs is located in the Registrar's Office (Office of Student Assistance) on each campus. Assistance in completing applications for veteran's educational benefit assistance, are all available through this office. Students who are veterans are urged to use these services and are encouraged to check at least once a semester on the status of their enrollment certification. To contact the Office of student Assistance please email [veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu). It is the sole responsibility of each student veteran beneficiary to inform the OSA VA Team each and every semester that they would like to utilize their GI BILL® educational benefits once they have officially registered for courses.

### **Outside Scholarship Resources**

Students are encouraged to search for external scholarships and financial resources. Each year thousands of scholarship dollars remain unclaimed by students who are unaware of these external scholarships.

Applying for scholarships requires some time and effort, and in some cases, a financial statement component from a financial aid counselor. We strongly advise that students start early when investigating and applying for outside scholarships. Be careful about selecting scholarships to apply for. We advise students never to pay an application fee, purchase a product, or subscribe to a service when applying for outside awards. Scholarships should not cost anything but time and the effort involved in meeting the qualifications.

**Please be aware of the following:**

- Most outside scholarships require confirmation of actual enrollment.
- Most outside scholarship programs will send the scholarship check directly to Pace University to be deposited in the student's Student Account at Pace.
- The Financial Aid Office will need documentation of any outside scholarships received and what types of charges the scholarship(s) can be applied toward (if the scholarship program has any restrictions).
- Receipt of outside scholarships may reduce eligibility for other types of financial aid.

**Helpful Tips:**

- Confirm application dates with each scholarship program as these may change with time.
- Review the program description and submit any necessary documentation for consideration.
- If a financial statement is required from the Financial Aid Office, please allow adequate time for completion.
- Plan ahead for next year if the application date was missed this year.

**R.O.T.C. Scholarships (New York City campus)**

In conjunction with Fordham University and St. John's, the Department of the Army offers scholarships that cover full tuition, fees, and books to men and women who are full-time juniors and seniors and who wish to join the Army Reserve after graduation. To be eligible to apply, students must be in either their freshman or sophomore year, possess U.S. citizenship, and be graduating from the University before their 25<sup>th</sup> birthday. For more information please visit: Office of Student Assistance - Army ROTC

**Alternative Loans**

An Alternative loan is a private loan in the student's name which, depending on the creditworthiness of the applicant, may require a cosigner. Many lenders do not require students to be in a degree or certificate program to receive these loans. Many lenders will also lend to students enrolled less than half time.

Payment and interest on Alternative loans can be deferred until six months after graduation, or as long as the student is enrolled at least halftime. INTEREST WILL ACCRUE DURING THIS DEFERMENT PERIOD AND IS ADDED TO THE PRINCIPAL. It is strongly recommended that students try to make the interest payments while they are in school to avoid an increase of the principal amount of the loan during the deferment period. Students are permitted to finance up to their Cost of Attendance minus other aid. The student's credit score determines the interest rate and fees for Alternative loans. We advise students to obtain their credit report to verify that the information being used to determine their rate is accurate and up to date. It is always important to ensure that information reported to credit bureaus is correct. The three major credit bureaus are:

- [www.equifax.com](http://www.equifax.com)
- [www.experian.com](http://www.experian.com)
- [www.transunion.com](http://www.transunion.com)

Applications for Alternative Loans can be done on-line or through a paper process directly with the student's chosen lender. It is the student's responsibility to follow-up with the lending institution to ensure that they have received all requested documents needed to finalize the loan.

Loans must be certified by a Financial Aid Counselor at Pace University in order to complete the loan process. Funds are deposited into the student's Student Account at Pace by a specified disbursement date determined by the Financial Aid Office and the Lender.

**Summer Financial Aid**

Students may be eligible for Federal Pell grants, Federal Direct Loans, NYS TAP and Federal Work Study during the Summer sessions. With very few exceptions, Pace University scholarships, grants and awards are not available for Summer sessions. In general, financial aid for the Summer sessions is based on a student's eligibility for the previous year. Therefore students interested in receiving financial aid for Summer 2013, must have filed the 2012-2013 FAFSA form.

However, we recommend that you file the next year's FAFSA form as well. If you have not completed the FAFSA form, you can file it online at [www.fafsa.gov](http://www.fafsa.gov). Pace University's FAFSA school codes are: New York - 002791, Pleasantville - 002792, White Plains - 002727.

Students interested in aid for the summer must file the additional Pace University Application mentioned above. We advise you to submit all required documents, and register before mid-April to guarantee financial aid availability for Summer payment dates.

Please be sure to read the application thoroughly, as receiving financial aid for the Summer will have an impact on your financial aid for the following year.

## Important Policy Information

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### Enrollment Status

The Pace University Financial Aid Office defines an Academic Year to be 24 semester credit hours and 30 weeks of instructional time.

For Financial Aid and enrollment reporting purposes, enrollment status is defined as follows for Pace University students:

Students	Full-time	¾ time	Half-time/Part-time
Undergraduate	12 credits / Semester	9 credits / Semester	6 credits / Semester

Pace University offers classes in seven different academic Terms throughout a calendar year (Fall, January, Spring, May, Summer 1, Summer 2 and August). The Financial Aid Offices combines these terms into three Enrollment Periods for which financial aid is awarded.

- The Fall Enrollment Period includes only the Fall Term.
- The Spring Enrollment Period includes the January and Spring Terms.
- The Summer Enrollment Period includes the May, Summer 1, Summer 2 and August Terms.

For Federal financial aid purposes, a student's enrollment status is based on the entire Enrollment Period. Therefore, for example, an undergraduate student taking 3 credits in the January term and 9 credits in the Spring term, is considered to be a full-time student for federal aid for the Spring Enrollment Period. Or, as another example, a student taking 3 credits in Summer 1 and 3 credits in Summer 2 is considered to be a half-time student for federal aid for the Summer Enrollment Period.

For Pace Institutional financial aid purposes, a student's eligibility for Fall or Spring scholarships, grants and awards funded by Pace University can only be based on his/her enrollment in the Fall or Spring Term. Therefore, for example, an undergraduate student taking 3 credits in the January term and 9 credits in the Spring term, would not be considered a full-time student for Pace Institutional aid for the Spring Enrollment Period and would not qualify for Pace University scholarships, grants or awards requiring full-time enrollment. That student would have to be taking 12 credits in the Spring term to qualify. Most Pace Institutional financial aid is not available for the summer.

For New York State financial aid purposes, a student's eligibility for Fall or Spring aid can only be based on his/her enrollment in the Fall or Spring Term. However, New York State does allow the May, Summer 1, Summer 2 and August terms, together, to be treated as one Summer Enrollment Period. Therefore, for example, an undergraduate student taking 3 credits in the January term and 9 credits in the Spring term, would not be considered a full-time student for NYS aid for the Spring Enrollment Period and would not qualify for TAP or other full-time awards. That student would have to be taking 12 credits in the Spring term to qualify. However, if the student were otherwise eligible for Accelerated TAP in the Summer, his/her enrollment in all 4 summer terms combined would be used to determine his/her enrollment status.

For Alternative Loan processing purposes, a student's enrollment status is based on the entire Enrollment Period.

### Repeating Coursework

Students should be aware that, for federal financial aid purposes, an institution can pay a student for only one retake of a previously passed course or its equivalent. This means that once a student has passed a particular course, Financial Aid can count that student as being enrolled in that course only one more time for federal aid purposes.

For example: Say a student passed Bio 101 in Fall 2010 with a D. If that student takes Bio 101 again in Fall 2012, the Financial Aid Office can count that course in the student's Fall 2012 enrollment. So if the student is taking Bio 101 for 3 credits and 9 other credits in Fall 2012, the student would be considered to be in 12 credits (full-time) for Fall 2012. However, if the student then took Bio 101 again in Fall 2013, it cannot be counted (regardless of whether it was passed or failed it in Fall 2012). So, if the student is taking Bio 101 for the 3<sup>rd</sup> time in Fall 2013 and 9 other credits, the Financial Aid Office would have to consider the student to be enrolled in only 9 credits for Fall 2013.

Please note that this restriction does not apply to Pace University funded aid or to Outside Resources such as Alternative Loans.

### Satisfactory Academic Progress Requirements for Federal and Pace Funded Financial Aid

As an undergraduate student your academic progress is reviewed 6 weeks after the end of each Spring semester and you must meet the following satisfactory academic progress requirements to receive financial aid for any subsequent semester from any of the following federal or institutional aid programs:

#### Federal

Federal Pell Grant

Federal Supplement Educational Opportunity Grant (FSEOG)



Federal Perkins Loans

Federal Direct Stafford Loans (both subsidized and unsubsidized)

Federal Direct PLUS loans (Graduate PLUS loans and Parent Loan for Undergraduates)

### **Institutional**

Pace Grants \*

Pace Scholarships \*

Pace Awards \*

Tuition Remission \*

### **New York State**

Aid to Part Time Students (APTS)

Note: Other New York State Scholarship and Grant programs have different academic progress requirements. See the Good Academic Standing Requirements for Full-Time Undergraduate Students Receiving New York State Aid section below.

\*Recipients of Pace University's grants, awards, scholarships and tuition programs must also meet the stricter requirements of these programs regarding the cumulative QPA and other criteria required to maintain continued eligibility for these academic-based programs. Please refer to the Award Agreement Form that you received when you first received one of these awards or speak with a Financial Aid Counselor if you have any questions about your continued eligibility for any institutional award.

Satisfactory academic progress has two-fold criteria with a Qualitative and a Quantitative component. To meet the Qualitative component, students must have the cumulative quality point average (QPA) listed below for the number of credits attempted. To meet the Quantitative component, students must stay on pace to complete their degree within the maximum time frame allowed by this policy by passing the percentage of the total credits they have attempted as indicated on the chart below. Both the necessary cumulative QPA and the percentage of passed credits to attempted credits increase with the number of attempted credits.

An Undergraduate student is considered to be making Satisfactory Academic Progress if the student meets the criteria on the following table:

<b>Cumulative Credits Attempted</b>	<b>Undergraduate Students</b>	
	<b>Required Percentage Passed</b>	<b>Minimum Cumulative QPA</b>
1 - 23	50%	1.00
24 - 47	55%	1.50
48 - 71	55%	2.00
72 - 95	60%	2.00
96 - 119	70%	2.00
120 - 183*	70%	2.00

\* A student who has attempted more than 183 credits no longer qualifies for financial aid.

### **Review Policies**

- The cumulative QPA (Quality Point Average) is the average of all quality points achieved for all courses taken during all semesters at Pace toward the current degree program.
- The following will be considered as credits attempted and passed:
  - "A" through "D" grades
  - "P" passing with credit
  - Transfer credits accepted toward the current degree program.
- The following will be considered as credits attempted but not passed:
  - "F" grades
  - "W" withdrawal
  - "I-F" incomplete – failure due to unofficial withdrawal
  - "I" incomplete
  - "I-R" – referral (if the grade of I-R remains for more than one major semester after the semester in which the course was taken)
  - Credits from courses that have been repeated
- The following will not be considered as credits attempted or passed:
  - "AUD" audit no credit
  - "K" pending
- In the event that a student fails to meet any of the criteria as indicated in the Table above, the student will be considered to be making unsatisfactory academic progress. All Federal and Pace aid for future semesters is canceled.

**Special Note regarding Repeated Courses** – All courses taken at Pace are counted as attempted credits even if they have been taken again. If a student fails a course and then repeats it in a subsequent semester and receives a passing grade, the credits for the first time the course was taken are counted as attempted but not passed and the credits for the second time the course was taken are counted as attempted and passed.

**Special Note regarding Withdrawals** – All courses that a student has started at Pace are counted as attempted. Courses from which a student has withdrawn count as attempted but not passed, even though they do not figure into the calculation of the QPA.

**Special Note for Resuming Students** – All course work toward a particular degree program at Pace University is counted when determining whether a student is making satisfactory academic progress, even if the student has taken some time off from attending the University.

**Special Note for Bachelor's degree candidates who previously received an Associate's degree from Pace**- If the student is currently working toward a Bachelor's degree and previously received an Associate's degree from Pace, the cumulative QPA and the credits attempted and passed or not passed during the Associates degree program are included in the determination of the student's academic progress toward the Bachelor's degree program.

### Academic Progress Appeal Provisions

A student who is not making satisfactory academic progress may submit an Appeal to be placed on Academic Progress Probation. Appeals are approved only in cases where the student has demonstrated that the academic progress criteria were not met due to extraordinary circumstances occurring in the student's life, generally beyond his/her control.

Extraordinary circumstances might include:

1. Severe and long term illness or injury to the student making the successful completion of courses that had been started a physical impossibility or hardship.
2. Death of an immediate family member that creates serious emotional stress or, in some cases, serious financial stress or uncertainty.
3. Serious emotional distress as a result of mistreatment (i.e. rape, physical abuse).

Circumstances that, generally, do not warrant an academic progress waiver include:

1. Not liking the course or professor.
2. Being too busy at work, particularly if it is the same job the student had before the semester started and nothing out of the ordinary has occurred in the company.
3. Deciding after the semester starts to take some time off to work.

An Academic Progress Appeal may only be used once as an undergraduate student, so its use should be carefully considered and timed. During the Probation period, the student must make up any academic progress deficiency. If the Appeal is approved, the student must meet the terms of an Academic Plan developed with the Financial Aid counselor by the end of the next semester and each subsequent semester.

A waiver may be granted ONLY when the following conditions are met:

1. Detailed documentation must be provided to verify the extraordinary circumstances that warrant the waiver.
2. An explanation of how these circumstances resulted in the loss of satisfactory academic progress.
3. An explanation of how the student's situation has changed so that these circumstances are not expected to cause further problems that would prevent the students from demonstrating Satisfactory Academic Progress in the future.
4. Based on the documentation and the student's academic record, there must be a reasonable expectation that all future academic progress requirements will be met.

(Please note: Successful appeals of academic standing with the dean of the student's school or division at Pace and waivers of the good academic standing requirements for New York State aid granted by the TAP Coordinator's office do not constitute an appeal of academic progress for federal or institutional financial aid. In addition, documentation submitted to either the office of the academic dean or the TAP Coordinator's office to support an appeal of academic standing is not shared with the Financial Aid Office. Students must submit such documentation separately to the Financial Aid Office when submitting an academic progress appeal for federal or institutional financial aid.)

A student who believes he/she has grounds for an academic progress appeal should send the documentation outlined above to the Financial Aid Director on his/her home campus.

## Good Academic Standing Requirements for Full-Time Undergraduate Students Receiving New York State Aid

Full-time undergraduate students receiving TAP, Child of Veteran Awards, Veteran Tuition Awards, or any other New York State grant or scholarship, must meet the State Education Department's requirements for both satisfactory academic progress and program pursuit. For purposes of continued state aid eligibility, students are reviewed at the end of every semester for eligibility for the following term.

**Satisfactory Academic Progress** means that the student must pass a certain cumulative number of credits with a certain cumulative QPA prior to receiving each semester's award. A student may receive state aid for a maximum of eight (in some cases 10) semesters. The following chart outlines the number of credits passed and cumulative QPA a student must achieve in order to be eligible for each semester's state aid award.

### Baccalaureate Degree

**This chart applies to students first receiving aid in 2006-07 through and including 2009-10:**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9 <sup>th</sup> *	10 <sup>th</sup> *
You Must Have Accrued at Least This Many Credits	0	6	18	30	45	57	69	84	96	108
With At Least This Cum Grade Point Average	0.00	1.10	1.30	1.40	2.00	2.00	2.00	2.00	2.00	2.00

**This chart applies to students first receiving aid in 2010-11 and thereafter:**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9 <sup>th</sup> *	10 <sup>th</sup> *
You Must Have Accrued at Least This Many Credits	0	6	18	30	45	57	69	84	96	111
With At Least This Cum Grade Point Average	0.00	1.50	1.80	1.80	2.00	2.00	2.00	2.00	2.00	2.00

\*Note: Only students in five-year programs, approved pursuant to Section 145–2.7 of the State Regulations, are eligible for more than eight semesters of undergraduate awards.

### Associate Degree

**This chart applies to students first receiving aid in 2006-07 through and including 2009-10:**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
You Must Have Accrued at Least This Many Credits	0	6	18	30	42	54
With At Least This Cum Grade Point Average	0.00	1.10	1.30	1.40	2.00	2.00

**This chart applies to students first receiving aid in 2010-11 and thereafter:**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
You Must Have Accrued at Least This Many Credits	0	6	18	30	42	54
With At Least This Cum Grade Point Average	0.00	1.30	1.50	1.80	2.00	2.00

**In addition to these Satisfactory Academic Progress requirements, the student must also meet requirements of Program Pursuit.**

Program Pursuit means that the student must receive passing or failing grades in a certain number of credits during each semester that he/she receives a state award. ("W" grades (withdrawals) do not meet this requirement.) The following chart outlines the number of passing or failing credits the student must receive in each semester that a state award is received in order to continue to qualify for the award.

During the semester you receive this TAP payment	1st	2nd	3rd	4th	5th	6th	7th	8th
You must pass or fail at least this number of credits	6	6	9	9	12	12	12	12

A recipient of New York State aid who fails to meet the Program Pursuit or Satisfactory Academic Progress requirements in a particular semester, may wish to make up the necessary credits or achieve the required cumulative QPA by pursuing credits at

his/her own expense in a given semester. By so doing, he/she may be able to make up the deficiency and be eligible to receive his/her New York State aid in the following semester.

**Repeated Courses** - If the student repeats a course in which an acceptable passing grade has already been received, such a course cannot be considered in determining whether the academic progress or program pursuit requirements have been met. There are two exceptions to this rule:

1. If the passing grade received for a course is unacceptable in a particular curriculum (e.g., a student enrolled in the nursing program who receives less than a "C+" grade in a nursing course).
2. If the course can be taken more than once and credits earned each time toward the completion of a student's degree program (e.g., NYC 290).

**Undecided Majors** - In addition to the academic progress and program pursuit requirements, students must have an *approved* major prior to the midpoint of their academic program. Students in a baccalaureate degree program must have an *approved* major prior to the first day of their junior year. Students in an associate degree program must have an *approved* major prior to the first day of their sophomore year.

**CAP Students** - CAP students must *officially* exit the CAP program and have an *approved* major by the aforementioned deadlines.

**Special Notes for Transfer and Readmitted Students** - Transfer students and students readmitted after an absence of at least one year from college are reviewed for satisfactory academic progress for New York State assistance on a somewhat different basis. While the student must meet the Program Pursuit Requirements based on the number of New York State award payments he/she has received, the Satisfactory Academic Progress requirements the student will have to meet may be based on either the number of state aid payment he/she has received or the number of transfer or readmit credits awarded upon admission to the University. Pace will place the student on the chart for satisfactory academic progress based on whichever placement is of greater benefit to the student.

**Accelerated Study TAP** - To qualify for Accelerated Study TAP, students must be enrolled in at least six credits and have completed 24 credits (at least 12 credits in each term) in the prior two semesters (fall and spring) to receive payment for accelerated study during a summer term at Pace. This requirement does not apply if the student is enrolled full-time in the summer.

**Waiver Provision** - Exceptional Cases a TAP recipient who does not make academic progress or program pursuit in a particular semester due to extraordinary circumstances (serious illness, death in the family, etc.) may request a one-time waiver of these requirements. A waiver can be used only once as an undergraduate student so its use must be carefully considered and timed. During the waiver semester, the student must make up any academic progress or program pursuit deficiency. A waiver may be granted only when the following conditions are met:

- Detailed documentation must be provided to verify the extraordinary circumstances.
- The documentation must include an explanation of how these circumstances resulted in the loss of good academic standing.
- Based on the documentation and the student's academic record, there must be a reasonable expectation that all future academic progress requirements will be met.

**Please Note:** Successful appeals of academic standing with the dean of the student's school or division at Pace and academic progress waivers granted by the Office of Student Financial Services for federal and/or institutional aid programs do not constitute a waiver of the good academic standing requirements of the New York State aid programs. In addition, documentation submitted to either the office of the academic dean or the Office of Student Financial Services to support an appeal of academic standing or academic progress is not shared with the TAP coordinator's office. Students must submit such documentation separately when requesting a waiver of the good academic standing requirements of the New York State aid programs. A student who believes he/she has grounds for a waiver of the good academic standing requirements of the New York State aid programs or who has any questions concerning his/her eligibility for New York State aid should contact the University TAP Certifying Officer or his/her assistants, at (877) OSA-1830.

## Financial Aid Refund and Repayment Policy

When a student who is receiving financial aid withdraws from or drops classes for any reason, the resulting refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges must be credited first to the financial aid programs from which the student was receiving funds for that semester. The amount credited to each financial aid program is determined by the type of aid received, the number of credits the student had before and after the drop or withdrawal, the length of time the student was enrolled, and the amount of any adjustment to charges.

Please note that to officially withdraw from classes, a student must withdraw via the Web ([www.pace.edu](http://www.pace.edu)), or file for withdrawal with the Office of Student Assistance.

Federal Financial Aid Recipients Who Withdraw From All Classes:

Federal Title IV financial aid includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Direct Stafford Loans, and Federal Direct PLUS Loans (Parent Loans for Undergraduate Students or Graduate PLUS loans). For students who withdraw from all classes for a semester, federal regulations require that the Financial Aid Office perform the Return to Title IV Funds calculation.

If the student has withdrawn within the first 60 percent of the semester, the student is considered to have “earned” the portion of dispersible Title IV funds equal to the ratio of the number of days the student was enrolled to the number of days in the semester. The calculation will require the return of all federal aid that exceeds the “earned” portion. The amount of aid returned to each program is dictated by the federal calculation.

The Return to Title IV Funds calculation also determines the amount of awarded but not yet disbursed aid, if any, that can be credited to the student’s account. Students may not apply for additional federal aid after withdrawing from all classes. If a return of funds is required, it must be distributed to the various financial aid programs in the following order prescribed by law:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (for parents or graduate students)
5. Federal Pell Grant
6. FSEOG (Federal Supplemental Educational Opportunity Grant)

Note that in certain circumstances a student may be required to repay a portion of a refund back to the federal government.

Federal Financial Aid Recipients Who Withdraw Below Six Credits – The procedure varies by program:

*Federal Work Study* - A student working under the FWS program, who drops or withdraws below six credits, must stop working immediately because he/she no longer meets the federal guidelines for FWS.

*Pell Grant* - A Pell Grant Award is determined by the student’s Effective Family Contribution and enrollment status. Pell awards may be adjusted for changes in enrollment that occur during the first 4 weeks of a semester.

*Federal Supplemental Educational Opportunity Grant (FSEOG)* - If a student receives a refund, credit, or cancellation of any institutional charges and FSEOG has been disbursed to the student’s account, an adjustment may be required as a result of the change in Cost of Attendance. If the grant has yet to be disbursed, eligibility may change.

*Federal Perkins Loans, Direct Stafford Loans, and Plus Loans* - If a student receives a refund, credit, or cancellation of any institutional charges and a loan has been disbursed to the student’s account, an adjustment may be required. If a loan has yet to be disbursed, loan eligibility may change. In addition, any undisbursed second disbursement of a Direct Stafford Loan or Direct PLUS Loan must be cancelled.

*All Federal Aid* - Students may not apply for or be awarded additional federal aid after withdrawing below six credits.

**Federal financial aid recipients who drop below the level of enrollment for which the aid was originally awarded, but who remain enrolled for at least six credits - the procedure varies by program:**

*Pell Grant* - A Pell Grant Award is determined by the student’s Effective Family Contribution and enrollment status. Pell awards may be adjusted for changes in enrollment that occur during the first 4 weeks of a semester.

*Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loans, Direct Stafford Loans, and Direct Plus Loans* - If a student receives a refund, credit, or cancellation of any institutional charges an adjustment to these programs may be required to eliminate an over award.

Recipients of Pace University Scholarships and Grants Who Withdraw From Any Classes

If a student withdraws from any classes and receives a refund, credit, or cancellation of tuition, fees, dormitory charges or meal plan charges, any university aid the student has received that is applicable to the reduced charges will be adjusted if the withdrawal resulted in the student being enrolled in fewer than the minimum required number of credits for the type(s) of aid

received. Most University scholarships and awards are applicable to tuition; other types of University aid are applicable to other combinations of charges. The amount of each type of aid reduced will equal the ratio of the reduced charges to the original charges.

#### Recipients of New York State TAP and Other State Grant Programs Who Withdraw

New York State regulations govern the reduction or cancellation of TAP in cases where students withdraw or drop classes. New York State TAP and most other state grant programs are applicable only to tuition. If a student withdraws and receives a refund, credit, or cancellation of tuition and/or fees, New York State awards must be reduced to ensure that the award amount does not exceed the remaining applicable charges. In addition, other adjustments may be necessary. The student should contact the University TAP coordinator regarding TAP and other New York State grant program refund requirements.

In all cases, students who are considering withdrawing from classes may call or visit the Financial Aid Office for further details or to discuss their particular situation.

#### Exit Counseling Guide for Federal Student Loan Borrowers

If you borrowed federal loans while attending Pace, Exit Counseling is required before you withdraw, graduate, or drop below part-time attendance. Exit counseling helps you understand your rights and responsibilities as a student loan borrower. Please view the Exit Counseling Guide for Federal Student Loan Borrowers for detailed information.

## Frequently Asked Questions

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### Who is eligible to receive financial aid?

Financial aid is available to undergraduate and graduate students who have been accepted and enrolled as a matriculated student in a degree program at Pace University. Students must also be enrolled for at least 6 credits, making satisfactory academic progress, and file a Free Application for Federal Student Aid (FAFSA) to receive most types of financial aid.

International students are not eligible for federal financial aid, and are not required to file a FAFSA. Non-degree seeking students are not eligible for federal, state or institutional aid, however they may apply for alternative loans.

### When should I apply for financial aid?

All students who wish to be considered for University administered loans, work study, and grants must file the Free Application for Federal Student Aid (FAFSA) with the federal processor. The priority deadline for filing the FAFSA is February 15th. Some types of aid will be unavailable to students who file after the priority deadline.

### How do I apply for financial aid?

For institutional and federal aid, you must file the FAFSA. For more information, visit the FAFSA website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you are a New York State resident, you must file the FAFSA and also complete the Express TAP application. For more information, visit [www.HESC.com](http://www.HESC.com).

### What is Pace University's Federal School Code?

In order to have your FAFSA information forwarded to Pace University for financial aid consideration, you will need to provide our school code. Our codes are: New York City Campus - 002791; Pleasantville Campus - 002792; White Plains Campus - 002727.

### Do I have to reapply for financial aid each year?

Yes, a FAFSA must be completed each year. Remember to file by February 15<sup>th</sup> for consideration for all types of aid.

### Is my financial aid guaranteed for four years?

If your family circumstances remain unchanged, you maintain Satisfactory Academic Progress and all paperwork is completed in a timely manner, your financial aid package should be comparable for your four years here at Pace University. However, many

factors affect your eligibility and the availability of aid. Please read the entire Financial Aid section of this catalog for more detailed information.

### What Pace University Scholarships are available to me?

Eligibility for Pace University Scholarships is determined and awarded, based on your academic achievements, during the admissions process.

In addition, Pace University has limited endowed funds which have specific criteria associated with the awarding of funds. Please visit the Endowed Scholarship section under Scholarships and Grants on our Web site at [www.pace.edu](http://www.pace.edu) for more information.

### How do outside scholarships change my financial aid?

The terms of the outside scholarship will determine if your financial aid needs to be adjusted. Please provide the Financial Aid Office with a copy of your outside scholarship award letter so that your financial aid package can be reviewed.

### Am I eligible for loans?

All students, who file a FAFSA, are entitled to Federal Direct Stafford Loans IF they:

- Are matriculated in a degree program at Pace University
- Are enrolled for at least 6 credits per semester.
- Are U.S. Citizens or eligible non-citizens.
- Are making Satisfactory Academic Progress.
- Have not exceeded their aggregate limits.
- Have not defaulted on any prior student loans and do not owe a repayment on any federal grants.

### How much can I take out in loans?

Your loan amounts are determined by your grade level/number of credits completed each year.

The loan amounts that Dependent students may take are:

Freshman (0-31 credits earned)	\$5,500/year	(up to \$3,500/year may be in Subsidized loans)	Sophomore (32-63 credits earned)	\$6,500/year	(up to \$4,500/year may be in Subsidized loans)
			Junior (64-95 credits earned)	\$7,500/year	(up to \$5,500/year may be in Subsidized loans)
			Senior or 5th year (96 or more credits earned)	\$7,500/year	(up to \$5,500/year may be in Subsidized loans)

Aggregate loan limit for dependent undergraduate students is \$31000 (maximum of \$23,000 from Subsidized loans)

The loan amounts that Independent students may take are:

Freshman (0-31 credits earned)	\$9,500/year	(up to \$3,500/year may be in Subsidized loans)	Sophomore (32-63 credits earned)	\$10,500/year	(up to \$4,500/year may be in Subsidized loans)
			Junior (64-95 credits earned)	\$12,500/year	(up to \$5,500/year may be in Subsidized loans)
			Senior or 5th year (96 or more credits earned)	\$12,500/year	(up to \$5,500/year may be in Subsidized loans)

Aggregate loan limit for independent undergraduate students is \$57,500 (maximum of \$23,000 from Subsidized loans)

**What is a parent PLUS loan?**

Parents of dependent undergraduate students are eligible to assist in financing their child's education by obtaining a federal parent loan. This is a low interest educational loan where repayment begins 60 days after the second disbursement of the loan, or the loan repayment may be deferred based on a student's half-time enrollment. Parents are eligible to borrow the difference between the cost of attendance and the student's other financial aid.

**How do I sign the promissory note for a Federal Direct Stafford loan?**

A Master Promissory Note can be completed electronically at [www.studentloans.gov](http://www.studentloans.gov).

**Where can I complete my entrance/exit counseling session?**

You may complete this federal requirement online at [www.studentloans.gov](http://www.studentloans.gov).

## Financial Aid Office Contact Information

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At Pace, our financial aid administrators are available to help you through the financial aid process. If you have any questions, please contact or visit one of the Financial Aid Offices listed below or open a Financial Aid Help Desk ticket.

Help Desk email: [financialaid@pace.edu](mailto:financialaid@pace.edu)

**New York City**

One Pace Plaza  
New York, NY 10038  
Tel: (877) 672-1830  
Fax: (212) 346-1750

**Pleasantville**

861 Bedford Road  
Pleasantville, NY 10570  
Tel: (877) 672-1830  
Fax: (914) 989-8471

**Financial Aid Office Hours**

Monday - Thursday:

9:00 AM – 6:00 PM

Friday:

9:00 AM – 5:00 PM



# SCHOOLS

## College of Health Professions

### A Message from the Dean of the College of Health Professions

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#### Welcome

Thank you for your interest in the Pace University College of Health Professions.

The College of Health Professions was established in 2010 in an effort to showcase and expand health professions majors at Pace University. The College is made up of the Lienhard School of Nursing, the Pace University-Lenox Hill Hospital Department of Physician Assistant Studies, and the Department of Health Studies (which includes the Communication Sciences and Disorders program along with the Bachelor of Science in Health Science. Additional programs in Health Studies are currently in development). The College's **vision** is innovative leadership in education, practice, and scholarship for the health professions, and its **mission** is to educate and challenge students for the health professions to be innovators and leaders who will positively impact global health care.

The Core Values of the College of Health Professions are:

- Collaboration
- Integrity
- Innovation
- Cultural competence
- Scholarship

The College has many distinguished programs, faculty, and services that will give you a great start to beginning and advanced health care practice roles. We dedicate ourselves to the long-standing commitment of Pace University to *Opportunitas*.

Lienhard School of Nursing undergraduate programs consist of the: 4-year BS (available only in Pleasantville) and iPace Baccalaureate Completion Program for RNs. Lienhard also offers an Accelerated Bachelor of Science in Nursing (ABSN) for non-nurse college graduates on both the NYC and PLV campuses.

The Department of Health Studies includes the Communication Sciences and Disorders program along with the Bachelor of Science in Health Science. Additional programs in Health Studies are currently in development. The Communication Sciences and Disorders program on Pace University's New York City campus offers a Bachelor of Arts degree in Communication Sciences and Disorders. This program provides a strong foundation in the fields of speech-language pathology and audiology, and prepares students for a variety of career opportunities in hospitals, schools, community agencies, private practice, and research. Speech-language pathologists are concerned with evaluation, treatment and research in human communication disorders. They treat such disorders as stuttering, voice and articulation disorders, and delayed language development. Audiologists specialize in hearing conservation, identification, assessment and habilitation of hearing disorders.

The Bachelor of Science in Health Science (offered on both the New York City and Pleasantville campuses) prepares students for job opportunities in hospitals, private medical offices, governmental and community agencies, and global health organizations. A bachelor's degree in Health Science can lead to a variety of career paths including (but not limited to) medical or dental assistant, healthcare administrator, medical billing and coder, and health educator. This degree can also serve as pre-professional preparation for application into Nursing or Physician Assistant Studies, and a pathway to other health-related fields.

Details about graduate programs from the Lienhard School of Nursing and The Pace University-Lenox Hill Hospital Physician Assistant program can be found in the College of Health Professions graduate catalog.

Our faculty is made up of excellent teachers and clinicians who partner with premier hospitals and health care organizations in New York and environs to share their expertise while creating unparalleled clinical experiences for our students. Students are immersed in evidence-based practice throughout their program. As a result, our graduates are prepared to be leaders in both health care and academic settings. Pace will help you work toward the greatness within you.

I wish all the best for you and for your future. Please let us know how we can assist you to prepare for a career in the health professions or to gain further knowledge of the College of Health Professions.

Sincerely,

Harriet R. Feldman, PhD, RN, FAAN

Dean and Professor  
College of Health Professions and the Lienhard School of Nursing

## VISION, MISSION, AND PHILOSOPHIES

### Vision, Mission, and Philosophy: College of Health Professions and School of Nursing

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#### **Vision of the College of Health Professions**

The College's vision is innovative leadership in education, practice, and scholarship for the health professions.

#### **Mission of the College of Health Professions**

The mission of the College of Health Professions is to educate and challenge students for the health professions to be innovators and leaders who will positively impact global health care.

#### **Vision of Lienhard School of Nursing**

The Lienhard School of Nursing will be a leader in innovation and excellence in education, research, and practice in primary health care.

#### **Mission of Lienhard School of Nursing**

LSN prepares diverse nursing leaders in primary health care by supporting innovative pedagogy with technology, integrating scholarship with practice, and fostering partnerships among professionals and communities.

#### **Philosophy of Lienhard School of Nursing**

Nursing, informed by its rich legacy, facilitates health and access to healthcare for individuals, families, groups, populations, and communities, locally, nationally, internationally, and globally. We prepare nurses who provide safe, quality, holistic, patient-centered care within an evidence-based framework of primary health care in an evolving information age.

LSN mission, vision and Philosophy accepted by the LSN Faculty Association, May, 2014.

### Lienhard Approach to Nursing

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The centrality of the liberal arts and sciences. The balance of theory with practice. The development of moral and ethical values as a basis for critical thinking and accountability. These qualities characterize the Lienhard approach to nursing.

### Goals of the Lienhard School of Nursing

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To produce competent practitioners who meet professional standards and fulfill the missions, values and philosophies of the Lienhard School of Nursing, the College of Health Professions, and Pace University.

1. To provide a quality education within urban and suburban settings to serve diverse communities.
2. To foster teaching, learning, scholarship, and service within a community of integrity.
3. To prepare nurses to be global citizens.
4. To educate baccalaureate students in curricula that are process-oriented, providing a broad foundational base for professional nursing practice.
5. To educate master's and doctoral students with a depth and breadth of advanced knowledge, skills, and philosophy necessary for advanced nursing leaders to practice in a variety of settings with a primary health care worldview.

Accepted by the LSN Faculty Association, May, 2014.

### Expected Student Learning Outcomes of the Baccalaureate Nursing Programs

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Students are expected to achieve the following characteristics and attributes by the completion of their program:

Within the framework of primary health care and consistent with professional standards, the student will be able to:

1. Demonstrate critical thinking and clinical reasoning to arrive at sound and effective clinical judgments.

2. Provide culturally competent patient-centered care to individuals, families, groups and communities.
3. Provide safe, comprehensive, high quality, and technologically competent care for diverse populations.
4. Integrate concepts of inter and intra-professional communication, holism, health promotion, and disease prevention in the delivery of primary health care.
5. Establish community partnerships promoting health from a local through global perspective.
6. Integrate nursing theory and research in an evidence-based approach to nursing practice.
7. Demonstrate accountability for the legal and ethical principles of professional nursing practice in a socially responsible manner.
8. Utilize leadership skills and strategies to promote quality patient care.

Revised 2014

## Accreditation and Affiliations, Lienhard School of Nursing

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The baccalaureate degree in nursing, master's degree in nursing, and Doctor of Nursing Practice at Pace University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

Prospective nursing students should be aware that admission to the Lienhard School of Nursing is competitive and class size is limited. Early application is strongly encouraged.

The Lienhard School of Nursing is named for the late Gustav O. Lienhard, Pace alumnus and honorary trustee of the University. Nursing was first established at Pace in 1966 with the introduction of a pre-professional program at the Pleasantville campus. By 1971, nursing was offered at the New York City campus and the Undergraduate School of Nursing was founded. Responding to community needs, the first professional Bachelor of Science nursing program was established in 1973. At the same time, the Graduate School of Nursing, formerly associated with the New York Medical College, became an official school of the University. In keeping with the current organizational structure of the various schools within the University, the Graduate and Undergraduate Schools of Nursing were unified in 1979 into the Lienhard School of Nursing.

The College of Health Professions was established in 2010 in an effort to showcase and expand health professions majors at Pace University. The College is made up of the Lienhard School of Nursing, the Pace University-Lenox Hill Hospital Department of Physician Assistant Studies, and the Department of Health Studies (which includes the Communication Sciences and Disorders program along with the Bachelor of Science in Health Science. Additional programs in Health Studies are currently in development).

The Lienhard School of Nursing offers the Bachelor of Science degree, designed to prepare students for careers in professional nursing. Graduates of the program are prepared as generalists in the profession, capable of assuming beginning positions in nursing in all areas of health care delivery. The traditional four-year program (BS) is offered on the Pleasantville campus only. The Accelerated Bachelor of Science in Nursing (ABSN) is designed for the college graduate with a bachelor's degree in an area other than nursing. After 15 credits of science prerequisites are met, the BSN portion can be completed in one or two calendar years. The BSN portion of the program is offered on the New York City and Pleasantville campuses. Graduates of these two programs are eligible for the National Council Licensure Examination for Registered Nurses (NCLEX/RN).

The College of Health Professions also offers several post-baccalaureate options. Consult the College of Health Professions Graduate Catalog for additional information.

Designed to prepare students for careers in the health care system, all the nursing programs combine academic education with supervised clinical experience in hospitals and community agencies. Students are encouraged to take full advantage of the educational opportunities available to them as members of the University community.

## Administration, College of Health Professions

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Harriet R. Feldman, PhD, RN, FAAN  
Dean

Geraldine C. Colombraro, PhD, RN  
Associate Dean for Administration

Carol Roye, EdD, RN, FAAN  
Associate Dean for Faculty Scholarship

Martha Greenberg, PhD, RN  
Associate Professor and Chair of the Department of Undergraduate Studies  
Lienhard School of Nursing

Joanne Singleton, PhD, RN, FNP-BC, FNAP, FNYAM  
Professor, Chair of the Department of Graduate Studies and Director, Doctor of Nursing Program  
Lienhard School of Nursing

Jane Bear-Lehman, PhD, OTR, FAOTA  
Chair of the Department of Health Studies and Director of the Occupational Therapy program

Karen 'Toby' Haghenbeck, PhD, RN  
Assistant Professor and Program Director, RN4

Sharon Wexler, PhD, RN  
Associate Professor and Program Director, ABSN

Lucille Ferrara, EdD, RN  
Associate Professor and Program Director, FNP

Keville Frederickson, EdD, RN, FAAN  
Professor, PhD Program Project Leader

Carol Alpern, PhD  
Interim Director, Communication Sciences and Disorders program

Susan Cappelmann, MS, MT (ASCP), PA-C  
Interim Director, Physician Assistant Studies Department

Sophie R. Kaufman, DPS  
Assistant Dean for Grants and Strategic Initiatives

Stacie Cignarale  
Assistant Dean, Finance/Human Resources

Christopher Walther, MS  
Academic Services Coordinator

Sharon Lewis  
Director of Communications

Melissa Crouse  
Director of Development

Patty Myers, MS  
Director of the Clinical Education Labs

Liz Colon, MS  
Academic Services Coordinator

## Faculty

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### **About College of Health Professions Faculty**

- Accomplished practitioners and nationally/internationally renowned scholars
- All tenure track faculty members hold doctoral degrees.
- CHP faculty are talented teachers, many of whom maintain clinical practices while teaching
- Many faculty are in leadership positions in national professional organizations
- Several are Fellows of the American Academy of Nursing, among a distinguished field of only 1,500 top nursing leaders within America's 2.9 million nurses.
- Three are also Fellows in the National Academies of Practice, the only interdisciplinary group of health care practitioners dedicated to addressing the problems of health care. The Active membership of each Academy is limited to 150.
- One is a Fellow in the American College of Critical Care Medicine. The prestigious designation of Fellow of the American College of Critical Care Medicine (FCCM) honors practitioners, researchers, administrators and educators who have made outstanding contributions to the collaborative field of critical care. The College is comprised of nurses, respiratory therapists, physicians and other healthcare professionals who are all experts in their fields.

- Two are Fellows in the New York Academy of Medicine (NYAM), one of the nation's oldest medical academies. Founded in 1847, NYAM is an effective advocate in public health reform and a major center for health education.

## Department of Health Studies Faculty

Jane Bear-Lehman, Chair of the Department of Health Studies, Bachelor of Science, University of Wisconsin-Madison; Master of Science, University of Illinois at the Medical Center-Chicago; Doctor of Philosophy, New York University

Communication Sciences and Disorders Faculty:

Carol Alpern, CCC-SLP, Professor and Interim Director, BA, Speech-language pathology, Adelphi University; MA, Columbia University; PhD, Speech and Hearing Science, CUNY Graduate Center

Abbey L. Berg, CCC-A, Professor, BA, George Washington University; MS, Purdue University; PhD, Columbia University

Sethu Karthikeyan, Assistant Professor, BSc, Dr. M. V. Shetty College of Speech and Hearing, Mangalore University, Karnataka, India; MSc, All India Institute of Speech and Hearing, Mysore University, Karnataka, India; PhD, City University of New York

Patricia Peifer-Arens, CCC-SLP, Clinical Assistant Professor and Director of the Speech and Hearing Center; BA, International Relations/Spanish, Miami University of Ohio; MA, Spanish Linguistics, Indiana University; MS, Speech and Language Pathology, Teachers College, Columbia University

## Nursing Faculty

Stephanie B. Allen, Assistant Professor; BSN, Norwich University, Northfield VT; MSN (Nursing & Healthcare Administration) and MS (Management), University of Florida, Gainesville; PhD, the University of South Carolina, Columbia

Elizabeth Berro, Clinical Instructor; Diploma, Presbyterian Hospital School of Nursing; BSN, Queens College; MA in Nursing Education, New York University

Marie Lourdes Charles, Clinical Instructor; BSN, Hunter College-Bellevue School of Nursing; MA in Nursing Education, Pace University

Winifred Connerton, Assistant Professor; BA (Women's Studies), Mount Holyoke College; BSN, Columbia University; MSN, the University of California, San Francisco; PhD in nursing history, University of Pennsylvania; Certificate of Midwifery, the University of California, San Diego

Lin Drury, Associate Professor; AS, Vincennes University; BSN, Purdue University; MS, Indiana State University; MS, St. Xavier University; PhD, Rush University

Carol Epstein, Associate Professor; Diploma, Mt. Sinai Hospital School of Nursing; BA, Cornell University; BSN, Ursuline College; MSN, PhD, Case Western Reserve University

Nancy Fazio, Clinical Instructor; Diploma, Westchester School of Nursing; BSN, Adelphi University; MSN, Hunter College

Lucille Ferrara, Assistant Professor; RN, Misericordia Hospital School of Nursing, Bronx, New York; BS (Nursing), University of the State of New York - Albany; MS (Family Primary Care), Pace University; MBA (Organizational Behavior), Iona College, New Rochelle; Ed.D (Doctor of Education in Educational Leadership), the University of Phoenix, Phoenix, AZ.

Keville Frederickson, Professor and PhD Project Team Leader, B.S., Columbia University; M.Ed., Columbia University, Teachers College; Ed.D., Columbia University, Teachers College

Martha Greenberg, Associate Professor, Chair of the Department of Undergraduate Studies; Diploma Nursing, Burbank Hospital; BSN, Syracuse University; MSN, Hunter College; PhD, New York University

Catherine Hagerty, Clinical Assistant Professor; BSN and MA in Nursing, NYU

Karen (Toby) Haghenbeck, Assistant Professor; RN, Kingston Hospital School of Nursing; BS, MS, Pace University; Certificate of Advanced Graduate Studies (Family Nurse Practitioner), Pace University; PhD, Adelphi University

Ann Hatcher-Grove, Clinical Instructor; BS, New York University; MA, New York University

Martha Kelly, Assistant Professor; Diploma, Albany Medical Center School of Nursing; BS, Mount St. Mary College; MS, Russell Sage College; EdD, Florida Atlantic University

Joanne Knoesel, Clinical Instructor; AAS, Niagara County Community College; BS, Hunter College; MSN, New York University

Sandra Lewenson, Professor; BS, Hunter College-Bellevue School of Nursing; MS, Mercy College; MEd, EdD, Teachers College, Columbia University

Karen Maier, Clinical Instructor and iPace Coach/Recruiter; AAS, Pace University; BSN and MSN with certification in Education, Regis University

Christina Maraia, Clinical Instructor; BS (Nursing); MA in Nursing Education, Pace University

Renee McLeod-Sordjan, Clinical Assistant Professor and Assistant Director of the nurse practitioner programs (FNP and AACNP); BSN, MS, DNP, Pace University

Lakeisha Nicholls, Clinical Instructor, Bachelor of Science in Nursing, Pace University; Master of Arts: Advanced Practice Nursing in Pediatrics (with a minor in Nursing Education), New York University

Angela Northrup, Assistant Professor; BA (Anthropology), Brooklyn College CUNY; BS in Nursing, SUNY Downstate; Family Nurse Practitioner Master's, Pace University

Esma D. Paljevic, Assistant Professor; BSN, Mercy College; MA (Advanced Practice Pediatric Nursing), NYU; EdD, St. John Fisher/College of New Rochelle

Marie-Claire Roberts, Assistant Professor; Doctor of Philosophy in Health Policy and Clinical Practice, Dartmouth College; Master of Science in the Evaluative Clinical Sciences, Dartmouth College; Master of Public Administration, Clark University (Israeli Branch); Bachelor of Arts in Nursing, University of Tel Aviv (Israel).

Carol Roye, Associate Dean for Faculty Scholarship, New York University, BA Psychology; University of Oklahoma, MEd; Pace University Lienhard School of Nursing, MSN; Columbia University School of Nursing, MS; Columbia University- Teacher's College, EdD

Lillie Shortridge-Baggett, Professor; BS, Berea College; Med. Teachers College Columbia University; EdD, Teachers College Columbia University; The Robert Wood Johnson Foundation Nurse Faculty Fellowship in Primary Care Research, Practice, and Education; Certificates in Family Therapy, Center for Family Learning

Joanne Singleton, Professor; Chair of the Department of Graduate Studies; Director, Doctor of Nursing Program; Diploma, St. Clare's Hospital of Nursing; BA, Marymount Manhattan College; MA, The New School for Social Research; BSN, Regents College, The University of the State of New York; PhD, and post Master's FNP, Adelphi University

Jason Slyer, Assistant Director of the DNP program, AAS in Nursing, Samaritan Hospital School of Nursing; BA (Biology), SUNY Buffalo; MS (FNP) and DNP, Pace University

Andrea Sonenberg, Associate Professor; BA, Biology/Neurobiology and Behavior, Cornell University; BS (Nursing), Syracuse University; MS (Nursing), Georgetown University; PhD, Columbia University

Shirlee Ann Stokes, Professor Emeritus; Diploma (Nursing), St. Luke School of Nursing; BSN (Nursing) and MS (Teaching), Ohio State University School of Nursing; EdD and M.Ed (both Curriculum & Teaching), Columbia University Teachers College

Marie Truglio-Londrigan, Professor; BA, Lehman College; MSN, Seton Hall; PhD, Adelphi University

Sharon Wexler, Assistant Professor; BS in Nursing, Simmons College; MA Nursing, New York University; PhD in Research and Theory Development in Nursing Science, New York University

Kyeongra Yang, Assistant Professor, PhD in Nursing, University of Texas, Austin; Master's of Public Health, Seoul National University; BS in Nursing, Chonbuk National University, Korea

## **Professors Emeriti, College of Health Professions**

Blagman, Patricia, Professor Emerita; BS, MEd, EdD, Teachers College, Columbia University

Calace-Mottola, Janet, Professor Emerita; BS, Syracuse University; MA, Teachers College, Columbia University

Carmody, Cathleen, Professor Emerita; BSN, New York University; MEd, St. John's University; MS, Fordham University; EdD, Teachers College, Columbia University

Gariepy, Dolores, Professor Emerita; MS, Hunter College; MA, New York University

Hart, Elizabeth, Professor Emerita; BA, Hunter College; M. Ed, Columbia University; M.S. Ed. Pace University

Hiestand, Wanda, Professor Emerita; BS, MEd, EdD, Teachers College, Columbia University

Jaffe-Ruiz, Marilyn, Professor Emerita; Diploma, Mount Sinai Hospital School of Nursing; BA, Jersey City State College; MA, New York University; MEd, Teachers College, Columbia University; EdD, Teachers College, Columbia University

Khanna, Suwersh K., Professor Emerita; BS, BA, Punjab University; MEd, EdD, Teachers College, Columbia University

Kohn, Paula Scharf, Professor Emerita; Diploma, Beth Israel Medical Center; BA Brooklyn College, CUNY; MA, New York University; PhD, New York University

Kosten, Patricia, Professor Emerita; BSN, Seton Hall University; MA, St. Mary's College; MEd, EdD, Teachers College, Columbia University

Landa, Jeannette, Professor Emerita; BS, MA, New York University

Leeser, Ilse, Professor Emerita; BS, MA, MEd, Teachers College, Columbia University; PhD, New York University

Nebens, Irene A., Professor Emerita; BSN, University of Maryland; MA, Teachers College, Columbia University

Nurena, Mary, Professor Emerita; BS, University of Bridgeport; MA, New York University

O'Day, Veronica, Professor Emerita; BSN, New York University; MS, Hunter College; PhD, New York University

Shortridge-Baggett, Lillie, Professor; BS, Berea College; Med. Teachers College Columbia University; EdD, Teachers College Columbia University; The Robert Wood Johnson Foundation Nurse Faculty Fellowship in Primary Care Research, Practice, and Education; Certificates in Family Therapy, Center for Family Learning

Stokes, Shirlee, Professor Emerita; Diploma, St. Luke School of Nursing; BSN, The Ohio State University School of Nursing; MS, The Ohio State University School of Nursing; MEd, Columbia University Teachers College; EdD, Columbia University Teachers College

## Select Agencies Used for Clinical Nursing Experience

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A. Phillip Randolph Campus H.S.	New York	NY
Access Medical Group	White Plains	NY
Accord Medical Associates, LLP	New York	NY
Advanced OB/GYN	Brooklyn	NY
AFAM Multi Specialty Medical Group	Brooklyn	NY
AHRC HEALTH CARE, INC	New York	NY
Albany Medical Center	Albany	NY
Albert Einstein College of Medicine	Bronx	NY
Alpine Medical Associates	Jersey City	NJ
Archcare Advantage	New York	NY
Arjun Medical Group	New York	NY
Arlington Pediatrics, Inc.	North Arlington	NJ
Bellevue Hospital Center	New York	NY
Beth Israel Medical Center	New York	NY
Bethel Springvale Nursing Home, Inc	Ossining	NY
Big Apple Pediatrics	New York	NY
Blythedale Children's Hospital	Valhalla	NY
Briarcliff Pediatrics	Briarcliff Manor	NY
Broadway Medical and Dental Center	New York	NY
Bronx Lebanon Family Practice Center	Bronx	NY
Bronx Lebanon Hospital Center	Bronx	NY
Burke Rehabilitation Center	White Plains	NY
Cardiology Consultants of Westchester	Hawthorne	NY
Cardiovascular Services, Inc.	Yonkers	NY
Catholic Medical Center	Jamaica	NY
Central Medical Latino	Jackson Heights	NY

Charles B. Wang Community Health Center, Inc.	New York	NY
Child Abuse Prevention Center	White Plains	NY
Childbirth Center	Englewood	NJ
Children's and Women's Physicians of Westchester	Hawthorne	NY
Children's Medical Group	Poughkeepsie	NY
Children's Physicians of Westchester	White Plains	NY
Clarkstown Medical Associates	New City	NY
Clarkstown Urology	New City	NY
Cochran School of Nursing	Yonkers	NY
College of Mount Saint Vincent	Riverdale	NY
College of New Rochelle	New Rochelle	NY
Columbia Presbyterian Hospital	New York	NY
Community General Hospital	Harris	NY
Community Health Program of LIJ Medical Center	New Hyde Park	NY
Community Healthcare Network	New York	NY
Community Hospital at Dobbs Ferry	Dobbs Ferry	NY
Comprehensive Family Care Center	Bronx	NY
Concordia College	Bronxville	NY
Coney Island Hospital	Brooklyn	NY
Cortlandt Healthcare	Cortlandt Manor	NY
Cross County Medical Care	Bellrose	NY
Crystal Run Health Care	Middletown	NY
Cumberland Diagnostic & Treatment Center	Brooklyn	NY
D.O.C.S.	New City	NY
Danbury Hospital	Danbury	CT
Dominican College	Orangeburg	NY
Downtown Family Care Center	New York	NY
Eastchester Center for Cancer Care	Bronx	NY
Elmhurst Avenue Medical Associates	Elmhurst	NY
Elmhurst Hospital Center	Elmhurst	NY
Endocrinology and Diabetes Associates	White Plains	NY
Evercare	New York	NY
Fairleigh Dickinson University	Teaneck	NJ
Family Practice NYC PC	New York	NY
Family Services of Westchester	White Plains	NY
Fashion Institute of Technology	New York	NY
Field Home	Cortlandt Manor	NY
Four Winds Hospital	Katonah	NY



Fulton Avenue Health Care	Hempstead	NY
Gaia Midwifery	Malverne	NY
Garden OB/GYN	Garden City	NY
Generations Family Health Center	Willimantic	CT
Gergely Pediatrics	Garrison	NY
Glengariff Nursing Home	Glen Cove	NY
Good Samaritan Hospital	Suffern	NY
Gouverneur Hospital	New York	NY
Great Neck Obstetrics and Gynecology	Great Neck	NY
Greenburgh Neighborhood Health Center, Inc	White Plains	NY
Greenpoint Pediatrics	Brooklyn	NY
Greenwich Hospital	Greenwich	CT
Hall-Brooke Behavioral Health Services	Westport	CT
Hamilton-Madison House Child Care Centers	New York	NY
Harlem Hospital Medical Center	New York	NY
Harrison Medical Group	Harrison	NY
Health Check	Yonkers	NY
Heart and Vascular Care	New York	NY
Hebrew Hospital Home LTHHCP	Bronx	NY
Helen Hayes Hospital	West Haverstraw	NY
Helene Fuld College of Nursing	New York	NY
Hendrick Hudson School District	Montrose	NY
Henry Street Settlement	New York	NY
HHH Choices Health Plan, LLC	Bronx	NY
Highland Care Center	Jamaica	NY
Hillside Polymedic Diagnostic & Treatment Center	Jamaica	NY
HIP Plan of New York	New York	NY
Horizon Family Medical Group	Washingtonville	NY
Hudson River Health Care	Peekskill	NY
Hudson Valley Hospital Center	Peekskill	NY
Hudson Valley Medical Group	Peekskill	NY
iCare Internal Medicine	Springfield	NJ
Institute for Reproductive Medical Center and Health	Hartsdale	NY
Institute for Urban Family Health	New York	NY
Internal Medicine for Women	Thornwood	NY
Jamaica Hospital & Medical Center	Jamaica	NY
Jerome Medical Center	Bronx	NY
John T. Mather Memorial Hospital	Port Jefferson	NY
Julia Dyckman Andrus Memorial	Yonkers	NY

Keller Army Community Hospital	West Point	NY
Kids Plus Pediatrics	New City	NY
Kings County Hospital Center	Brooklyn	NY
Lakeland Central School District	Shrub Oak	NY
Lawrence Hospital Center	Bronxville	NY
Lawrence Medical Associates	Bronxville	NY
Lenox Hill Hospital	New York	NY
Lincoln Medical & Mental Health Center	Bronx	NY
Long Island College Hospital	Brooklyn	NY
Long Island Jewish Medical Center	New Hyde Park	NY
Long Island Midwifery Service	Huntington	NY
Lower East Side Service Center	New York	NY
Lutheran Medical Center	Brooklyn	NY
Manhattan College	Bronx	NY
Manhattan Family Practice	New York	NY
Mary Manning Walsh Nursing Home	New York	NY
Mayfield Pediatrics	White Plains	NY
Medical House Calls	New York	NY
Memorial Sloan-Kettering Cancer Center	New York	NY
Mercy College	Dobbs Ferry	NY
Methodist University	Fayetteville	NC
Metropolitan Hospital Center	New York	NY
Middletown Community Health Center	Middletown	NY
Middletown Medical	Middletown	NY
Midland Avenue Family Practice	Yonkers	NY
Mills Peninsula Health Services	Burlingame	CA
Minute Clinic Diagnostic of New Jersey	Chester	NJ
Molloy College	Rockville Centre	NY
Montefiore Hospital & Medical Center	Bronx	NY
Morningside House	Bronx	NY
Morrisannia Neighborhood Family Care Center	Bronx	NY
Mt. Kisco Medical Group	Mt. Kisco	NY
Mt. Sinai Hospital & Medical Center	New York	NY
Mt. Sinai Queens	Queens	NY
Mt. Vernon Neighborhood Health Center	Mt. Vernon	NY
National Benefit Fund	New York	NY
Neighborhood & Family Health Center	New York	NY
Nephrology and Hypertension Associates	Bronx	NY
New York Downtown Hospital	New York	NY

New York Presbyterian Hospital	New York	NY
New York Methodist Hospital	Brooklyn	NY
New York Presbyterian Hospital Westchester Division	White Plains	NY
North Central Bronx Hospital	Bronx	NY
North Shore LIJ Health System	Hyde Park	NY
North Shore University Hospital	Manhasset	NY
North State Cardiology	Briarcliff Manor	NY
North Valley Medical PC	Laurelton	NY
Northern Medical Specialists	Somers	NY
Northern Respiratory Specialists	Peekskill	NY
Northern Westchester Hospital Center	Mt. Kisco	NY
NP and Family Health PC	Mahopac	NY
Nurse Midwifery Associates	Brooklyn	NY
NY Presbyterian Hospital-Columbia	New York	NY
Nyack Hospital	Nyack	NY
NYSARC, Inc.	New York	NY
NYU Medical Center	New York	NY
OB/GYN Associates	New York	NY
Odyssey House	New York	NY
Open Door Family Medical Center, Inc.	Ossining	NY
Ossining School District	Ossining	NY
Ozanam Hall of Queens Nursing Home, Inc.	Bayside	NY
Palisades Pulmonary and Medical	West Nyack	NY
Paragon Emergency Medicare	Yonkers	NY
Park Avenue Pediatrics	New York	NY
Park Pediatrics	Floral Park	NY
Pediatric and Adult Dermatology	Staten Island	NY
Pediatric Center	Forest Hills	NY
Pediatric Health Care P.C.	Staten Island	NY
Pediatrics of Sleepy Hollow	Sleepy Hollow	NY
Phelps Memorial Hospital	Sleepy Hollow	NY
Phillips Beth Israel School of Nursing	New York	NY
Physician Medical Care	New Hyde Park	NY
Piermont Gynecology	Piermont	NY
Planned Parenthood Hudson Peconic, Inc.	Hawthorne	NY
Planned Parenthood of Mid-Hudson Valley	Poughkeepsie	NY
Pleasantville Union Free School District	Pleasantville	NY
Pomona Pediatrics	Pomona	NY
Poughkeepsie Medical Group	Poughkeepsie	NY

Premier Pediatrics	New York	NY
Primary Care Medical of Brighton P.C.	Brooklyn	NY
Priority Pediatrics	Lynbrook	NY
Private Pediatrics	Brooklyn	NY
Project Renewal Inc.	New York	NY
Promesa, Inc.	Bronx	NY
PTS of Westchester, Inc.	White Plains	NY
Putnam County Health Department	Brewster	NY
Putnam Hospital Center	Carmel	NY
Putnam Pediatric Associates	Carmel	NY
Queens Hospital Center	Jamaica	NY
Renaissance Health Care Network	New York	NY
Richmond University Medical Center	Staten Island	NY
Riverdale Internal Medicine and Geriatric Services, PC	Bronx	NY
Riverside Cardiology	Yonkers	NY
Riverside Pediatrics	Croton	NY
Rockland Medical Group	Garnerville	NY
Rockland Psychiatric Center	Orangeburg	NY
Rose F. Kennedy Center	Bronx	NY
Rutgers State University of NJ	Newark	NJ
Sarah Lawrence College Health Services	Bronxville	NY
Saw Mill Pediatrics	Yonkers	NY
Schervier Nursing Care Center	Riverdale	NY
Schnurmacher Nursing Home	White Plains	NY
SCO Family of Services	Glen Cove	NY
Segundo Ruiz Belvis Clinic	Bronx	NY
Select Physicians, PC	New Hyde Park	NY
Sheepshead Bay Medical Associates, P.C	Brooklyn	NY
Shore Area OB/GYN	Little Silver	NJ
Shoreline Medical LLP	Stamford	CT
Somers Manor	Somers	NY
Southern Westchester OB/GYN	Yonkers	NY
St. Anthony's Health Professions & Nursing Institute	Fresh Meadows	NY
St. Barnabas Hospital	Bronx	NY
St. Cabrini	Dobbs Ferry	NY
St. John's Riverside Andrus Pavillion	Yonkers	NY
St. Joseph's Hospital & Medical Center	Yonkers	NY
St. Luke's/Roosevelt Hospital Center	New York	NY
St. Luke's-Cornwall Hospital	Cornwall	NY

St. Mary's Hospital Inc.	Hoboken	NJ
St. Vincent's Catholic Medical Center of New York	Harrison	NY
Stamford Hospital	Stamford	CT
Stein Senior Center	New York	NY
Stony Lodge Hospital	Briarcliff Manor	NY
Sunny Medical PC	Brooklyn	NY
Sunshine Children's Home and Rehab Center	Ossining	NY
SUNY Ulster	Stone Ridge	NY
Sure Medical PC	Elmhurst	NY
Surprise Lake Camp	Cold Spring	NY
Taconic Correctional Facility	Bedford Hills	NY
Terence Cardinal Cooke Health Care Center	New York	NY
The Child Birth Center	Clifton	NJ
The Jewish Home & Hospital/Bronx Division	Riverdale	NY
The Jewish Home & Hospital/Manhattan Division	New York	NY
The Osborn	Rye	NY
The Wartburg Home of the Evangelical Lutheran Church	Mt. Vernon	NY
Total Family Care of Five Towns	Far Rockaway	NY
Tri-State Bariatrics	Middletown	NY
United Hebrew Geriatric Center of New Rochelle	New Rochelle	NY
Urban Health Plan, INC	Bronx	NY
Urgent Care of Westchester	Tarrytown	NY
Vassar Brothers Medical Center	Poughkeepsie	NY
Veterans Administration	Brooklyn	NY
Veterans Administration Hospital	Bronx	NY
Veterans Administration Hospital	New York	NY
Veteran's FDR Hospital	Montrose	NY
Village Care Plus, Inc.	New York	NY
Village Center for Care	New York	NY
Visiting Nurse Association of Hudson Valley	Tarrytown	NY
Visiting Nurse Services of New York	New York	NY
Visiting Nurse Service of Westchester	White Plains	NY
Vital Signs	Middletown	NY
Wagner College	Staten Island	NY
West Patterson Family Medical Center	West Patterson	NJ
Westbrook Medical Associates, PC dba Riverside Cardiology	Yonkers	NY
Westchester County Health Care Corp	Valhalla	NY
Westchester Family Medical Practice	Yonkers	NY
Westchester Health Associates, PLLC	Katonah	NY

Westchester Medical Center	Valhalla	NY
Westchester Medical Group	Rye	NY
Westside Medical Group	New York	NY
White Plains Hospital Center	White Plains	NY
White Plains OB/GYN	White Plains	NY
White Plains Pediatric Group	White Plains	NY
White Plains Urgent Care	White Plains	NY
Wingate at Ulster	Highland	NY
Winthrop-University Hospital	Mineola	NY
Woman to Woman OB/GYN	Yonkers	NY
Women's Health Pavilion	Mineola	NY
Women's Health Professionals	Smithtown	NY
Woodhull Medical Center	Brooklyn	NY
YAI NIPD NETWORK	New York	NY
Yorktown School District	Yorktown	NY

## College of Health Professions Centers

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The College of Health Professions has two centers that support the academic mission of the College:

- ALPS (Advancing Leadership, Partnerships, and Scholarship), the College of Health Professions' Center of Excellence, is dedicated to supporting the academic mission of the College of Health Professions through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development.
- The Clinical Education Labs at Pace's College of Health Professions create an active interprofessional learning environment which promotes intellectual curiosity and integration of clinical and didactic health care knowledge utilizing current effective technology in full collaboration with Pace University, the College of Health Professions, students, faculty, staff, alumni, and community partners.

## Advancing Leadership, Partnerships, and Scholarship (ALPS)

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### CHP's Vision

The College of Health Professions will be a leader in innovation and excellence in education, research and practice in primary health care.

### Center's Mission

In keeping with the College's vision, the Center is dedicated to supporting the academic mission of the College through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development.

The Center provides opportunities for faculty to develop their scholarship in education, research and practice through a variety of partnerships at the local, national and international levels, and access to internal and external funding.

The Center facilitates student-centered learning experiences that further enhance the high quality professional education of College of Health Professions students to prepare them to embrace the professional challenges in health care in the 21st Century. The Center promotes leadership development in nursing and health care.

### Services at a Glance

#### Student Opportunities

- Financial support: scholarships, awards, graduate assistantships

- Professional experiences: graduate assistantships, sponsorship to attend conferences
- International student exchanges: travel courses, summer school, independent studies, Fulbright programs

#### **Faculty Opportunities**

- Consultation to support faculty research trajectories through internal and external funding
- Grant writing and submission
- Award disbursement and project management assistance
- Graduate assistants to support teaching, research, and special projects
- International opportunities, research collaboration, lectures, conferences, and international organization memberships
- Technology resources

#### **External Funding**

- Grants management: pre- to post-award
- Endowments: faculty and student awards
- Development of funding strategies

#### **Leadership**

- Leadership development programs
- Coordination with internal and external partners
- Workshops, lectures, conferences

#### **Partnerships**

- Program and research collaboration
- Collaborative grant applications
- Consulting opportunities
- Lectures, workshops
- Contracts
- College of Health Professions Advisory Board
- International exchanges
- Community outreach

## **University Health Care**

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University Health Care (UHC) was the first nurse-managed primary care center in an academic institution implemented through a school of nursing. Others have used it as a model, nationally and internationally.

A full range of primary health care services are offered to Pace University students, faculty, staff, alumni, and their families. UHC is staffed by advanced practice nurses and Certified Medical Assistants with physician consultants. UHC provides a needed service to the Pace community while also providing nursing students excellent clinical experiences.

The University Health Care Fee covers UHC office visit co-pays for sickness and accident visits. Wellness visits, preventive services, diagnostic tests and procedures may incur additional charges. UHC is able to bill your insurance directly.

Services available for students, faculty, staff, alumni, and their families include:

- Health education
- Health assessment with complete physical examinations
- Women's health care
- Diagnosis and treatment of illnesses such as sore throat, cough or other infections
- First aid for minor injuries
- Management of chronic health problems such as high blood pressure

#### **Locations:**

##### **Pleasantville Campus:**

Goldstein Fitness Center, Room 125  
861 Bedford Road - Pleasantville,  
New York 10570  
Telephone: (914) 773-3760

##### **New York Campus:**

41 Park Row, Suite 313  
New York, 10038  
Telephone: (212) 346-1600

## Nursing Honor Society

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Zeta Omega, Westchester/Rockland at-large Chapter, Sigma Theta Tau International is the Honor Society of Nursing. The purposes of Sigma Theta Tau are to recognize the development of leadership qualities; foster high professional standards; encourage creative work and strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing.

The Lienhard School of Nursing is part of the Zeta Omega Westchester/Rockland at-Large Chapter, which is composed of a consortium of nursing programs at the College of New Rochelle, Dominican College, Mercy College, and Pace University. Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates halfway through the program, in the upper 35% of their class, or graduate students a quarter of the way through the Master's program, with a 3.5 CQPA or higher are eligible. Outstanding community leaders in nursing are also eligible. Student standing is reviewed by the individual school's chapter Faculty Counselor and eligible students are invited in writing to consider membership.

For further information, contact Martha Greenberg at [mgreenberg@pace.edu](mailto:mgreenberg@pace.edu).

For further information on Sigma Theta Tau International, go to their web page at [www.nursingsociety.org](http://www.nursingsociety.org).

## Admission Requirements

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### Four-Year BS Program (RN4)

Admission to the four-year bachelor's of science program is competitive. Applicants must be graduates of an approved secondary school with a minimum of 16 academic units including four years of English, three to four years of history/social science, three to four years of college preparatory mathematics, two years of lab science, and two years of foreign language. A high school chemistry course is strongly recommended. A High School Equivalency Diploma, with satisfactory scores, may also be accepted. Applicants must submit satisfactory scores from the Scholastic Aptitude Tests of the College Entrance Examination Board, a recommendation from a high school counselor and/or teacher, and a personal statement or essay. All regular admits (without previous experience) must meet the following criteria in order to be admitted to sophomore level nursing courses:

(1) Minimum CQPA of 2.75 is needed to enter and continue in the nursing major; and (2) Successful completion of the following: 6 credits of English and Speech/Com (any combination), Biology 152 and Biology 153 (a grade of C or higher is required), University 101, Nursing 110, Introduction to Psychology, and any remedial work that is required based on performance on placement exams.

All transfer students and Pace University students wishing to change their major to nursing must meet the following criteria in order to be admitted to the nursing major: a minimum CQPA of 3.0, satisfactory scores on the standardized nursing entrance program and successful completion of prerequisite courses needed to enroll in sophomore level nursing courses. Transfer applicants who have been academically successful in their nursing studies at another institution and wish to transfer to Pace LSN must provide letters of reference from a nursing faculty member and the dean/director of the schools they attended and these must be reviewed by the Department of Undergraduate Studies chairperson prior to acceptance of the student. Transfer applicants who have failed a nursing course at another institution will not be eligible for admission. Transfer students with 25 or more credits may be eligible to combine the first and second level nursing courses according to advisement by the Department of Undergraduate Studies Chairperson.

### Accelerated Bachelor of Science in Nursing (ABSN) Program

Admission to the ABSN (for non-nurse college graduates) is through the Graduate Admission Office. Applicants must show satisfactory achievement in previous undergraduate work. Students must meet all entrance requirements of the Department of Graduate Studies (see College of Health Professions Graduate Catalog for admission requirements and course sequence). The ABSN is an accelerated curriculum. Students must maintain a CQPA of 2.75 for progression in and graduation from the program. Following the completion of the baccalaureate (BSN), students are eligible to take the NCLEX-RN to become registered nurses.

Admission to the ABSN program is highly competitive.

- The preferred application deadline for January entry is September 1; the final deadline for January entry is October 15. The preferred application deadline for September entry is March 1; the final deadline for September entry is April 15.
- Class size is limited to a maximum of 64 students per class. Applications will be processed on a space available basis until the 64 seats are filled.
- Students who previously failed a nursing course or who were academically dismissed from a nursing program are not eligible for admission to the ABSN.
- Admission of students who have attended other nursing programs (without failing a class or being academically dismissed) will be considered on a case by case basis. These students may be required to provide additional application materials e.g., letter(s) of reference from didactic and clinical faculty.



- The ABSN is an intensive, rigorous program, so students must plan to consistently study to be successful. The full time program requires students to dedicate as many as 36 hours of weekly class and clinical hours not including study hours. We encourage students to think about personal and professional commitments and the significant amount of time necessary to devote to the program on a daily basis. Students taking 12 or more credits (one and two year programs) should not work.
- ABSN applications are not reviewed until all pre-requisites have been completed. Applications will not be considered for admission until all required documents have been submitted to the Admission Office.

For more information and updates, please see <http://www.pace.edu/lienhard/accelerated-BSN>.

### **iPace RN/BS Completion Program**

Admission to the RN/BS track of the baccalaureate program is competitive. Minimum requirements include scholastic achievement as evidenced by prior academic performance, graduation from an associate degree or diploma nursing program and licensure (or near licensure).

- Students should have a completed Associates degree in Nursing, diploma in nursing, or RN license (which is equivalent to 30 nursing credits).
- Students should have a minimum GPA of 2.75 for admission to the BS in Nursing.
  - Students with less than the preferred minimum GPA may be asked to interview or provide a writing sample.

Applicants for the BS in Nursing are required to provide a resume and two professional references on the application.

- Applicants are also required to provide their high school transcripts and a copy of their diplomas before admission.

Graduates of foreign nursing programs must have TOEFEL and transcript evaluation.

- Students should have the following pre-requisite courses and/or competency in the subject matter: ENG 110 OR ENG 120 Composition; BIO 152 Anatomy and Physiology I; BIO 153 Anatomy & Physiology II; PSY Intro to Psych; and Math/Psychology Statistics (Statistics must be completed prior to NURS 298 which can be prior to entry or before starting the nursing courses). Competency is demonstrated by a grade of C or better. Competency may also be demonstrated through CLEP or Pace Experiential Learning.

### **Transfer Credits (RN 4 Program and iPace RN/BS Completion Program)**

Students may transfer up to 88 credits from a four-year college (or 68 from a two-year college) into the baccalaureate nursing program. At least one half of the nursing credits must be completed at Pace. Transfer credits may be awarded for approved courses taken at other universities in which a grade of C or better was earned or for successful completion of external examinations. The list of external examinations and equivalent courses may be obtained from the Office of Admission.

### **Resumption of Studies for RN/BS**

Any RN/BS program applicant who previously took **any** course at Pace University, regardless of major, should file a resumption of studies form and a change of major form, not an application for admission. Forms should be filed with Chris Walther: [cwalther@pace.edu](mailto:cwalther@pace.edu). There is no fee. Applicants will still need to provide their resume, references, and transcripts.

### **Placement Examinations**

All new and transfer students and students changing their major to the RN4 track must adhere to the University Placement Examinations policy. Students who need remedial courses must take the remedial courses as either pre- or co-requisite with the first nursing course. All remedial work must be completed successfully before beginning the first clinical nursing course.

## **Curriculum Information**

### **Bachelor of Science in Health Science**

Pace University's College of Health Professions is excited to announce its new Bachelor of Science in Health Science degree.

This program offers students a flexible and interdisciplinary approach to learning about health sciences and our health care system, including courses in health care policy, ethics, and leadership, as well as disease prevention and the emerging telehealth industry.

These basic science and foundation courses will prepare students for a variety of careers in the health care field. This 120-credit program includes courses in the natural sciences, 24 credits in foundational courses, and a 4-credit research capstone project.

The BS in Health Science offers six areas of concentration, each of which prepares you to enter a number of rewarding career paths:

- Pre-Nursing Preparation
- Pre-Physician Assistant Preparation
- Health Policy and Advocacy
- Quality Improvement and Patient Safety
- Telehealth
- Global Health

The BS in Health Science prepares students for job opportunities in hospitals, private medical offices, governmental and community agencies, and global health organizations. A bachelor's degree in Health Science can lead to a variety of career paths including (but not limited to) medical or dental assistant, health care administrator, medical billing and coder, and health educator. This degree can also serve as pre-professional preparation for application into Nursing or Physician Assistant Studies, and a pathway to other health-related fields.

To learn more about this and other programs offered by Pace's College of Health Professions, visit [www.pace.edu/CHP](http://www.pace.edu/CHP).

## Bachelor of Science in Health Science Curriculum

Health Science Core and Capstone Courses	Credits
Introduction to Health Promotion and Disease Prevention	3
Health Care for Diverse Populations	3
Genetics in Health Care	3
Health Care Policy	3
Health Informatics and Telehealth	3
Health Care Ethics	3
Introduction to Epidemiology and Evidence-Based Practice	3
Capstone Project 1	3
Leadership and Management in Health Care	3
Capstone Project 2	3
<b>Concentrations</b>	
(See below; students select two unless pre-nursing or pre-PA*)	
Global Health	15
Health Policy and Advocacy	15
Pre-Nursing*	15
Pre-Physician Assistant**	N/A
(Anticipated) Telehealth	15
(Anticipated) Quality and Safety	15

**Total Number of Credits****60**

\*Students in the generalist track will take two 15-credit concentrations. Students in the pre-nursing track will take 15 credits of nursing prerequisites and one 15-credit concentration.

\*\*Students in the pre-PA track will not have the option of a concentration due to the number of pre-requisite courses needed to apply to a PA program.

Note: Completing the health science program does not guarantee admission to a PA or nursing program. Graduates of the BS in Health Science must apply to those programs, meet specific requirements, and compete with all other applicants.

**RN-4, BS****(PLV)\*****Year One****RN-4 First Semester Fall**

UNV 101	First-Year Seminar: Introduction to University Community	1
PSY 112	Introduction to Psychology	4
CHE 113	Principles of Chemistry for the Health Professions	3
BIO 152	Anatomy and Physiology I	4
	CORE (2)	6

University 101 does not count toward the 60 credit University core requirement.

**RN-4 Second Semester Spring**

NUR 110	Essentials of Professional Nursing	2
BIO 153	Anatomy and Physiology II	4
	Core (3)	9

All students are encouraged to take the required learning community courses in the freshman year.

**Year Two****RN-4 First Semester Fall**

NURS 202	Fundamentals of Nursing Practice	4
NURS 212	Professional and Therapeutic Communication	3
	Core (3)	9

Core: AOK 1 Recommended

**RN-4 Second Semester Spring**

BIO 254	Basic Microbiology	4
NURS 250	Gerontological Nursing	4
NURS 258	Psychiatric and Mental Health Nursing	4
MAT 141	Introductory Statistics for the Life Sciences	4

**Year Three****RN-4 First Semester Fall**

NURS 360	Medical Surgical Nursing: Foundations	5
NURS 350	Child Health Nursing OR	5
NURS 340	Women's Health, Maternal and Newborn Nursing	5
NURS 320	Pathophysiology: Study of Foundational Systems	2
NURS 298	Evidence-Based Practice and	3

	Nursing Research OR Core	3
<b>RN-4 Second Semester Spring</b>		
NURS 330	Pharmacology	3
NURS 380	Adult Nursing: Acute and Chronic Care	5
NURS 350	Child Health Nursing OR	5
NURS 340	Women's Health, Maternal and Newborn Nursing	5
NURS 370	Pathophysiology: Study of Complex Systems	2
NURS 298	Evidence-Based Practice and Nursing Research OR Core	3 3

## Year Four

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### RN-4 First Semester Fall

NURS 470	Advanced Nursing Care of Patients with Complex Illness OR	4
NURS 476	Community and Environmental Health Nursing	4
NURS 474	Leadership and Management	4
NURS 478	Ethics and Excellence in Nursing CORE (2)	2 6

### RN-4 Second Semester Spring

NURS 470	Advanced Nursing Care of Patients with Complex Illness OR	4
NURS 476	Community and Environmental Health Nursing	4
NURS 480	Transition into Professional Nursing Practice	4
NURS xxx	Nursing Elective CORE (2)	3 6

Nursing Elective: Nursing electives can be taken at any time during the program.

To meet graduation requirements of 128 credits, it is suggested that students take at least 16 credits per semester.

**MINIMUM PASSING GRADE FOR ALL NURSING CLASSES: C+**

**PASSING GRADE FOR CHE 101, BIO 152, BIO 153 AND BIO 254: C**

**PASSING GRADE FOR PSY 112: D**

## Five Year Plan for RN-4 BS

### Requirements

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#### Level One Fall:

UNV 101	First-Year Seminar: Introduction to University Community	1
PSY 112	Introduction to Psychology	4

CHE 113	Principles of Chemistry for the Health Professions	3
BIO 152	Anatomy and Physiology I	4
	CORE (2)	6

All students are encouraged to take the required learning community courses in the freshman year.

**Level One Spring:**

NURS 110	Essentials of Professional Nursing	2
	CORE (2)	6
BIO 153	Anatomy and Physiology II	4

**Level Two Fall:**

NURS 202	Fundamentals of Nursing Practice	4
NURS 212	Professional and Therapeutic Communication	3
	CORE (2)	6

**Level Two Spring:**

BIO 254	Basic Microbiology	4
NURS 250	Gerontological Nursing	4
NURS 258	Psychiatric and Mental Health Nursing	4

**Level Three Fall:**

NURS 320	Pathophysiology:Study of Foundational Systems	2
NURS 360	Medical Surgical Nursing: Foundations	5
MAT 141	Introductory Statistics for the Life Sciences	4
NURS 478	Ethics and Excellence in Nursing	2

**Level Three Spring:**

NURS 330	Pharmacology	3
NURS 370	Pathophysiology:Study of Complex Systems	2
NURS 380	Adult Nursing: Acute and Chronic Care	5
	Core	3

**Level 3A Fall:**

NURS 350	Child Health Nursing	5
	OR	
NURS 340	Women's Health, Maternal and Newborn Nursing	5
	Core (3)	9

Core may include Nursing Elective.

**Level 3A Spring:**

NURS 350	Child Health Nursing	5
	OR	
NURS 340	Women's Health, Maternal and Newborn Nursing	5
NURS 298	Evidence-Based Practice and Nursing Research	3
	CORE (2)	6

Core: if needed

**Level 4 Fall:**

NURS 470	Advanced Nursing Care of Patients with Complex Illness	4
	OR	
NURS 476	Community and Environmental Health Nursing	4

NURS 474	Leadership and Management CORE (2)	4 6
<b>Level 4 Spring:</b>		
NURS 480	Transition into Professional Nursing Practice	4
NURS 470	Advanced Nursing Care of Patients with Complex Illness OR	4
NURS 476	Community and Environmental Health Nursing CORE (2)	4 6

Core: if needed

The total number of credits as listed above is 130. This includes the Core requirements; if the student does not need Core, the number of credits would be fewer.

**MINIMUM PASSING GRADE FOR ALL NURSING CLASSES: C+**

**PASSING GRADE FOR CHE 101, BIO 152, BIO 153 AND BIO 254: C**

**PASSING GRADE FOR PSY 112: D**

## Accelerated Baccalaureate of Science in Nursing, ABSN

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(PLV) and (NYC)

### Prerequisites

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#### BSN/ABSN Prerequisite Courses

PSY 112	Introduction to Psychology	4
MAT 134	Introduction to Probability and Statistics OR	3
MAT 141	Introductory Statistics for the Life Sciences	4
BIO 152	Anatomy and Physiology I	4
BIO 153	Anatomy and Physiology II	4
BIO 254	Basic Microbiology	4
CHE 113	Principles of Chemistry for the Health Professions	3

The prerequisite requirements may be completed at Pace or transferred in. For transfer credit to be granted, a grade of C or better must be earned.

PREREQUISITES FOR ALL COURSES: MAT 134 OR 141 AND PSY 112 AND CHE 113 AND BIO 152 AND BIO 153 AND BIO 254

## Accelerated Bachelor's of Science in Nursing (ABSN) Option 1: One-Year Full Time Plan

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#### Option 1 Semester 1:

NURS 401	Building a Foundation for Nursing Practice	5
NURS 404	Communication for Professional Nursing	2
NURS 406	Clinical Management in Psychiatric Mental Health Nursing	3
NURS 408	Foundational Study in Pathophysiology	3
NURS 409	Concepts of Evidence Based Practice for Practice Improvement	3

**Option 1 Semester 2:**

NURS 412	Clinical Management in Adult Medical Surgical Nursing	6
NURS 414	Clinical Management in Maternal Newborn Nursing and Women's Health	3
NURS 422	Pharmacology for Professional Nursing	3
NURS 418	Pathophysiology: Concepts of Multisystem Alterations	2
NURS 416	Clinical Management in Child Health Nursing	3

**Option 1 Semester 3:**

NURS 424	Clinical Management of Population Health	3
NURS 426	Organizational and Systems Leadership in Nursing	3
NURS 428	Evolution of Professional Nursing	6
NURS 448	Ethics and Excellence in Professional Nursing	2
NURS xxx	Nursing Elective	3

**Accelerated Bachelor of Science in Nursing (ABSN) Option 2: Two-Year Plan**

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**Year 1, Semester 1:**

NURS 404	Communication for Professional Nursing	2
NURS 406	Clinical Management in Psychiatric Mental Health Nursing	3
NURS 408	Foundational Study in Pathophysiology	3

**Year 1, Semester 2:**

NURS 422	Pharmacology for Professional Nursing	3
NURS 418	Pathophysiology: Concepts of Multisystem Alterations	2
NUR 395	Independent Study in Nursing	1

**Year 1, Semester 3:**

NURS xxx	Nursing Elective	3
NURS 448	Ethics and Excellence in Professional Nursing	2
NUR 395	Independent Study in Nursing	1

**Year 2, Semester 4:**

NURS 401	Building a Foundation for Nursing Practice	5
NURS 409	Concepts of Evidence Based Practice for Practice Improvement	3

**Year 2, Semester 5:**

NURS 412	Clinical Management in Adult Medical Surgical Nursing	6
NURS 414	Clinical Management in Maternal Newborn Nursing and Women's Health	3
NURS 416	Clinical Management in Child Health Nursing	3

**Year 2, Semester 6:**

NURS 424	Clinical Management of Population Health	3
NURS 426	Organizational and Systems	3

NURS 428	Leadership in Nursing Evolution of Professional Nursing	6
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The first professional degree (BSN) may be completed in one or two calendar years. Effective 9/1/14, students must maintain a minimum CQPA of 2.75. Application to the ABSN Program is through the Office of Graduate Admission. For a more complete description of this program and an application, contact the Office of Graduate Admission, Evelyn and Joseph I. Lubin Graduate Center, and consult the Graduate Catalog.

MIN PASSING GRADE C+ FOR ALL UNDERGRADUATE NURSING COURSES

PRERQ FOR ALL COURSES: MAT 134 OR 141 AND PSY 112 AND CHE 113 AND BIO 152 AND BIO 153 OR BIO 254

MINIMUM PASSING GRADE FOR ALL GRADUATE COURSES- B

## Nursing - Combined Degree Program

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(PLV) and (NYC)

**Note: Effective January, 2014, career changers can apply to our Accelerated Baccalaureate of Science in Nursing. Prior to that, students applied to our Combined Degree Program. We are no longer accepting applications to the Combined Degree Program, but students who enrolled prior to January 2014 follow the old CDP curriculum.**

### Prerequisites

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#### BSN/MS (CDP) Prerequisite Courses

PSY 112	Introduction to Psychology	4
MAT 134	Introduction to Probability and Statistics	3
	OR	
MAT 141	Introductory Statistics for the Life Sciences	4
BIO 152	Anatomy and Physiology I	4
BIO 153	Anatomy and Physiology II	4
BIO 254	Basic Microbiology	4
CHE 113	Principles of Chemistry for the Health Professions	3

The prerequisite requirements may be completed at Pace or transferred in. For transfer credit to be granted, a grade of C or better must be earned.

PREREQUISITES FOR ALL COURSES: MAT 134 OR 141 AND PSY 112 AND CHE 113 AND BIO 152 AND BIO 153 AND BIO 254

### Combined Degree Program (CDP) Option 1: One-Year Full Time Plan (Fall 2013)

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#### Option 1 Semester 1:

NURS 401	Building a Foundation for Nursing Practice	4
NURS 404	Communication for Professional Nursing	2
NURS 406	Clinical Management in Psychiatric Mental Health Nursing	3
NURS 408	Foundational Study in Pathophysiology	2
NURS 621	Underpinnings of Advanced Nursing	3
NURS 409	Concepts of Evidence Based Practice for Practice Improvement	2

#### Option 1 Semester 2:

NURS 412	Clinical Management in Adult Medical Surgical Nursing	6
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NURS 414	Clinical Management in Maternal Newborn Nursing and Women's Health	3
NURS 422	Pharmacology for Professional Nursing	3
NURS 418	Pathophysiology: Concepts of Multisystem Alterations	2
NURS 416	Clinical Management in Child Health Nursing	3
<b>Option 1 Semester 3:</b>		
NURS 424	Clinical Management of Population Health	3
NURS 426	Organizational and Systems Leadership in Nursing	3
NURS 428	Evolution of Professional Nursing	6
NURS 610	Advanced Nursing in Primary Health Care	3
NURS 448	Ethics and Excellence in Professional Nursing	2

### **Combined Degree Program (CDP) Option 2: Two-Year Plan (Fall 2013)**

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#### **Year 1, Semester 1:**

NURS 404	Communication for Professional Nursing	2
NURS 406	Clinical Management in Psychiatric Mental Health Nursing	3
NURS 408	Foundational Study in Pathophysiology	2

#### **Year 1, Semester 2:**

NURS 422	Pharmacology for Professional Nursing	3
NURS 418	Pathophysiology: Concepts of Multisystem Alterations	2
NURS 448	Ethics and Excellence in Professional Nursing	2

#### **Year 1, Semester 3:**

NURS 621	Underpinnings of Advanced Nursing	3
NURS 610	Advanced Nursing in Primary Health Care	3

#### **Year 2, Semester 4:**

NURS 401	Building a Foundation for Nursing Practice	4
NURS 409	Concepts of Evidence Based Practice for Practice Improvement	2

#### **Year 2, Semester 5:**

NURS 412	Clinical Management in Adult Medical Surgical Nursing	6
NURS 414	Clinical Management in Maternal Newborn Nursing and Women's Health	3
NURS 416	Clinical Management in Child Health Nursing	3

#### **Year 2, Semester 6:**

NURS 424	Clinical Management of Population Health	3
NURS 426	Organizational and Systems Leadership in Nursing	3
NURS 428	Evolution of Professional Nursing	6

The first professional degree (BSN) may be completed in one or two calendar years. Students will have six graduate credits applied to both degrees and must then earn an additional 36 credits to fulfill the second professional (MS) degree requirements. Students must maintain a minimum CQPA of 3.0 for the entire program and successfully complete the NCLEX-RN examination to continue in the MS or MA program. Application to the Combined Degree Program is through the Office of Graduate Admission. For a more complete description of this program and an application, contact the Office of Graduate Admission, Evelyn and Joseph I. Lubin Graduate Center, and consult the Graduate Catalog.

NUR 655 in the MS or MA portion has three prerequisites: an undergraduate course in nursing research, an undergraduate statistics course or its equivalent, and a computer course or demonstrated competency in the use of computers for word processing and databasing.

## iPace RN/BS Completion Program

The RN/BS completion program is offered virtually (iPace) or in hybrid executive cohort meetings on Pace campuses. Students can choose the 100% online option or the hybrid option, where they meet 3-4 times per semester on Pace campuses. Some locations may be off site. This program is tailored for RN's with an associate degree or diploma in nursing. Students who have previously completed the University core curriculum or are near completion may complete the degree in 1.5 to 2 years. Admission to the RN/BS track of the baccalaureate program is competitive. Minimum requirements include scholastic achievement as evidenced by prior academic performance, graduation from an associate degree or diploma nursing program and licensure (or near licensure).

This program will be evaluated using a myriad of evaluation strategies including but not limited to examinations, written papers, online discussions, student surveys, poster presentations, individualized clinical experiences, and strategies used in our other pre-licensure programs.

## Curriculum Information

# RN/BS COMPLETION, BS

### UNIVERSITY CORE CURRICULUM - ARTS & SCIENCE COURSES (60 Credits)

30 Credits from the University Core Curriculum usually transfer in; may be lower or higher depending on prior courses taken

24-30 Credits from the University Core Curriculum usually taken at Pace: may be lower or higher depending upon credits transferred in. Courses are not prescribed.

Total arts and sciences at Pace depends on credits accepted during transfer credit evaluation process

*For part time study, Liberal Arts and Science Courses must be completed or near completion prior to the start of the nursing sequence and completed by the final semester of nursing. Students may also matriculate on a full time basis taking 12+ nursing and LA/Science credits per semester to complete the degree in 1.5-2 years.*

### Nursing Major (60 Credits)

30 nursing credits from Associate degree or Diploma Program transfer into Pace- may be lower or higher depending on courses taken and individual evaluation of transcript

The nursing sequence consists of 6-9 nursing credits each semester. Students must take 6-9 credits of nursing as prescribed.

21-30 Credits of Online-blended Nursing Courses Are Taken through Pace

NURS 481	Core Competencies for Multidimensional Care	3
NURS 482	Evidence Based Practice for Healthy Aging	3
NURS 483	Cultural Mindfulness	3
NURS 298	Evidence-Based Practice and Nursing Research	3

NURS 486	Population Health in the Global Environment	3
NURS 485	Innovations in Leadership	3
NURS 484	Improving the Health of a Population: Nursing's Role in Advocacy, Policy and Politics	3

(Prerequisites to NURS 298 are MAT or PSY Statistics - MAT 134, MAT 141, PSY 205 are acceptable)

### Nursing Electives (6-9 credits)

Elective Options:

1. RNs who are certified by ANCC or other specialty professional organizations may receive 3 nursing elective transfer credits by application/waiver.\*
2. RNs with a Pace University CQPA of 3.0 or better may elect to take up to 9 credits of certain nursing graduate courses. These credits may be double counted for the MS degree.
3. RNs with a CQPA of 3.0 or better may elect to take an independent study for 1 or more credits.
4. Any LSN undergraduate nursing elective may be taken.

\*All students must complete 32 Pace University credits. A liberal arts course may be required to meet the Pace credit requirement.

## Nursing Degrees

Program	Degree
Nursing (4-year program)	BS
ABSN	BSN
RN/BS	BS

Students in the RN4 program and students in the the RN/BS completion program graduate with a BS with a major in Nursing.

Students in the ABSN program graduate with a BSN.

## University Core Curriculum for Undergraduate RN4 Students in the Lienhard School of Nursing

All Lienhard School of Nursing undergraduate RN 4 students are required to complete the University core curriculum according to the framework outlined in the curriculum worksheet.

### Academic Policies (Nursing)

Students in the Bachelor of Science Program (RN4) must obtain a C (2.0) or better in Anatomy and Physiology, Chemistry, and Microbiology and a C+ (2.75) or better in all nursing courses in order to progress in the program. Students in the Accelerated Bachelor of Science in Nursing (ABSN) must obtain a C (2.0) or better in Anatomy and Physiology, Chemistry, and Microbiology, and maintain a 2.75 CQPA in order to progress in and graduate from the program. Students in the RN4, ABSN, and i-Pace RN/BS Completion Program who fail two courses, whether the same or different nursing courses, will be dismissed automatically from the program.

Students in all undergraduate nursing courses must achieve a C+ (77%) grade in the theory and clinical portions of a course in order to pass a nursing course and progress in the nursing program. Students in the RN4 program and the ABSN must pass a clinical calculation examination for each nursing course with a clinical component. Failure in any portion of the clinical component of the course results in a failure in the entire course. Students who either fail a nursing course or do not take a nursing course for one or more semesters will be allowed to register for a clinical nursing course on a space available basis with the signature of the chair.

Education regarding Child Abuse is provided to RN4 and ABSN students during the pediatric course. All students are referred to the LSN Student Handbook for all other academic policies including education about Child Abuse, Barrier Precaution and Infection Control.

## Academic Advisement (Nursing)

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An academic/faculty advisor is assigned to each student upon matriculation into the nursing program. Students can find out who their faculty advisor is by looking online or at the advisement list posted by the Nursing Department. The student retains this advisor for the length of his/her course of study. It is the student's responsibility to seek nursing faculty guidance throughout the program and to plan for meeting the prerequisites of the nursing courses. Students must meet with their advisors each semester prior to course registration. A departmental hold will be placed on the RN4 student's registration status until the student meets with his/her advisor.

## Health Requirements (Nursing)

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Applicants to and students in the Lienhard School of Nursing should be aware that health clearance, including a physical examination, is required approximately four weeks prior to beginning any clinical course, including those that meet in the Clinical Education Labs as well as those in the clinical setting.

Our Health Care Clearance process is now handled online through American DataBank (ADB). Students are required to open an account with ADB and upload and input their forms there. Once the appropriate forms are submitted, ADB will check them against the program's specifications and will deem the student compliant or not. Students may contact American DataBank directly at 1-800-200-0853 with questions regarding the health care clearance requirements, website, or forms.

Health clearance forms provided by the Lienhard School of Nursing must be uploaded to ADB unless otherwise instructed prior to assignment to the first clinical experience and are valid for one year. It is the student's responsibility to obtain the health clearance forms from the Department of Undergraduate Studies. Additional requirements including but not limited to criminal background checks, health screening, drug testing and/or immunizations, may be required during the program in accordance with specific agency requirements. In order to participate in clinical practice, the student must be able to pass the health clearance requirement. He or she must be free from health impairment and/or habituation to alcohol or other drugs that may alter behavior and pose potential risk to patients or personnel or that may interfere with the performance of nursing responsibilities. Failure to submit a completed and approved Health Clearance Form and Illness and Immunization Record prevents the student from being admitted to the clinical laboratory experience. Registration in clinical laboratories will be automatically voided if the student's health clearance and/or supplemental agency requirements are not completed and uploaded to ADB unless otherwise instructed four weeks prior to the first clinical laboratory each semester. If a health condition arises during the course of study that would in any way alter a student's ability to perform in the clinical setting, it is the student's responsibility to notify the faculty member immediately. All students must provide evidence of current Professional Provider CPR certification to the LSN Office of Academic Affairs. All students are referred to the LSN Student Handbook for further clarification of the Health Clearance policy.

## Clinical Clearance Forms (Nursing)

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The Lienhard School of Nursing Clearance Policy helps ensure the safety of our students, faculty, staff and clinical agency personnel and patients.

Please visit our website and read the following documents carefully:

- Welcome Letter and Clinical Clearance Policy
- Annual Health Assessment
- Titer/Immunization Documentation
- Background Check and 10 Panel Urine Drug Screen
- CPR for Healthcare Provider

Our Health Care Clearance process is now handled online through American DataBank (ADB). Students are required to open an account with ADB and upload and input their forms there. Once the appropriate forms are submitted, ADB will check them against the program's specifications and will deem the student compliant or not. Students may contact American DataBank directly at 1-800-200-0853 with questions regarding the health care clearance requirements, website, or forms.

## Lienhard Student Handbook

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### To All Students and Faculty of the Lienhard School of Nursing:

Information concerning academic standards and the probation and dismissal policies (including the procedure for appealing a dismissal) may be found in Lienhard School of Nursing Student Handbooks, available online. To ensure that you have the most

up-to-date information concerning these issues, please contact your academic advisor or the chairs of the undergraduate or graduate departments of the Lienhard School of Nursing.

### **Full-Time/Part-Time Study**

Students may progress through the programs on a full-time or part-time basis. Part-time students in the RN-4 program may take up to six years to complete the program.

### **Clinical Laboratory**

Nursing students must adhere to the attendance policy for clinical laboratory experiences. It is the student's responsibility to notify the clinical faculty member if he or she is absent. Absences are subject to the LSN Clinical Attendance Policy (see LSN Student Handbook). Transportation to all off-campus learning experiences is the responsibility of the student.

## **Lienhard School of Nursing Complaint Policy**

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The Lienhard School of Nursing strives to provide an environment of mutual respect, cooperation and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the University Grievance Procedure: Student Grievances procedure. Complaints of discrimination and harassment are addressed by the University's Affirmative Action Officer. The Lienhard School of Nursing Academic Progression Appeals Committee decides appeals of decisions dismissing students from nursing programs and the Lienhard School of Nursing for failing to satisfy the applicable academic standards. The Counseling Center offers personal, education, vocational counseling and resources and support services to students with disabilities. (Additional information about these resources and procedures, as well as others, may be found at [www.pace.edu](http://www.pace.edu).)

Concerns or complaints about the Lienhard School of Nursing that are outside the scope of any existing University or Lienhard School of Nursing procedure may be addressed in accordance with the following procedure: The complaint must be in writing and contain the date, the student's name, telephone number and e-mail address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.

Complaints or concerns about the Lienhard School of Nursing Undergraduate Program should be submitted to the Undergraduate Chair; concerns about the Graduate Program should be submitted to the Graduate Chair; and concerns about the Clinical Education Laboratory should be submitted to the Lienhard School of Nursing Associate Dean for Administration.

The Chair or the Associate Dean for Administration (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the Dean of the Lienhard School of Nursing.

Revised September 1, 2014

## **Alumni and Friends: College of Health Professions and School of Nursing**

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After graduation, a new chapter begins. College of Health Professions graduates are encouraged to maintain close relationships with the College, the University, and each other.

### **Benefits of staying connected to Pace**

- The Pace Alumni Online Community: A free and secure online networking service exclusively for Pace's 120,000+ alumni. Its features include an online directory of all alumni, events and services, permanent e-mail forwarding and career resources.
- Co-op and Career Services: Post your resume or even a job ad for other Pace alumni. Take advantage of the Alumni Jobs listserv, free career counseling, and networking opportunities. Give back and become a Pace Career Advisor.

- Alumni Publications: Stay updated on University events and alumni accomplishments with Pace Magazine and the Annual Report, Pace's official alumni mailing publications, and Alumni eConnect, Alumni & Friends monthly electronic newsletter.
- Boards & Committees: All Pace alumni who serve on alumni boards and/or committees enhance the University's image, strengthen its credibility within the community and ensure its viability for the students.
- **College of Health Professions' E-newsletter** - The College of Health Professions electronic alumni newsletter keeps you up-to-date with some of the many innovative activities that CHP students, faculty, staff, and alumni are involved in. We also welcome your input and your news. Please e-mail us your article ideas and any other information you want to share, including marriages, new jobs, promotions, research and awards, memorial notices, or general updates to:

Sharon Lewis  
Director of Communications, College of Health Professions  
Lienhard Hall, Room 28  
Pace University  
Pleasantville, New York 10570  
E-mail: [chpcommunications@pace.edu](mailto:chpcommunications@pace.edu)

## College of Health Professions Advisory Board

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Dianne A.M. Aroh, MS, RN, NEA-BC, Executive Vice President, Chief Nursing & Patient Care Officer, Hackensack University Medical Center

Maria Brennan, '81, Chief Nursing Officer, St. Joseph's Healthcare System and Vice President of Patient Care Services, St. Joseph's Regional Medical Center

Denise M. Davin, Esq. Senior Vice President and Chief Human Resources Officer and Labor Counsel, Visiting Nurse Service of New York

Sherry Jacobson, Chair of Advisory Board, Executive Vice President, TMP Worldwide

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Kathleen P. Kettles, BS RN '74, JD '87, Law and Mediation practice

Cynthia Keenan Kosinski, AAS '74, Brookhaven Memorial Hospital Medical Center

Catherine Manley-Cullen, MS, RN, '96, Director of Nursing, Emergency Services, NYU-Langone Medical Center

Kathy L. Nalywajko, Advisory Board; Principal, Legg Mason Investment Counsel

Kathleen Shaw, AAS, RN, '74, BA, '76, Vice President, Client Strategy, TMP Worldwide

Gail A. Wilder, MD, FACEP, JD '05, Medical Director, Clinical Review, United Healthcare

### **Executive Staff:**

Harriet R. Feldman, PhD, RN, FAAN, Dean and Professor, College of Health Professions and Lienhard School of Nursing

### **Development Staff:**

Melissa Crouse, Director of Development, College of Health Professions

## Dyson College of Arts and Sciences

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[www.pace.edu/dyson](http://www.pace.edu/dyson)

One Pace Plaza, New York, NY 10038-1598  
(212) 346-1518

861 Bedford Road, Pleasantville, NY 10570  
(914) 773-3781

## Administration: Dyson College of Arts and Sciences

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Nira Herrmann, BS, MS, PhD, Dean

Richard B. Schlesinger, BA, MA, PhD, Senior Associate Dean for Academic Affairs and Research

Bette Kirschstein, PhD, Associate Dean for Academic Affairs

Alfred Ward, PhD, Associate Dean for Academic Affairs

## Mission Statement: Dyson College of Arts and Sciences

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Through innovative teaching, a collaborative student-faculty learning environment, and an inclusive community of student and faculty scholars, Dyson College of Arts and Sciences fully engages students in learning in the liberal arts. Dyson College provides students majoring in the arts and sciences the depth and breadth they need to continue their studies at the graduate and professional levels or find employment in their field. Dyson offers all students a supportive environment in which to develop the liberal arts skills needed to succeed professionally and lead rewarding, intellectually and civically engaged lives.

These vital skills needed for success include written and oral communications; critical thinking; leadership; creative analytic thinking that perceives connections among broadly based ideas; and a deeper understanding of global issues and diverse national and international cultures.

Dyson College's learning philosophy results in graduates who can think analytically and creatively, understand ideas and issues contextually, communicate effectively, act responsibly in their community, and lead confidently in today's global workplace.

## Degree Requirements and Standards: Dyson College of Arts and Sciences

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1. Full-time students must register for a minimum of 12 credits per semester. In order to graduate in four years, students must complete an average of 16 credits per semester. Their first-year program consists of required courses in the core curriculum and in their major field of study.
2. Part-time students are normally limited to a maximum of nine credits per semester. They must complete ENG 110 and 120 within their first 20 credits and the remaining core foundation courses within their first 64 credits.
3. Transfer students must complete a minimum of 32 credits and take one half of their major credits and one half of their minor credits at Pace.
4. It is required that students in Dyson College maintain a 2.0 quality point average (QPA) overall and a 2.0 in their major as a requirement for graduation. Major courses (required and major electives) are listed under Undergraduate Degree Programs. This quality-point requirement does not preclude a higher standard when such is appropriate.
5. Students wishing to earn both a BS and a BA must complete a minimum of 32 credits beyond the 128 credits required for a single degree.
6. Students enrolled in BS or BA degree programs in the arts and sciences are permitted to take up to 32 credits in the Lubin School of Business. Students are advised to meet with the chairperson or program adviser of their major department before enrolling in business courses.

## Degree Objectives: Dyson College of Arts and Sciences

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### Objectives of the Bachelor of Arts and Bachelor of Science Degrees

Traditionally, bachelor of arts degrees are focused on a well-rounded foundation which best prepares students for advanced degrees. Bachelor of science degrees have a more technical focus. These majors expose students to both the theoretical and practical aspects of a field, thereby enabling them to enter the career field upon graduation.

### Objectives of the Associate of Arts Degree

Students enrolled in an associate of arts degree program will begin to explore the liberal arts and sciences through basic survey courses and to develop the skills necessary for higher learning.

## University Core Curriculum

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The Core Curriculum, a program of study in the arts and sciences, is central to all undergraduate degrees at Pace University. Many students might ask why half their credits are taken in the core before beginning a major program of study. Core courses,

regardless of a student's major, address fundamental problems and issues in the arts and sciences. They consider these themes from diverse perspectives and approaches and ensure that Pace graduates achieve competency in a variety of skills that are sought by employers and are needed for graduate-level work. A strong liberal arts education is necessary for virtually every career.

## Core Curriculum Overview

Pace University offers an innovative, cutting-edge Core Curriculum of liberal arts and sciences courses central to all undergraduate degrees and required of all Pace undergraduate majors.

Effective with the entering class of Fall 2012, this curriculum requires a minimum of 44 credits in the Liberal Arts and Sciences that are grouped into two distinct sections: Foundational Requirements and Areas of Knowledge. Foundational Requirements include courses in Writing, Mathematics, Science, Computer Science, and Language. Areas of Knowledge requirements provide students flexibility and choice in selecting courses, including the option of developing an in-depth sequence in a specific arts and science discipline.

Core Curriculum courses, regardless of a student's major, address fundamental problems and issues in the Arts and Sciences from diverse perspectives and approaches and ensure that Pace graduates will develop abilities essential to success in college study and in careers and also achieve competency in a variety of skills that are sought by employers and are needed for graduate level work. Moreover, core courses are enriching intellectually and personally and serve to prepare students to become lifelong learners, better able to respond to the inevitable changes and challenges of their professional and personal lives.

### Objectives of Foundational Requirements:

Section I of the Core Curriculum ensures that you will achieve competency in a variety of communication and quantitative skills. You may be eligible to place out of some foundational requirements by taking proficiency or placement exams in English, language, or computing. If you require additional work and support in these vital skill areas, you will find the help you need through this series of courses.

### Completion of Foundation Requirements:

New students entering as freshmen are required to complete Foundational Requirements within 66 credits.

### Objectives of Areas of Knowledge Requirements:

Section II of the Core Curriculum offers broad exposure to a variety of approaches and perspectives in the Humanities, Social Sciences and Sciences, and to different modes of analysis and understanding. These courses are intended to develop a sense of social, civic, and global awareness and responsibility. There are hundreds of courses to choose from. Moreover, this section offers students the opportunity to develop an in-depth sequence or concentration.

### 12 Learning Outcomes of the Core Curriculum are:

- \* Communication
- \* Analysis
- \* Intellectual depth, breadth, integration and application
- \* Effective citizenship
- \* Social Interaction
- \* Global, National, and International Perspectives
- \* Valuing
- \* Problem-solving
- \* Aesthetic response
- \* Information Literacy and Research
- \* Scientific and quantitative reasoning
- \* Technological Fluency



**Features of the Pace University Core Curriculum are:**

- \* Community Building
- \* Focus on Student Learning Outcomes
- \* Social responsibility and civic engagement
- \* Choice and Flexibility
- \* Ability to complete a minor in the Core

**Other University Core requirements that fit into one of the two sections include:**

- \* One Learning Community (LC): should be taken within the first two years of study
- \* Two Writing-Enhanced Courses (WE): in addition to Foundation writing courses
- \* One Civic Engagement and Public Values Course: (CE and formerly AOK 1)

Note that the above Other Core requirements may be satisfied by Foundational courses, Area of Knowledge courses, major courses, and Open Elective credits. Moreover, school advisors are available to provide students with assistance in choosing these and other Core courses.

**OUTLINE of FALL 2012 UNIVERSITY CORE CURRICULUM: (44-55 minimum credits)****Foundational Requirements:**

- ENG      Composition (*can test out*)
- ENG      Critical Writing
- ENG      Writing in the Disciplines \*
- COM      Public Speaking
- MAT      Mathematics
- SCI      Science
- CIS      Computer Science

Second Language Proficiency (*can test out*)

and

**Areas of Knowledge Requirements:**

- WH      Western Heritage course(s)
- WCT      World Cultures and Traditions course(s)
- HCE      Humanistic and Creative Expressions course(s)
- HSN      Analysis of Human, Social, & Natural Phenomena course(s)

\* New students entering as freshmen are required to complete this course by the time they attain 30 credits and, in addition, must complete the remainder of the Foundational Requirements within 66 credits.

**University 101:**

University 101 is a Required First Year Learning Experience. Full-time day students that transfer to Pace University with fewer than 17 credits are required to enroll in a UNV 101 class in their first semester unless they have received transfer credit for the equivalent of Pace University's UNV 101 course. University 101 is not offered as an evening course.

## Second Language Proficiency Policy

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All undergraduate students with two or more years of high school study in Chinese, French, Italian, Russian or Spanish, who plan to continue their study of the same language in either the fall, spring or summer semester must take a placement examination to determine the appropriate level of college study. Test scores remain valid for one year, so students who postpone language study beyond that year must retake the placement test. All students with less than two years of high school study in a language will automatically be placed in the 10-level course in their chosen language.

All students must begin their language study at the evaluated placement level and will not receive Core credit if they start at a lower level.

- Students placed at 101 must take 101 and 102 in the same language.
- Students placed at 102 must take 102 and 280 in the same language.
- Students placed at the 200 level or above must take one 3-credit course at the level of their placement.

### Exemptions

- Students will be exempt from second language study if they satisfy one of the following requirements:
- Students who have completed secondary schooling in a language other than English
- Students who have taken the foreign language SAT II exam prior to enrollment and have a score of 550 or above
- Students who have taken the Language and/or the Literature Advanced Placement Exam in a foreign language and scored 4 or 5 will receive 3 or 6 credits that satisfy the Core
- Students who take the NYU 12 point Proficiency Exam and score 12 points receive 3 credits of language Core credit
- Please note that American Sign Language (ASL) may be used to fulfill the Core language requirement.
- Students who transfer 25 college credits or more in the Lubin School of Business, the Lienhard School of Nursing, and the Seidenberg School of Computer Science and Information Systems may fulfill language Core requirement by taking one culture course with a prefix of ARA, CHI, FRE, JPN, GRK, ITA, JPN, LAT, RUS, or SPA.

### Transfer Students

Transfer students are required to complete the 60 credits of University Core Curriculum in the Arts and Sciences. These credits must include the Foundational requirements and the Civic Engagement course, with flexibility for the remaining credits. Transfer students in the professional schools, with the exception of the School of Education, may take a culture course to fulfill the second language requirement.

For purposes of determining the appropriate University Core Curriculum requirements for students who come to Pace with transfer credits, a transfer student is defined as one who successfully completes (grade of "C" or better) a minimum of 25 college-level credits prior to the student's attendance at Pace University. Thus students with fewer than 25 transfer credits (freshmen) will be required to complete the entire Core Curriculum.

### In-depth Sequences

In completing their University Core requirements, qualified students may pursue an "in-depth sequence," i.e., an opportunity to explore a subject area in the arts and sciences in some depth.

An in-depth sequence consists of at least nine credits in a subject area within the core, beyond core requirements in that area, and is in a field of study outside the student's major. Students build an in-depth sequence of courses, each replacing one course from each of the Areas of Knowledge (excluding Area One: Civic Engagement and Public Values), up to a maximum of three courses. Students may apply the in-depth sequence toward a minor or second major in the Arts and Sciences. However, courses in the sequence may not substitute for requirements in the student's school or first major program.

A student wishing to pursue an in-depth sequence should consult an advisor in the Office of the Dean of the Dyson College of Arts and Sciences and in advance of study file an approved program for courses with the Office of Student Assistance.

## Academic Centers and Institutes

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**Center for Applied Ethics:** A forum where advances in professional work and science confront the values mirrored in the humanities and described in social science.

**The Center for Community Action & Research (CCAR):** A program of the Dyson College of Arts and Sciences that supports the development of community-based learning courses for the Core Curriculum and research on the pedagogy of community-based learning. The Center also sponsors educational forums and civic engagement opportunities on issues of social responsibility, democracy, and global citizenship.

**Center for East Asian Studies:** Sponsors curricula and faculty development in Far Eastern and other cross-cultural studies.

**Center for Religious Studies:** Offers scholarly lectures and discussions on world religious thought and practice.

**Center for Undergraduate Research Experiences (CURES):** Provides leadership, coordination and support to student-faculty research collaborations, grant-funded research projects and programs, and opportunities for service-based internships.

**The Confucius Institute:** This institute at Pace University (Pace CI) functions as a center for language instruction, cultural immersion, teacher training, scholarship, and testing. It works closely with Dyson College's Graduate Publishing program as well as undergraduate programs in English, Modern Languages and Cultures, and East Asia Studies.

**The Dyson Children's Institute:** Sponsors projects that focus on improving the lives of children, particularly in Westchester County.

**Environmental Center:** An educational center dedicated to guiding people of all ages to a lifestyle which is in close harmony with our natural environment and serves as a resource to Pace and the outside community. This center emphasizes Pace's commitment to a philosophy of environmental education and provides students with opportunities for hands-on field studies.

**The Haskins Laboratories:** A scientific research center dedicated to exchanging ideas, fostering collaborations and forging partnerships across the sciences. It produces ground-breaking research that enhances our understanding of parasitic disease and reveals new ways to improve human health across the world.

**Institute of Latin American Service and Studies:** Develops innovative Latin American curricula and organizes service learning trips.

**Michaelian Institute for Public Policy and Management:** Provides research and training in the public and nonprofit sectors.

**The Pace Institute for Environmental and Regional Studies (PIERS):** Provides leadership in the study of the complex interrelationships between human culture and nature, with special emphasis on the Hudson River bioregion and its diverse ecological, social, and cultural values.

**The Straus Thinking and Learning Center:** Serves as an integral component of the Dyson College of Arts and Sciences' mission to provide all Pace students with a general education that fosters a community of learners among faculty and students. The Center assists faculty in developing innovative educational experiences that incorporate interactive learning methodologies; focus on student learning outcomes; foster critical thinking skills; and link content, pedagogy, competencies, collaborative learning, and reflection.

**The Thomas J. McShane Center for Psychological Services:** Offers a broad range of psychological services to community residents and referred Pace students.

**Web 2.0 Interdisciplinary Informatics Institute (WEB III):** A virtual research institute to examine evolving rules and norms guiding Web 2.0 technologies in professional and civic contexts.

## Faculty: Dyson College of Arts and Sciences

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**Mary Alberi, PhD,** Associate Professor

**James Albrecht, PhD,** Assistant Professor

**Prerna Arora, PhD,** Assistant Professor

**Hasan Arsian, PHD,** Assistant Professor

**Susan Aston,** Lecturer

**Demosthenes Athanasopoulos, PhD,** Chair and The Harold Blancke Professor, Chemistry

**Baptiste Barbot, PhD,** Assistant Professor

**Charlotte Becket, PhD,** Associate Professor

**Michelle Pulaski Behling, PhD,** Associate Professor

**Daniel Bender, PhD,** Associate Professor

**Emily Bent, PhD,** Assistant Professor

**Janetta Rebold Benton, PhD,** Distinguished Professor

**Susan Berardini, PhD,** Associate Professor

**Sarah Blackwood, PhD**, Program Director and Assistant Professor  
**Barbara Blumberg, PhD**, Professor  
**Mathew Bolton, PhD**, Assistant Professor  
**Rita Bradshaw-Beyers**, Assistant Professor  
**Meaghan Brewer, PhD**, Assistant Professor  
**Harold Brown, PhD**, Associate Chair and Professor  
**Zafir Buraei, PhD**, Assistant Professor  
**Anne J. Bynoe, PhD**, Associate Professor  
**Jorge Luis Cachiero, PhD**, Executive Director of the Performing Arts School and Professor  
**Karen R. Caldwell, PhD**, Assistant Professor  
**Luke Cantarella, PhD**, Associate Professor  
**David A. Caputo, PhD**, President Emeritus and Professor  
**Nicholas Catalano, PhD**, Professor  
**Sheila Chiffriller, PhD**, Professor  
**Robert Chapman, PhD**, Program Director and Professor  
**June Chisholm, PhD**, Professor  
**Cosmin Chivu**, Assistant Professor  
**Kimberly Collica-Cox, PhD**, Clinical Associate Professor  
**Jane Collins, PhD**, Associate Professor  
**Gregory Colman, PhD**, Associate Professor  
**Erika Crispo, PhD**, Assistant Professor  
**Diane Cypkin, PhD**, Professor  
**Zhaohua Dai, PhD**, Program Director and Associate Professor  
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**Kristen DiGennaro, PhD**, Assistant Professor  
**Martha W. Driver, PhD**, Distinguished Professor  
**Edgar Ducasse, PhD**, Professor  
**E. Melanie DuPuis, PhD**, Chair and Professor  
**Shamita Dutta Gupta, PhD**, Professor  
**Ida Dupont, PhD**, Associate Professor  
**William Eaton, PhD**, Chair and Professor  
**Lee Evans, EdD**, Professor  
**Lisa Farber, PhD**, Assistant Professor  
**Lisa Fastenberg, PhD**, Chair and Associate Professor  
**Katherine Fink, PhD**, Assistant Professor  
**Margaret Fitzgerald**, Associate Professor  
**Amy Foerster, PhD**, Chair and Associate Professor  
**Joseph Franco, PhD, NYSLMHC, NCC**, Professor  
**Ronald Frank, PhD**, Program Director and Associate Professor

**Barbara Friedman**, Professor  
**Antonia Garcia-Rodriguez, PhD**, Chair and Professor  
**Lauren Gaul, PhD**, Clinical Assistant Professor  
**Patricia Giurgescu, PhD**, Associate Professor  
**Patricia C. Gloster-Coates, PhD**, Chair and Associate Professor  
**Steven Goldleaf, PhD**, Professor  
**Thalia Goldstein, PhD**, Assistant Professor  
**Linda Gottesfeld**, Professor  
**Daniel Greenberg, PhD**, Associate Professor  
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**Melissa M. Grigione, PhD**, Professor  
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**Susan Herman, JD**, Associate Professor  
**Nira Herrmann, PhD**, Dean and Professor  
**Terrence Hines, PhD**, Professor  
**Charlene Hoegler, PhD**, Lecturer  
**Farrokh Hormozi, PhD**, Professor  
**John Horne, PhD**, Chair and Associate Professor  
**Stephanie Hsu, PhD**, Assistant Professor  
**Sue Huang, PhD**, Professor  
**Lawrence Hundersmarck, PhD**, Chair and Professor  
**Mark Hussey, PhD**, Professor  
**Matthew Hyatt, PhD**, Assistant Professor  
**Marisa Isaacson, PhD**, Assistant Professor  
**Erica Johnson, PhD**, Chair and Associate Professor  
**Ruth Johnston, PhD**, Professor  
**Scott Jovovich**, Lecturer  
**Adrienne Kapstein, MFA**, Assistant Professor  
**Ghassan Karam**, Lecturer  
**Canan Karaalioglu**, Assistant Professor  
**Setu Karthikeyan, PhD**, Assistant Professor  
**Sergey Kazakov, DSc, PhD**, Professor.  
**Michael Kazlow, PhD**, Associate Professor  
**Robert Keegan, PhD**, Professor  
**Marcy Kelly, PhD**, Professor  
**Elizabeth Kemp**, Director of Acting Department; Lecturer  
**Graham Kindred, MFA**, Clinical Associate Professor

**Bette Kirschstein, PhD**, Associate Dean, Chair and Associate Professor  
**Robert Klaeger**, Chair and Associate Professor  
**Adam Klein, PhD**, Assistant Professor  
**Hillary Knepper**, Assistant Professor  
**Peter Knopf, PhD**, Professor  
**Satish Kolluri, PhD**, Associate Professor  
**Kelley Kreitz, PhD**, Assistant Professor  
**Grant Kretchik**, Associate Professor  
**Nancy Krucher, PhD**, Professor  
**Iride Lamartina-Lens, PhD**, Professor  
**Eve Andree Laramée, PhD**, Chair and Professor  
**Melanie LaRosa, MA**, Clinical Associate Professor  
**Julie Lawrence-Edsell, PhD**, Assistant Professor  
**Joseph Tse-Hei Lee, PhD**, Program Director and Professor  
**Angela Legg, PhD**, Assistant Professor  
**Helane Levine-Keating**, Professor  
**Maria Luskay, EdD**, Professor and Program Director  
**Christopher Malone, PhD**, Associate Professor  
**Jared Manasek, PhD**, Assistant Professor  
**Anthony Mancini, PhD**, Associate Professor  
**Ellen Mandel, PhD**, Professor  
**Andreas Manolikakis**, Director of the Actors Studio MFA Program  
**Martin Marafioti, PhD**, Associate Professor  
**Matthew Marcello, PhD**, Assistant Professor  
**Rebecca Martin, PhD**, Professor  
**Augustine Mascuilli, PhD**, Associate Professor  
**James McCarthy, PhD**, Associate Professor  
**Jillian McDonald**, Associate Professor  
**Alma McManus, PhD**, Assistant Professor  
**JV Mercanti, MA**, Lecturer  
**Eddis Miller, PhD**, Assistant Professor  
**Rhonda Miller**, Clinical Associate Professor  
**Seong-Jae Min, PhD**, Assistant Professor  
**Mary Margaret Minnis, PhD**, Lecturer  
**Elmer-Rico Mojica, PhD**, Assistant Professor  
**Joseph Morreale, PhD**, Chair and Professor  
**Barry Morris, PhD**, Chair and Associate Professor  
**Walter Morris, PhD**, Chair and Professor  
**Barbara Mowder, PhD**, Associate Chair, Director of Psy.D Programs and Professor  
**Robert Mundy, PhD**, Assistant Professor

**Mary Ann Murphy, PhD**, Director, Center for Community Outreach of Dyson College; Director, Project Pericles; Professor

**Weihua Niu, PhD**, Professor

**Charles North**, Poet-In-Residence

**William Offutt, PhD**, Professor

**Allen Oren**, Associate Professor

**Ellease Ebele N. Oseye, PhD**, Professor

**Judith Pajo, PhD**, Assistant Professor

**George Pappas, Esq.**, Assistant Professor

**Will Pappenheimer**, Assistant Chair and Associate Professor

**Robert P. Parks, PhD**, Lecturer

**Deborah Poe, PhD**, Associate Professor

**Johna Pointek, PsyD**, Lecturer

**Mitchell Preiss, PhD**, Professor

**Linda Quest, PhD**, Professor

**Yvonne Rafferty, PhD**, Professor

**David N. Rahni, PhD**, Professor

**Sherman Raskin**, Director of MS Publishing; Professor

**Walter Raubicheck, PhD**, Professor

**Sid Ray, PhD**, Professor

**Nancy Reagin, PhD**, Chair and Professor

**Eugene Richie, PhD**, Professor

**JaimeLee Rizzo, PhD**, Professor

**Rostyslaw Robak, PhD**, Chair and Professor

**Amy Rogers Schwartzreich, MFA**, Program Director and Associate Professor

**Joan Roland, PhD**, Professor

**Lisa Rosenthal, PhD**, Assistant Professor

**Joseph Ryan, PhD**, Chair and Professor

**Illan Safit, PhD**, Assistant Professor

**Roger Salerno, PhD**, Professor

**Roger Sayre**, Professor

**Richard Schlesinger, PhD**, Senior Associate Dean, Chair and Professor

**Gina Scutelnicu, PhD**, Assistant Professor

**Joshua Schwartz, PhD**, Associate Professor

**Mohsen Shiri-Garakani, PhD**, Director, Physics/Engineering Program; Associate Professor

**Anna Shostya**, Assistant Professor

**Sebastian Smeureanu, BA**, Lecturer

**Shing So, PhD**, Chair and Professor

**Manuela Soares**, Lecturer

**K. Mark Sossin, PhD**, Professor

**Aaron Steiner, PhD**, Assistant Professor

**Tyrel Stokes, PhD**, Assistant Professor  
**John Stokes, PhD**, Professor  
**Daniel Strahs, PhD**, Associate Professor  
**Wagner Suarez, PhD**, Lecturer  
**Sonia Suchday, PhD**, Chair and Professor  
**David Sweet, PhD**, Lecturer  
**Marcella Szablewicz, PhD**, Assistant Professor  
**Geraldine Taiani, PhD**, Professor  
**Tara Tamny-Young, PhD**, Lecturer  
**Durahn Taylor, PhD**, Assistant Professor  
**Leora Trub, PhD**, Assistant Professor  
**Rita Upmacis**, Assistant Professor  
**Richard Velayo, PhD**, Professor  
**Andrés Villagra, PhD**, Professor  
**Andrew Voyer, PhD**, Assistant Professor  
**Timothy Waligore, PhD**, Assistant Professor  
**Kamil Walczak, PhD**, Assistant Professor  
**Ying Wang, PhD**, Lecturer  
**Alfred Ward, PhD**, Associate Dean and Associate Professor  
**Ama Wattley, PhD**, Assistant Professor  
**Marilyn Weigold, PhD**, Professor  
**Mark Weinstock, PhD**, Lecturer  
**Ellen L. Weiser, PhD**, Chair and Professor  
**Howard Weishaus, PhD**, Lecturer  
**Emily Welty, PhD**, Assistant Professor  
**Marie Werner, EdD, LMSW**, Associate Professor  
**Maren Westphal, PhD**, Assistant Professor  
**Jason Whitesel, PhD**, Assistant Professor  
**Andrew Wier, PhD**, Assistant Professor  
**Adelia Williams, PhD**, Professor  
**Ruis Woertendyke, PhD**, Associate Professor  
**Nigel Yarlett, PhD**, Director of Haskins Labs and Professor  
**Joshua Yarmish, PhD**, Professor  
**Anastasia Yasik, PhD**, Professor  
**Shannon Young, PhD**, Associate Professor  
**Michele Zaccario, PhD**, Associate Professor  
**Emilie Zaslow, PhD**, Associate Professor  
**Paul Ziek, PhD**, Assistant Professor  
**Catherine Zimmer, PhD**, Program Director and Associate Professor



# List of Undergraduate Baccalaureate and Associate Degree Programs

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Acting, BA  
Acting, BFA  
Acting for Film, Television, Commercials, and Voice Overs, BFA  
American Studies  
Applied Psychology and Human Relations  
Art, BA  
Art, BFA  
Art History  
Biochemistry  
Biology, BA  
Biology, BS  
Biology BS: Pre-Professional  
    Pre-Occupational Therapy  
    Pre-Optometry  
    Pre-Podiatry  
Biological Psychology  
Business Economics  
Chemistry  
Chemistry BS: Pre-Professional  
    Pre-Chemical Engineering  
Commercial Dance, BFA  
Communication Arts and Journalism  
Communication Studies  
Communications  
Criminal Justice  
Digital Cinema and Filmmaking  
Digital Journalism  
Directing  
Economics  
English  
English and Communications  
English Language and Literature  
Environmental Science  
Environmental Studies  
Film and Screen Studies  
Forensic Science  
General Arts and Sciences, AA - 60 Credits

Global Asia Studies  
Global Professional Studies  
History  
Language, Culture, and World Trade  
Latin American Studies  
Liberal Studies  
Mathematics, BA  
Mathematics, BS  
Modern Languages and Cultures  
Musical Theater, BFA  
Personality and Social Psychology  
Philosophy and Religious Studies  
Physics  
Political Science  
Production and Design for Stage and Screen, BFA  
Professional Communication Studies  
Professional Studies  
Psychology  
Sociology-Anthropology  
Spanish  
Stage Management  
Women's and Gender Studies

## List of Undergraduate Degree Programs for Adult Students

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**The Dyson College of Arts and Sciences offers three undergraduate baccalaureate degree programs that are attractive to adult students:**

Liberal Studies, BA  
Professional Communication Studies, BS  
Professional Studies, BS

### Liberal Studies Major, BA

The B.A program in Liberal Studies is an interdisciplinary program of 120 credits in two or three arts and/or sciences academic disciplines as determined by student interests and advisement. It is highly attractive to adult students who may be pursuing a career but wish to complete an undergraduate major that offers a great deal of flexibility in scheduling and formats (i.e., on-site, online, and blended courses) and may accommodate transfer, CLEP, and Experiential Learning credits.

This program recognizes that adult students often have accumulated considerable knowledge from life experience. As a result, if such knowledge can be demonstrated, documented, evaluated, and deemed to be in accordance with the University's curriculum and standards, the student may receive towards the degree up to 36 college credits, and 16 of these may be used to satisfy advanced coursework requirements in the major.

For more information, please see the undergraduate program section of this catalog.

## Professional Communication Studies, BS

The B.S. in Professional Communication Studies is an accelerated online completion program of 120 credits which is designed to prepare students for successful professional careers in communication. An interdisciplinary major, it includes courses in business, communication, and computer science. It is an innovative program for adult students who have experience in the workplace and have an associate AS or AA degree or the equivalent (60-64 credits).

This program is supported by Dyson College of Arts and Sciences and the University's Office of Adult and Continuing Education. For more information, please see the undergraduate program section of this catalog and/or call (212) 346-1700.

## Professional Studies Major, BS

The B.S. in Professional Studies is a 128-credit program designed to meet the needs of adult students. This major provides flexibility in scheduling, including a number of online courses using Web-based instruction. Additionally, it offers students the opportunity to transfer in a large number of credits earned at other institutions and also to receive up to 36 Experiential credits for knowledge accumulated as a result of life experience that can be demonstrated, documented, evaluated, and deemed to be in accordance with the curriculum and standards of the University.

For more information, please see the undergraduate program section of this catalog and/or consult an academic advisor in the Office of the Dean, Dyson College of Arts and Sciences.

## Exploratory Program Option for Undecided First-Year Students

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Pace University offers an exploratory program option for new students who are undecided about which major to declare. Deciding on a major is an enriching experience, and during this exploration new students will be fulfilling requirements for graduations.

## Associate in Arts Degree Program

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Dyson College has an Associate in Arts degree program of 60 credits in General Arts and Sciences that provides students with a college degree option. This program is appealing to students who do not choose to commit to the greater time requirements of a bachelor's degree program and are interested in pursuing a course of study designed according to personal interests and/or career goals.

Note: Because an associate degree does provide a platform from which to launch further study, students interested in transferring academic credits to a bachelor's degree program should choose courses in consultation with a faculty advisor or Dyson Dean's Office advisor.

## List of Certificate Programs

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Dyson College has a number of certificate programs that offer students the opportunity for concentrated specialized study. The courses in certificate programs are not meant to provide the broad background associated with degree programs but instead are chosen to help students reach a specific goal in a relatively short time.

Applied Physics

Digital Design

French

Italian

Latin American Studies

Naturalist

Photography

Political Science

Spanish

## List of Minors

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Students in undergraduate degree programs are encouraged to complement their major field of study and/or enhance their education by selecting one of the minors listed below. Minors are available to all students whose degree programs allow for their completion. Note that at least half of the required credits must be completed at Pace.

African & African-American Studies

Art

Art History - NYC

Biology

Chemistry

Classical & Medieval Studies

Communications

Communication Studies

Creative Writing

Criminal Justice Dance - NYC (only for Performing Arts majors)

Digital Design - NYC

East Asian Studies

Economics

English - PLV

Environmental Studies

Film Studies

French Studies

History

Information Assurance for the Criminal Justice System

## List of Accelerated Dual-Degree Combined Pace Undergraduate/Pace Graduate Programs

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The following accelerated dual-degree Pace University programs offer Dyson College undergraduates with superior academic abilities an opportunity to earn a BA or BS degree and a graduate degree in a shortened period of time than by pursuing them separately.

Note: There are separate admissions requirements for the graduate portion of the program, and admission to the undergraduate part of the program does not guarantee admission to the graduate part. Both degrees are awarded at completion of the graduate program requirements.

--Applied Psychology and Human Relations B.A./Counseling M.S.

--Applied Psychology and Human Relations B.A./Mental Health Counseling M.S.

--Biology B.S./Environmental Science M.S.

- English B.A./Publishing M.S.
- Modern Languages and Cultures: Spanish B.A./Publishing M.S.
- Psychology B.A./Psychology M.A.
- Psychology B.A./Mental Health Counseling M.S.
- Psychology B.A./Counseling M.S.
- Select Majors B.A./Law J.D. and Criminal Justice B.S./Law J.D.
- Select Majors B.A./Teaching Adolescents M.S.
- Select Majors B.A./Public Administration M.P.A.

## List of Joint Degree Science Programs with Other Institutions

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Cooperative education agreements between Pace University and several other institutions of higher learning exist in professional science areas as indicated below. Note that undergraduate Pace candidates for admission to a joint degree program must satisfy separate admission requirements of both schools.

### BIOLOGY JOINT PROGRAMS:

Pace Biology Pre-Professional, BS (NYC, PLV) and Columbia University College of Physicians & Surgeons MS Occupational Therapy

Pace Biology Pre-Professional, BS (NYC, PLV) and SUNY College of Optometry DO Optometry

Pace Biology Pre-Professional, BS (NYC, PLV) and New York College of Podiatric Medicine DPM Podiatric Medicine

### CHEMICAL ENGINEERING JOINT PROGRAMS:

Pace Chemistry, BS (NYC, PLV) and Manhattan College BE Chemical Engineering

Pace Chemistry, BS (NYC, PLV) and Rensselaer Polytechnic Institute BE Chemical Engineering

## List of Graduate Programs

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The graduate programs at Pace University's Dyson College of Arts and Sciences are responsive to the changing dynamics of today's society. These programs prepare highly motivated students for the challenging tasks of working in an evolving society through a blend of disciplined course work, hands-on experience, and exposure to the latest developments in their field. The result: professionals with the confidence and competence to excel in their careers. Students are offered a choice of advanced degrees and certificates in several disciplines. For course descriptions, see Dyson College of Arts and Science Graduate Viewbook. The graduate programs are:

Master of Arts in Psychology

Master of Arts in Media and Communication Arts

Master of Fine Arts in Actors Studio Drama School

Doctor of Psychology (Psy.D) in School-Clinical Child Psychology

Master of Science in Counseling (Substance Abuse, Loss and Grief, General Counseling)

Master of Science in Mental Health Counseling

Master of Science in Psychology

Master of Science in Education in School Psychology

Master of Science in Education in School Psychology with Bilingual Extension

Master of Science in Environmental Science

Master of Science in Forensic Science

Master of Science in Publishing

Master of Public Administration with tracks in Environmental Management, Government, Health Care Administration, and Not-for-Profit Management

Doctor of Philosophy (Ph.D) in Mental Health Counseling

## Preparation for Post-Baccalaureate Studies, the Professions, and Allied Health Fields

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The methods of acquiring knowledge that students develop in the baccalaureate program are as important as the specific knowledge and skills that may lead to a particular credential. Prospective students in the Dyson College of Arts and Sciences may wish to consider the following possibilities:

**Dentistry, Medicine, Osteopathy, and Veterinary Science.** Students who intend to pursue post-baccalaureate study in dentistry, medicine, osteopathy, or veterinary science often choose either biology (BS degree), biochemistry or chemistry as their undergraduate major. These majors provide the basic courses needed in preparation for entrance tests for post-baccalaureate study. A pre-professional advisory committee counsels students who wish to pursue one of these professional fields.

**Graduate Study in Arts and Sciences.** Completion of a program in a given discipline with a strong quality point average will generally satisfy the requirements for graduate study in that subject. Departments will give specific guidance in such matters. Ability to communicate in written and spoken English is particularly important. A reading knowledge of one or more foreign languages is often required for advanced degrees. Statistics and computer/ information science are also increasingly important to the scholar in many areas. Advanced degrees include the master of arts (MA), the master of science (MS), the master of fine arts (MFA), and the doctorate (PhD).

**Graduate Study in Business.** While precise degree requirements depend on the program chosen, most students with three to eight credits in economics, statistics, marketing, accounting, business law, mathematics, and computer and information sciences will be able to complete an MBA with approximately one full year's work. Some of these subjects may be taken as part of the distribution of major requirements for the BA or BS, while those given in the Lubin School of Business may be taken as electives. Students interested in foreign languages should be particularly aware of expanding opportunities in international business.

**Graduate Study in Law.** Law schools generally do not prescribe any particular undergraduate major. However, undergraduates should acquire proficiency in written and spoken English, develop the ability to master large quantities of material, rapidly sharpen powers of logical analysis, and increase their capacity for independent work.

## Undergraduate Degree Programs

### Acting Major, BA

#### University Core Curriculum (44-55)

#### Major Courses (45)

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##### Required Theater Courses (18 credits)

PAPE 110	Acting I	3
PAPE 111	Acting II	3
PAPE 120	Movement I	3
PAPE 121	Movement II	3
PAPE 270	Script Analysis for BA Actor and Director	3
PAPE 160	Explorations in Scenic Design	3

##### Required Acting Courses (21 credits)

PAPE 230	Vocal Production 1 for BA Actor	2
PAPE 231	Vocal Production II for BA Actors	2

PAPE 210	Acting III for B.A. Actor	3
PAPE 211	Acting IV for the BA Actor	3
PAPE 310	Acting V for BA Actors	2
PAPE 350	Performance Ensemble III	2
PAPE 351	Performance Ensemble IV	2
PAGE 100	Fall Production Crew	
PAGE 101	Spring Production Crew	

AND

PAPE Performance Workshop, Course #410 (3 credits)

PAPE Senior Showcase for Actors, Course #499 (2 credits)

**Required Theater History Courses (6 credits)**

PAGE 270	World Theater	3
PAPE 280	Theatre History 1 for BA Actor and Director	3

**Open Electives (39-50 credits)**

**Acting Major, BFA**

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(NYC)

**University Core Credits – (44-55)**

**Major Credits - (83)**

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**Required Major Courses (71 credits)**

PAAT 102	Design Prespective for the BFA Actor	3
PAAT 111	BFA Acting I	3
PAAT 112	BFA Acting II	3
PAAT 211	Acting III for the BFA Actor	3
PAAT 212	Acting IV for the BFA Actor	3
PAAT 311	Acting V: Verse and Heightened Language I	3
PAAT 312	Acting VI: Verse and Heightened Language II	3
PAAT 411	Acting IV: Absurb and Experimental	3
PAAT 412	Acting VIII: Showcase for BFA Acting	3
PAAT 121	Movement I for the BFA Actor	2
PAAT 122	Movement II for the BFA Actor	2
PAAT 221	Movement III	2
PAAT 222	Movement IV	2
PAAT 131	Vocal Production I for the BFA Actor	2
PAAT 132	Vocal Production II for the BFA Actor	2
PAAT 233	Vocal Prod III for the BFA Actor	2
PAAT 231	Voice and Speech I for the BFA Actor	2
PAAT 232	Voice & Speech II for the BFA Actor	2
PAAT 333	Speech III for BFA in Acting	2
PAAT 342	Acting for Film and TV I	2
PAAT 343	Acting for Film and TV II	3
PAAT 444	Acting for Film and TV III	3
PAAT 445	Acting for Film and TV IV	3
PAAT 272	Script Analysis for the BFA Actor	2
PAAT 273	Theater History I for the BFA Actor	2
PAAT 274	Theater History II for the BFA Actor	2

PAAT 352	Stage Combat I	2
PAAT 361	Improvisation I	3
PAAT 402	The Industry for the BFA Actor	2
	AND	

PAGE 100/101 Fall/Spring Production Crew (0 credits)

### Required Theater Electives (12 credits)

Students choose 12 credits of the following electives.

PAAT 362	Improvisation II	2
PAAT 363	Sketch Comedy	2
PAAT 334	Acting for the Musical Stage I	2
PAAT 335	Acting for the Musical Stage II	2
PAAT 353	Stage Combat II	2
PAAT 354	Stage Combat III	2
PAAT 382	Directing I	2
PAAT 383	Playwriting I	2
PAAT 390	Internship	1 - 3
	AND	

PAGE course: Cultural Theater Travel Experience (3 credits)

### Open Electives (1-12 credits)

Includes UNV 101 - Freshman Seminar - for first-year freshman students (3 credits).

**Total Credit Hours: 128**

## Acting for Film-Television-Voice-Overs and Commercials BFA

### University Core Credits – (44-55)

### Major Credits (83)

### Required Acting Courses 51 credits

#### Requirements List (51 credits)

PAFT 111	Acting For Film and Television	3
PAFT 112	Acting for Film and Television II	3
PAFT 211	Acting For Film and Television III	3
PAFT 212	Acting For Film and Television IV Single and Multi-Camera Work	3
PAFT 311	Acting For Film and Television Hollywood Comedy Sitcoms	3
PAFT 312	Acting for Film and Television VI - Improv, Sketch and Standup	3
PAFT 411	Acting for Film and Television VII - Extended Character	3
PAFT 412	Acting for Film and Television VIII - Senior Showcase	3
PAFT 131	Vocal Production I For Film and Television	3
PAFT 132	Vocal Production II For Film and Television	3
PAFT 231	Speech I	3
PAFT 232	Speech II	3
PAFT 121	Physical Prep-Functional Training I	3
PAFT 122	Physical Prep-Functional Training II	3
PAFT 221	Physical Prep-Functional Training III	3
PAFT 222	Physical Prep-Functional Training IV	2



PAFT 321	Physical Prep-Combat in Film and TV	2
PAFT 322	Physical Prep-Specialty Dance	2
PAGE 100	Fall Production Crew	
PAGE 101	Spring Production Crew	

### Required Film and Television History Courses 10 credits

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#### Requirements List

PAFT 271	Film Script Analysis	2
PAFT 272	Television Script Analysis	2
PAFT 371	Film History for BFA in Film Television, Commercials and Voice Overs	3
PAFT 372	Television History for BFA in Film Television, Commercials and Voice Overs	3

### Required Film and Television Electives 18 credits

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#### Requirements List

PAFT 213	Commercial Acting I	3
PAFT 214	Commercial Acting II	3
PAFT 313	Voice Over I	3
PAFT 314	Voice Over II	3
PAFT 413	Audition Techniques for Film and Television Actors	3
PAFT 414	The Industry of Film and Television Acting	3

### Required Technical Electives 4 credits

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#### Requirements List

PAFT 392	Production Crew: Costumes for Film and TV Actor	2
PAFT 393	Production Crew: Scenery for the Film and TV Actor	2

### Open Electives 1-12 credits

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**Total Credit Hours: 128**

## American Studies Major, BA

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(NYC, PLV)

The curriculum of this interdisciplinary program is unique. In addition to 12 credits of specified coursework, it offers students the choice of a wide range of elective courses (24 credits) in one of five tracks of study.

### University Core – (44-55)

### Major Courses – (36)

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#### Required Major Courses: (12 credits)

AMS 201	Introduction to American Studies	6
AMS 202	Introduction to American Studies	6
AMS 499	Senior Year Experience: American Studies Capstone	3
AMS 395	Independent Study in American Studies	3

**Major Track Electives: (24 credits)**

Students choose ONE of the following five tracks. For selection of courses that meet degree requirements, see program worksheet and also ask program director for list of newly added courses.

**Track 1: New York: Urban and Regional Studies**

One of the unique qualities of Pace University is its connection to New York. Many academic disciplines offer courses specifically geared toward the city's cultural, historical, environmental, and political life.

**Track 2: The Law and American Studies**

The University's many law-related courses allow students to build a very successful track in law.

**Track 3: Civic Engagement and Public Values**

Pace has positioned itself as one of the foremost civically engaged universities in the country. This track draws upon an extensive offering of courses.

**Track 4: American Arts**

An ever-growing Theater Department in NYC and the flourishing of the campus Schimmel Theater as the largest performing arts venue in lower Manhattan have positioned Pace as an academic leader in performing arts in the city.

**Track 5: Individualized Studies**

This track is an opportunity to develop a unique program of study. Students will consult with an American Studies faculty member for guidance in selecting courses which will meet the track's degree requirements.

**Open Electives – (37-48)**

**Total Credit Hours: 128**

**Applied Psychology and Human Relations Major, BA****(NYC, PLV)**

This program prepares students for graduate school in most applied psychology specialties (including counseling and clinical psychology) and for entry-level employment in many human services fields.

**University Core – (44-55)**

Must include PSY 112 Intro to Psychology

**Major Courses – (PLV: 46, NYC: 40-44)****Required Courses (28 credits for both PLV and NYC majors):**

NYC students are required to take both PSY 332 **and** PSY 337 **but** not PSY 375 Lifespan Development.

PLV students are required to take either PSY 332 **or** PSY 337 **and** PSY 375 Lifespan Development.

PSY 304	Social Psychology	4
PSY 306	Psychological Testing	4
PSY 313	Research Methodology	4
PSY 332	Group Relations and Interviewing Techniques	4
PSY 337	Introduction to Psychological Counseling	4
PSY 375	Lifespan Development Psychology	4
PSY 391	Practicum in Psychology I	4
PSY 392	Practicum in Psychology II	4

**Required Major Electives:**

PLV major: Any six 200/300-level courses (18 credits)

NYC major: Any four or five courses on Dept. group lists but at least three courses from Group I (12-16 credits)

## Open Electives – (32-55)

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Includes UNV 101 - Freshman Seminar for first-year students and PSY 112 Intro to Psychology (4 credits) if not taken for University Core credit.

**Total Credit Hours: 128**

## Art History Major, BA

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(NYC)

This program provides students with a sound education in art history and prepares them for studies on the graduate level and careers in galleries, museums and art historical institutions. Students can have cross-disciplinary minors and participate in internships in their junior and senior years.

## University Core – (44-55)

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### Major Courses – (36)

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#### Required Courses: (12 credits)

ART 102	Art History: Ancient through Gothic Art	3
ART 103	Art History: Renaissance through Modern Art	3
ART 480	Art History Seminar I	3
ART 481	Art History Seminar II	3

#### Major Elective Courses: (24 credits)

Eight of the following courses:

ART 201	Art History: Ancient Greek Art	3
ART 203	Art History: Ancient Roman Art	3
ART 204	Art History: Medieval Art	3
ART 205	Contemporary Art History	3
ART 206	Art History: Renaissance Art in Italy	3
ART 207	Art History: Architectural History of New York City	3
ART 208	Art History: Renaissance in Northern Europe	3
ART 209	Art History: Baroque Art in Flanders and Holland	3
ART 211	Art History: Baroque Art in France, Germany, Italy and Spain	3
ART 213	Art History: 18th and 19th Century Art	3
ART 214	Art History: Modern Art	3
ART 216	Art History: American Art	3
ART 217	Art History: Latin American Art	3
ART 218	Art History: African Art	3
ART 220	Art History: Aspects of Asian Art	3
ART 245	Art History: History of Photography	3
ART 298C	Topics: Art History: Video Art	3
ART 390	Art Studio, Museum or Gallery Internship	3

## Open Electives – (48-59)

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**Total Credit Hours: 128**

## Art Major, BFA

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### (NYC)

This program offers an intensive curriculum in studio art that prepares students for a rewarding career in art or design, or advanced study in the field. Students receive a broad introduction to the studio arts through a sequence of introductory courses in different media, followed by elective courses (at least half of them intermediate/advanced practice-based ones).

Students also have the opportunity to select an available concentration (e.g., Film/Video Production; Painting/Drawing; Photography; Digital/Graphic Design; or Sculpture).

### University Core Curriculum – (44-55)

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### Major Requirements – (72)

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#### Required Studio Foundations Major Courses: (15 credits)

ART 140	Drawing I	3
ART 145	Painting I	3
ART 186	Digital Design I	3

and either ART 153 Intro to Photography OR ART 159 Photography I (3 credits)

and either ART 130 Sculpture I OR ART 133 Ceramics I (3 credits)

#### Required Major Electives (42 credits)

Minimum of 21 credits must be in intermediate or advanced practice-based courses.

Remaining credits are chosen in consultation with department advisor.

Note: Concentrations are not required. However, with department approval a student may concentrate in an available area (e.g., Film/Video Production; Painting/Drawing; Photography; Digital/Graphic Design; or Sculpture). See department for lists of available course options.

#### Capstone Course (3 credit minimum)

Students may take a maximum of three capstone courses: Project Studio A/B/C (3-9 credits).

ART 306	Project Studio A	3
ART 307	Project Studio B	3

#### Required Art History Courses: (12 credits)

Students take four Art History Courses: 12 credits.

**Both** ART 102 and ART 103 (6 cred.).

**One** Modern or Contemporary Art course from following list (3 cred.).

Art 174, 205, 214, 215, 245, FSS 202, 203

**One** Non-Western Art History course from following list (3 cred.).

ART 217, 218, 220

### Open Electives – (1-12)

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**Total Credit Hours: 128**

## Art Major, BA (NYC)

### University Core – (44-55)

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### Major Courses – (36)

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#### Required Major Courses: (15 credits)

**TWO Required Art History courses (6 credits):** Ancient through Gothic/Renaissance through Modern

ART 102 and ART 103

and

**THREE Basic Studio courses chosen from the following list (9 credits):**

ART 140; 145; 186; 289; 130 or 133; 153 or 159

Note: List of above Art History and Studio Art courses follows:

ART 102	Art History: Ancient through Gothic Art	3
ART 103	Art History: Renaissance through Modern Art	3
ART 140	Drawing I	3
ART 145	Painting I	3
ART 186	Digital Design I	3
ART 289	Video I	3
ART 130	Sculpture I	3
	OR	
ART 133	Ceramics I	3
ART 153	Introduction to Photography	3
	OR	
ART 159	Photography I	3

#### Major Electives: (21 credits)

FIVE Intermediate or Advanced Practice-Based courses in the "media areas" of Film/Video Production, Painting, Drawing, Printmaking, Photography, Digital/Graphic Design, Interior Design, Sculpture, Ceramics (15 cred.)

ONE Studio Art Elective on any level of any practice-based art course, including internship course (3 cred.)

ONE Art History or Art Lecture course (3 cred.)

### Open Electives – (48-59)

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**Total Credit Hours: 128**

## Biochemistry Major, BS

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(NYC, PLV)

Prepares students for medical school, graduate school, or employment in the industry. This program is approved by the American Chemical Society (ACS).

### University Core – (44-55)

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Includes several of the major-required Math, Biology and Physics courses listed below:

**Major-Required Math and Science Courses (36 credits)**

The following courses satisfy 36 credits of University Core requirements and/or Open Elective Requirements as follows:

Foundation Math and Science core (8 credits); Area of Knowledge 4: Analysis of Human, Social and Natural Phenomena (4 credits); and Open Elective Requirements (24 credits).

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 264	Microbiology	4
BIO 231	Genetics	4
	OR	
BIO 335	Molecular and Cellular Biology	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 236	Multivariable Calculus	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4

**Major Courses – (55-56)****Required Courses: (48 credits)**

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 221	Analytical Methods and Techniques	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 301	Physical Chemistry I: Thermodynamics	4
CHE 302	Physical Chemistry II	4
CHE 326	Biochemistry	4
CHE 328	Advanced Biochemistry	3
CHE 329	Advanced Biochemistry Laboratory	2
CHE 331	Instrumental Analysis	4
CHE 480	Research in Chemistry	3
CHE 392	Chemistry Seminar I	1
CHE 492	Chemistry Seminar II	1

*Note that for CHE 302, both CHE 301 and MAT 236 are prerequisites*

**Major Electives: (7-8 credits)**

CHE	Advanced CHE course	4
BIO	Advanced BIO course	3
	OR	
CHE	Advanced CHE Course 3-4 Credits	3-4

Note: For ACS certification, CHE 330 is required.

**Open Electives – (22-35)**

Includes UNV 101 - Freshman Seminar (1 credit) - required of first-year freshman students

and

Major-required Biology, Math, and Physics courses not taken for University Core credit.

**Total Credit Hours: 128**

**Biology Major, BA****(NYC, PLV)**

This B.A program prepares students for a career that may involve significant background in the biological sciences (e.g., scientific journalism and certain legal areas environmental and patent law) but does not require the extensive scientific coursework of the BS degree. Students must pass a comprehensive examination given as part of BIO 490 that assesses the ability to integrate and synthesize basic concepts in biology.

## University Core – (44-55)

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### Required Foundational Chemistry and Math Courses (7-8 credits)

Includes as foundational courses the following major-required courses (7-8 credits):

CHE 111 General Chemistry I

MAT 134 (NYC students) or MAT 141 (PLV students)

### Major Courses – (35)

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#### Biology Core Courses: (26 credits)

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 335	Molecular and Cellular Biology	4
BIO 490	Introduction to Research in the Biological Sciences	3
BIO 327	Cellular Biochemistry	4

AND

ONE of the following 400-level Research courses: Biology 480, 491, or 495 (3 credits).

#### Major Electives: (9 credits)

BIO courses numbered 200 or higher selected in consultation with the faculty adviser.

### Required Chemistry Courses (14 credits)

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The following major-required Chemistry courses may be taken for University Core or Open Elective credit.

#### Major-Required Chemistry Courses

CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5

### Open Electives – (24-49)

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Includes major-required Chemistry courses not taken for core credit.

**Total Credit Hours: 128**

## Biology Major, BS

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### (NYC, PLV)

This major prepares students for further education either in professional schools such as medical, dental, osteopathy, or veterinary medicine, or in scientific graduate school doctoral degree programs. The curriculum includes Biology Core courses, Math & Science courses, and Biology elective courses in several categories.

Students are required to pass a comprehensive examination given as part of BIO 490 that assesses the ability to integrate and synthesize basic concepts in Biology.

**Note:** Qualified students interested in occupational therapy, optometry, or podiatry also have an opportunity to participate in an accelerated dual-degree program with a professional school. For details see the following major: Biology, BS: Pre-Professional major.

## University Core – (44-55)

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Note: Various major-required science and mathematics courses listed below fulfill foundational and area core requirements.

### Major-Required Science and Math Courses

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#### Required Science and Math Courses (38 credits)

Major-required science and math not taken for University Core credit will be taken as Open Elective courses:

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
PHY 111	General Physics I	4
PHY 112	General Physics II	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 141	Introductory Statistics for the Life Sciences	4

### Major Biology Core Courses – (22 credits)

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#### Biology Core Courses: (22 credits)

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 327	Cellular Biochemistry	4
BIO 490	Introduction to Research in the Biological Sciences	3
	AND	

ONE capstone experimental learning Biology course (3 credits): BIOLOGY 395 or 480 or 491

### Major Biology Electives - (16–20 credits)

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Students choose ONE course from each of the following category groups (9-12 credits):

Molecular and Cellular Biology, Organismal Biology, and Biological Systems and Ecology

AND

Any TWO 200-level or higher BIO courses from the above groups, including at least one lecture/laboratory course of 4 credits (7-8 credits)

#### Molecular and Cellular Biology Category (3-4 credits)

ONE course from the following list:

BIO 264	Microbiology	4
BIO 306	Advanced Microbiology	3
BIO 326	Principles of Biochemistry	4
BIO 372	Introduction to Molecular Biotechnology	4
BIO 375	Advanced Cell Biology	3
BIO 399C	Topic: Cancer Cell Biology	3 - 4
BIO 399I	Fundamentals in Reproductive Biology	4
	AND	

Other available approved electives include a Biology 399 course in "Genomics" or "Virology" (3 credits)

#### Organismal Biology Category (3-4 credits)

ONE course from the following list:

BIO 221	Botany	4
BIO 233	Fundamentals of Histology and Histopathology	4
BIO 236	Comparative Vertebrate Anatomy	4



BIO 251	Principles of Human Anatomy	4
BIO 264	Microbiology	4
BIO 359	Immunology	4
BIO 399I	Fundamentals in Reproductive Biology	4
BIO 399W	Developmental Biology (Lecture)	3
BIO 334	General Physiology	4

Note: Biology 334 has a required prerequisite of Biology 251.

**Plus any three BIO courses numbered 200 or higher selected in consultation with the faculty adviser.**

#### **Biological Systems and Ecology Category (3-4 credits)**

One course from the following list:

BIO 205	Concepts of Environmental Science	3
BIO 210	Ecology	4
BIO 215	Urban Ecology	3
BIO 221	Botany	4
BIO 307	Microbial Ecology	4
BIO 322	Animal Behavior	4
BIO 345	Introduction to Toxicology	3
BIO 399Z	Topics: Evolutionary Biology	3

**Plus any two BIO courses numbered 200 or higher selected in consultation with the faculty adviser.**

#### **Other Required Biology Electives (7-8 credits)**

TWO 200-level or higher courses chosen from the three above category groups. At least one course must be a lecture/laboratory course of 4 credits.

**Plus any two BIO courses numbered 200 or higher selected in consultation with the faculty adviser**

### **Open Electives – (17-31)**

Open Elective credits MUST include required science and math courses not taken for University Core credit, UNV 101 (required of incoming freshmen students), and remaining open electives.

**Total Credit Hours: 128**

### **Biology BS: Pre-Professional**

Pace University offers qualified students an opportunity to earn a Pace undergraduate degree in Biology and a professional degree from another educational institution (*see list below*) in a shorter period of time than by pursuing these degrees separately. Pace students generally follow the standard BS in Biology General Biology track but with appropriate modifications, particularly in required electives. Undergraduates generally follow the standard Biology, BS track in General Biology track but with appropriate modifications, particularly in required electives.

Note: For acceptance into an available accelerated dual-degree undergraduate school/graduate school program, undergraduates must satisfy separate admission requirements for both the undergraduate and professional parts of the program. Admission to the undergraduate part of the program does not guarantee admission to the graduate part of the program.

Undergraduates interested in any of these programs should consult with the appropriate departmental advisor at their campus during their first year in residence.

#### **Occupational Therapy**

This Program consists of three years of undergraduate study at Pace (108 credits) and two additional years of study at the Columbia University College of Physicians and Surgeons. Students who complete the program receive a Bachelor of Science degree in Biology from Pace and a Master of Science degree in Occupational Therapy from Columbia.

#### **Pre-Optometry**

This Program consists of three years of undergraduate study at Pace (108 credits) and four additional years of study at the State University of New York College of Optometry. Students who complete the program receive a Bachelor of Science in Biology from Pace and a Doctor of Optometry (DO) degree from SUNY.

### **Podiatry**

This Program consists of three years of undergraduate study at Pace (108 credits) and four additional years of study at the New York College of Podiatric Medicine.

## **University Core – (44-55)**

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Note: required math and science courses (37 credits) listed below fulfill various foundational and area of knowledge requirements for the major.

## **Major Courses – (45-51)**

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Major Biology Requirements: 26 credits

Major Pre-Professional Electives by Track: 19-25 credits

Occupational Therapy Track: (22 cred.)

Optometry Track: (25 cred.)

Podiatry Track: (19 cred.)

### **Major-Required Math & Science Courses (22-29 credits)**

Major-required math and science courses not taken for University Core Curriculum credit will be taken as Open Elective courses:

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
PHY 111	General Physics I	4
PHY 112	General Physics II	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 134	Introduction to Probability and Statistics	3

### **Biology Core Courses: (26 credits)**

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 327	Cellular Biochemistry	4
BIO 335	Molecular and Cellular Biology	4
BIO 490	Introduction to Research in the Biological Sciences	3
	And	

ONE Research Course (advisor-approved): BIO 395/480/491

## **Major Pre-Professional Electives by Track - (19–25 credits)**

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### **Podiatry Track Electives (19 credits)**

Required Major Track Electives for upper-level students accepted into accelerated joint degree program - Pace/New York College of Podiatry program include the following:

Columbia University Courses taken in undergraduate's 4th year (19 credits)

### **Occupational Therapy Track Electives (22 credits)**

Required Major Track Electives for upper-level students accepted into accelerated joint degree program - Pace/Columbia University MS Occupational Therapy Program include the following:

Pace Courses: Biology 251 Human Anatomy (4 credits) and BIO 334 Physiology (4 credits)

AND

Columbia University Courses taken in undergraduate's 4th year (14 credits)

### Optometry Track Electives (25 credits)

Required Major Track Electives for upper-level students accepted into accelerated joint degree program - Pace/SUNY College of Optometry - include the following:

Pace Course: Biology 264 Microbiology (4 credits)

AND

SUNY College of Optometry Courses taken in undergraduate's 4th year (21 credits)

## Open Electives – (22-39)

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These include required Math and Science courses not taken for University Core Curriculum credit, UNV 101 (required of incoming freshmen students), and any remaining open elective courses.

## Biological Psychology Major, BA

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### (PLV)

Prepares students for graduate school in both research and applied psychology and biology areas and for entry-level employment in such fields.

### *Note for students interested in taking the MCAT and/or applying to medical school:*

Please contact departmental advisor at (914) 773-3791 for necessary special advisement. Such students typically need the following courses: PHY 111 and 112 (General Physics I and II) and MAT 131 (Calculus I). Moreover, some medical schools also require applicants to have taken MAT 132 (Calculus II).

## University Core – (44-55)

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### Includes following major-required courses (18 credits):

PSY 112	Introduction to Psychology	4
CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
MAT 134	Introduction to Probability and Statistics	3

## Major Courses – (48)

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### Required Courses: (42 credits)

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 251	Principles of Human Anatomy	4
BIO 334	General Physiology	4
PSY 320	Abnormal Psychology I	3
PSY 205	Statistics in Psychology and Allied Fields	4
PSY 277	Evolutionary Psychology	3
PSY 311	Biological Psychology	4
	OR	
BIO 325	Neurobiology	3
PSY 380	Experimental Psychology I	4
PSY 381	Experimental Psychology II	4

### Major Electives: (6 Credits)

TWO Psychology courses

**Open Electives – (25-36)**

Includes major-specific required courses not taken for University Core credit and any Physics and MAT courses typically recommended for MCAT preparation and medical school applications.

**Total Credit Hours: 128**

**Business Economics Major, BS**

(NYC, PLV)

**University Core – (44-55)****Core must include**

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 104	Finite Mathematics	3
MAT 117	Elementary Statistics	4

**Major Required Courses – (65)**

(Includes Economics and Business Courses)

**Required Economic Courses: (39 credits)**

Includes Economic Core Courses and Economic Elective Courses.

**Economic Core Courses: (24 credits)**

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
ECO 230	Intermediate Macroeconomics	3
ECO 234	Intermediate Microeconomics	3
ECO 238	Money and Banking	3
ECO 240	Quantitative Analysis and Forecasting	3
ECO 360	International Economics	3
	OR	
ECO 396H	Global Finance, Investments and Economic Activity	3
ECO 400	Seminar in Economic Theory	3

Note that ECO 105 and 106 may be taken for University Core credit.

**Economic Elective Courses: (15 credits)**

Approved ECO courses, chosen with a faculty adviser.

**Required Business Courses: (26 credits)**

Note: Total Business credits may not exceed 26 credits.

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
FIN 260	Financial Management	3
	TWO Business electives (NYC)	6
	OR	
	TWO Finance electives (PLV)	6

## Open Electives – (19-30)

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Includes UNV 101 - Freshman Seminar (1 credit) - required of first-year freshman students.

and

Any required ECO and MATH courses not taken for University Core credit as follows:

ECO 105; ECO 106; MAT 104; MAT 117

**NOTE: This 128-credit baccalaureate program has a maximum cap of 26 Business credits, already satisfied by Business Requirements.** For further details students should consult department chair or Dyson College academic advisor.

**Total Credit Hours: 128**

## Chemistry Major, BS

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(NYC, PLV)

This major prepares students for graduate school, medical school, or employment in the chemical or pharmaceutical industry and is approved by the American Chemical Society. It includes required CHE courses, choice of one of three concentrations, and a group of required Math and Science courses. Students interested in Forensic Science are urged to view the requirements of that major's BS program.

### University Core – (44-55)

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Includes many of the major's required Math and Science courses if taken to satisfy Core Foundation and Area requirements.

#### Required Math and Science Courses - 28 credits

These courses fulfill various University Core and Area requirements and Open Elective requirements (28 credits):

BIO 101	General Biology I	4
BIO 102	General Biology II	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 236	Multivariable Calculus	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4

### Major Courses – (54-55)

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#### Required Courses - All concentrations: (43 credits)

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 221	Analytical Methods and Techniques	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 301	Physical Chemistry I: Thermodynamics	4
CHE 302	Physical Chemistry II	4
CHE 326	Biochemistry	4
CHE 331	Instrumental Analysis	4
CHE 392	Chemistry Seminar I	1
CHE 480	Research in Chemistry	3
CHE 492	Chemistry Seminar II	1

#### Required Concentration: (11-12 credits)

ONE of three concentrations chosen in consultation with department advisor:

##### A. Preparation for medical or graduate school.

MAT 238	Linear Algebra	4
	OR	
MAT 253	Differential Equations	4
CHE 330	Advanced Inorganic Chemistry	4

	OR2	
CHE 338	Spectroscopy	4

AND

**One advanced chemistry course**

CHE 305	Quantum Chemistry	3
CHE 322	Advanced Chemistry Course	3
CHE 328	Advanced Biochemistry	3
CHE 333	Advanced Organic Chemistry	3
CHE 370	Advanced Biophysical Chemistry: Membrane Transport and Ionic Channels	3

**B. Preparation for employment and leading to American Chemical Society certification.**

CHE 330	Advanced Inorganic Chemistry	4
MAT 238	Linear Algebra	4
	OR	
MAT 253	Differential Equations	4

AND

**One advanced chemistry course**

Choose from:

CHE 305	Quantum Chemistry	3
CHE 322	Advanced Chemistry Course	3
CHE 328	Advanced Biochemistry	3
CHE 333	Advanced Organic Chemistry	3
CHE 370	Advanced Biophysical Chemistry: Membrane Transport and Ionic Channels	3

**C. Environmental Chemistry**

SCI 345	Environmental Applications in Geology	4
ENS 610	Environmental Science I	3
	And	

ONE Advanced Chemistry course from the following group: CHE 305, 322, 328, 333, 370

**Open Electives – (18-31)**

Includes various required Math and Science courses not taken for University Core credit, e.g.:

BIO 102	General Biology II
MAT 236	Multivariable Calculus
PHY 112	General Physics I

**Total Credit Hours: 128****Chemistry BS: Pre-Professional Major**

Pace University offers Chemistry majors the option of earning two degrees, a B.S. in Chemistry at Pace University and a B.E. at either Manhattan College or Rensselaer Polytechnic Institute, School of Engineering. Both of these joint programs involve five years of education: three years of study at Pace and two years of study at the other institution, including summer coursework. Application for transfer is made by the student during the third year at Pace.

Note that Pace students generally follow the standard BS in Chemistry program for required University Core and major courses but with appropriate modifications in required major electives and for required engineering courses to be transferred from RPI or Manhattan College.

Students interested in any of these joint programs should meet with a Pace Chemistry Department advisor for full details.

## University Core – (44-55)

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See list below for major-required Math, Biology, and Physics courses that satisfy University Core requirements and/or some Open Elective requirements (28 credits).

### Major-Required Math and Science Courses

Many of these seven major-required Math, Biology, and Physics courses satisfy University Core Foundation and Area requirements.

BIO 101	General Biology I	4
BIO 102	General Biology II	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 236	Multivariable Calculus	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4

## Major Courses – (50-54)

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### Required Courses - All concentrations: (40 credits)

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 221	Analytical Methods and Techniques	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 301	Physical Chemistry I: Thermodynamics	4
CHE 302	Physical Chemistry II	4
CHE 326	Biochemistry	4
CHE 331	Instrumental Analysis	4
CHE 392	Chemistry Seminar I	1
CHE 492	Chemistry Seminar II	1

### Required Concentration: (10-14 credits)

ONE of three concentrations chosen in consultation with department advisor:

#### A. Preparation for medical or graduate school.

CHE 480	Research in Chemistry	3
MAT 238	Linear Algebra	4
	OR	
MAT 253	Differential Equations	4
CHE 330	Advanced Inorganic Chemistry	4
	OR2	
CHE 338	Spectroscopy	4

#### One advanced chemistry course

CHE 305	Quantum Chemistry	3
CHE 322	Advanced Chemistry Course	3
CHE 328	Advanced Biochemistry	3
CHE 333	Advanced Organic Chemistry	3

#### B. Preparation for employment and leading to American Chemical Society certification.

CHE 330	Advanced Inorganic Chemistry	4
CHE 480	Research in Chemistry	3
MAT 238	Linear Algebra	4
	OR	
MAT 253	Differential Equations	4

#### One advanced chemistry course

Choose from:

CHE 305	Quantum Chemistry	3
CHE 322	Advanced Chemistry Course	3

CHE 328	Advanced Biochemistry	3
CHE 333	Advanced Organic Chemistry	3

**C. Environmental Chemistry**

SCI 345	Environmental Applications in Geology	4
ENS 610	Environmental Science I	3
CHE 480	Research in Chemistry	3

**Open Electives – (19-34)**

Includes the following Major required courses not taken for University Core curriculum credit:

BIO 102	General Biology II
MAT 236	Multivariable Calculus
PHY 111	General Physics I

**Total Credit Hours: 128**

**Commercial Dance Major BFA****University Core Credits – (44 Minimum)****Major Courses Credits - (82 Credits)****Required Technique Courses: (47 credits)**

PACD 100	Ballet I	3
PACD 105	Ballet II	3
PACD 200	Ballet III	3
PACD 205	Ballet IV	3
PACD 300	Ballet V	3
PACD 400	Ballet VI	3
PACD 102	Jazz I	3
PACD 107	Jazz II	3
PACD 202	Jazz III	3
PACD 207	Jazz IV	3
PACD 302	Contemporary I	3
PACD 307	Contemporary II	3
PACD 407	Modern Dance	3
DAN 109	Theater Dance I	2
DAN 114	Theater Dance II	2
DAN 207	Hip Hop	2
DAN 216	Tap Dance I	2

**Required Dance Academics and Theater Courses (29 credits)**

Students take 20 credits of Required Dance Academics courses and 9 credits of Required Other Performing Arts courses as follows:

PACD 227	Choreography I	2
DAN 306	Body Awareness and Wellness	3
PACD 145	Vocal Music for Dancers I	3
PACD 225	Anatomy for Dancers	3
PACD 240	Vocal Music for Dancers II	3
PACD 435	Dance History	3
PACD 475	Dance Seminar	1
PACD 499	Senior Project	2
PAGE 170	American Musical Theater	3
PAGE 281	Acting 1 for the Non-Performing Arts Major	3
PAPD 131	Lighting Workshop	3



**One Required Dance Concentration: (6 Credits)**

Students choose 6 credits of course work in **ONE** of the following concentrations:

**Performance Concentration:** choose from DAN 196H, DAN 206, PACD 325, PACD 425

**Choreography Concentration:** choose from PACD 325, PACD 375, PACD 420

**Pedagogy Concentration:** choose from PACD 325, PACD 375, PACD 379, PACD 425

For course titles and credits, see following list:

DAN 196H	Topics: Hip Hop II	2
DAN 206	Tap Dance II	2
PACD 325	Improvisation	1
PACD 375	Ballet Pedagogy	2
PACD 379	Jazz Dance Pedagogy	2
PACD 420	Advanced Choreography	3
PACD 425	Partnering	1

**Open Electives (2-13 credits)**

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Must include UNV 101 - Freshman Seminar - required of first-year freshman (1 credit).

\*Effective as of **Spring 2013\***

For more information, visit [www.pace.edu/dyson/academic-departments-and-programs/performing-arts](http://www.pace.edu/dyson/academic-departments-and-programs/performing-arts)

**Total Credit Hours: 128**

**Communication Arts and Journalism Major, BA**

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(PLV)

Prepares students for careers in print and broadcast journalism, mass communications and public relations.

**University Core – (44-55)**

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Includes 15 credits of required auxiliary courses

**Major Courses – (36)**

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**Required Courses (21 credits)**

JRN 101	Introduction to News Media	3
JRN 102	History of Journalism	3
JRN 104	News Reporting	3
JRN 203	Feature Writing	3
MCA 311	Ethics, Morality, and the Media	3
MCA 226	Writing for the Electronic Media	3
MCA 393	Intern Program I	1 - 9
	OR	
JRN 490	Internship	3

Note that MCA 311 formerly was COM 311

**Major Electives (15 Credits)**

Any five courses from these two areas:

**Print Area:**

JRN 201	Advanced Reporting	3
JRN 202	News Editing	3
JRN 203	Feature Writing	3
JRN 207	Sports Journalism	3

JRN 296 Topic: Journalism at the Movies 3

**Broadcast Area:**

JRN 205 Radio News Production 3

JRN 386 The Art of Anchoring - From  
Cronkite to Couric 3

MCA 252 Media Production I 3

MCA 353 Media Production II 3

MCA 396 Topics in Communications 3

**Required Major Auxiliary Courses – (15)**

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Also required is a concentration of at least 15 credits in another liberal arts discipline taken for University Core and/or Open Elective credits.

**Open Electives – (37-48)**

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**Total Credit Hours: 128**

**Communication Studies Major, BA**

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**(NYC)**

Communication Studies majors choose one of two areas of concentration: public/professional studies or media studies. The Public and Professional Studies program is geared for those interested in careers in organizational communication, law, politics, government, labor unions, human relations, corporate-government relations, and fund raising. The Media Studies program emphasizes the fields of communication as they apply to mass media. The program qualifies graduates for entry-level positions in broadcasting, advertising, sales, marketing, politics, and public relations.

**University Core – (44-55)**

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Includes major-required courses in contemporary global issues (3 credits) and either a Fine Arts, Performing Arts, or Religious Studies course (3 credits).

**Required Major Courses – (42)**

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**Major Core Courses (9 credits)**

COM 111 Introduction to Communication 3

COM 113 Media, Culture, and Society 3

COM 114 Introduction to Mass Media 3

**Major Elective Courses: (33 credits)****Group ONE: (6 credits)**

Choose two of the following courses:

COM 209 Understanding the Mass Media 3

COM 226 Writing for the Electronic Media 3

COM 228 Writing for Convergent Technologies 3

COM 252 Broadcast Lab I 3

Approved Service Learning Course 3

**Groups TWO and THREE: (27 credits)**

Students must complete minimum of 12 credits in each group:

**Group TWO: (12-15 credits)**

COM 119 Organizational Communication 3

COM 203 Persuasion 3

COM 205 Dynamics of Small Group  
Communication 3

COM 213 Intercultural Communication 3

COM 214 Interpersonal Communication 3

COM 209 Understanding the Mass Media 3

COM 239 Milestones in Communication 3

	Research	
COM 260	Pragmatic Communication	4
COM 361	Interpersonal Communication Among Cultures	4
	Approved Topics Course	3
<b>Group THREE: (12-15 credits)</b>		
COM 245	Communication and Popular Culture	3
COM 255	Radio Drama Workshop	3
COM 235	Advertising and Consumer Culture	3
COM 311	Ethics, Morality, and the Media	3
COM 312	Introduction to Cultural Studies	3
COM 335	Media and Gender	3
COM 336	Propaganda	3
COM 338	Media Criticism	3
COM 481	Language and Power	3
	Approved Topics Course	3

### Open Electives – (31-42)

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**Total Credit Hours: 128**

### Communications Major, BA

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(PLV)

Prepares students for a variety of careers such as law, mass communications, video production, advertising, and public relations and also offers students a great deal of flexibility to design a course of study according to their interests.

### University Core – (44-55)

### Major Courses – (42)

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#### Required Major Courses: (12 credits)

MCA 226	Writing for the Electronic Media	3
MCA 227	Writing for the Print Media	3
MCA 393	Intern Program I	1 - 9
MCA 499	Seminar	3

#### TWO Writing Courses: (6 credits)

MCA 337	Writing Public Relations Copy	3
MCA 339	Creative Writing for Broadcast Media	3
MCA 340	Writing for Advertising	3
MCA 360	Screenwriting	4
JRN 203	Feature Writing	3

#### Required Major Electives: (24 credits)

Student chooses from upper-level MCA, JRN, and SPE courses except MCA 112, SPE 165, and SPE 166.

*Note: With department chair's approval, student may choose an additional three credits of internship.*

### Open Electives – (31-42)

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With department chair's approval may include an additional 3 credits of internship

**Total Credit Hours: 128**

### Criminal Justice Major, BS

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(NYC, PLV)

Prepares students for employment in all areas related to the field of criminal justice and other government agencies, as well as for graduate school in related disciplines.

### University Core – (44-55)

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Includes CHE 108 and SOC 102 in Area of Knowledge Area 5 (six credits) and three major-specialization courses (nine credits) in a single discipline *if arts or science courses*.

### Major Courses – (36)

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#### Required Courses (27 credits)

CRJ 121	Government Administration	3
CRJ 150	Introduction to Criminal Justice	3
CRJ 242	Crime and Public Policy	3
CRJ 250	Community Relations in the Criminal Justice System	3
CRJ 261	Introduction to Criminal Investigation	3
CRJ 305	Criminal Law	3
CRJ 346	Terrorism and Society	3
CRJ 402	Constitutional Issues in Criminal Justice	3
CRJ 412	Integrity Issues in the Criminal Justice System	3

#### Major Electives: THREE courses: (9 credits)

CRJ 240	Comparative Criminal Justice Systems	3
CRJ 243	Alcohol, Drugs and Crime	3
CRJ 245	Organized Crime	3
CRJ 247	Introduction to Private Security	3
CRJ 249	Law and Society	3
CRJ 251	Penology	3
CRJ 252	Probation and Parole	3
CRJ 255	Structure and Function of Police Organization	3
CRJ 296	Topics in Criminal Justice	3
CRJ 298	Contemporary Perspectives on Violence	3
CRJ 311	Controversial Criminal Cases	3
CRJ 315	Research Perspectives in Criminal Justice	3
CRJ 321	Creative Crime Control	3
CRJ 331	Strategies in Corrections Administration	3
CRJ 350	Courts Administration	3
CRJ 351	Criminal Evidence and Procedure	3
CRJ 375	Criminal Justice System Responses to Domestic Violence and Child Abuse	3
CRJ 391	Internship in Criminal Justice I	4
CRJ 392	Internship in Criminal Justice II	4
CRJ 395	Independent Study in Criminal Justice	1 - 9

*Note: both CRJ 391 and CRJ 392 are recommended*

### Major Specialization Requirements (9)

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Three courses in a single discipline (approved by department chair) in order to enhance Criminal Justice career options. If the discipline is arts or science one, these courses may be taken as an AOK in-depth sequence or as Inquiry & Exploration courses. Otherwise, they are to be taken as Open Elective courses.

**Open Electives – (37-48)****Total Credit Hours: 128****Digital Cinema and Filmmaking, BS****University Core Curriculum (44)****Major Courses (42)****Required Major Courses (17 credits)**

MCA 220	The Making of a Motion Picture	4
MCA 252	Media Production I	3
MCA 276	Story Idea Development	3
MCA 393	Intern Program I	1 - 9
MCA 499	Seminar	3

*Note: Students are required to register for the "499" seminar whose topic is Directing.*

**Required Major Electives (24 credits)**

Students choose 24 credits of the following MCA electives.

MCA 254	Producing the Documentary	3
MCA 257	Casting	3
MCA 330	Film Noir- The Dark Side of American Cinema	3
MCA 331	Women in American Film	3
MCA 339	Creative Writing for Broadcast Media	3
MCA 356	Digital Editing Workshop I - AVID	4
MCA 358	Digital Editing Workshop II - FINAL CUT	4
MCA 360	Screenwriting	4
MCA 361	Cinematography One	3
MCA 362	Cinematography Two	3
MCA 363	The Art of the Moving Camera	3
MCA 371	Landmarks in American Film	3
MCA 372	British Film	3
MCA 490	Lighting: The Craft of Cinematic Artists	3
ART 285	2D Animation I And	3

ONE MCA 300-level course in Audio Production

**Open Electives (31-42 credits)****Digital Journalism, BS****University Core Curriculum (44)****Major Courses (42)****Required Major Courses (18 credits)**

JRN 101	Introduction to News Media	3
MCA 311	Ethics, Morality, and the Media	3
MCA 393	Intern Program I	1 - 9
JRN 238	The Global Newsroom	3
JRN 300	The Digital Newsroom	3

JRN 499 Digital Storytelling 3

**Required Major Electives (24 credits)**

Students choose 24 credits of the following JRN and MCA electives.

JRN 211	Arts and Entertainment Journalism	3
JRN 207	Sports Journalism	3
JRN 204	Radio and Television News Writing	3
JRN 210	Journalism at the Movies	3
JRN 386	The Art of Anchoring - From Cronkite to Couric	3
MCA 252	Media Production I	3
MCA 254	Producing the Documentary	3
MCA 309	Sports Media	3
MCA 336	Propaganda	3
MCA 338	Censorship and the Mass Media	3
MCA 356	Digital Editing Workshop I - AVID	4
MCA 358	Digital Editing Workshop II - FINAL CUT	4

**Open Electives (42-53 credits)**

**Directing Major, BA**

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(NYC)

**University Core - (44-55)**

**Directing Major**

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**DIRECTING Major, BA (40 credits)**

**Required Theater Courses (13 credits)**

PAPE 110	Acting I	3
PAPE 111	Acting II	3
PAPE 120	Movement I	3
PAPE 150	Performance Ensemble I	2
PAPE 151	Performance Ensemble II	2
PAGE 100	Fall Production Crew	
PAGE 101	Spring Production Crew	

**Required Directing Courses: (21 credits)**

PAPE 270	Script Analysis for BA Actor and Director	3
PAPE 271	Directing 1 for BA Director	2
PAPE 272	Directing Lab 1 for BA Director	1
PAPE 273	Directing II for BA Director	2
PAPE 274	Directing Lab 2 for BA Director	1
PAPE 370	Directing III for the BA Director	3
PAPE 371	Directing IV	3
PAPE 498	Senior Showcase for Directors	3
	And	

ONE required 400-level PAPE Performance Workshop course (3 credits).

**Required Theater History Courses: (6 credits)**

PAGE 270	World Theater	3
PAPE 280	Theatre History 1 for BA Actor and Director	3

## Open Electives - (44-55)

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Open Elective requirements include a Freshman Seminar (1 credit) and courses of the student's choice. Students consult department program advisor for assistance, but the following Performing Arts Dept. courses are highly recommended:

### Department-Recommended Courses

PASM 121	Stage Management I	3
PASM 122	Stage Management II	3
PAPE 121	Movement II	3
PAPE 160	Explorations in Scenic Design	3
PAPE 350	Performance Ensemble III	2
PAPE 351	Performance Ensemble IV	2

**Total Credit Hours: 128**

## Economics, BA

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(NYC, PLV)

Prepares students for employment in a variety of business fields, particularly finance, banking, planning, management, government, and teaching, or for further education in graduate Economics, Business, or other professional schools.

### University Core – (44-55)

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#### Core must include

MAT 104	Finite Mathematics	3
MAT 117	Elementary Statistics	4

### Major Courses – (36)

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#### Required Core Courses: (24 credits)

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
ECO 230	Intermediate Macroeconomics	3
ECO 234	Intermediate Microeconomics	3
ECO 238	Money and Banking	3
ECO 240	Quantitative Analysis and Forecasting	3
ECO 360	International Economics	3
	OR	
ECO 305	Global Finance, Investments and Economic Activity	3
ECO 400	Seminar in Economic Theory	3

#### Required Electives: (12 credits)

Approved ECO courses, chosen with a faculty adviser.

### Open Electives – (37-48)

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**Total Credit Hours: 128**

## English Major, BA

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(PLV)

This major prepares students for most fields which require good communication and analytical skills, as well as for graduate study in fields such as publishing, communications, and teaching and professional schools such as law and business. For information about a combined major in education with this arts and sciences major, see the School of Education section of this catalog.

**University Core – (44-55)****Major Courses – (36)**

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**Required LIT/ENG Courses: (18 credits)**

LIT 132	Introduction to Literary Studies	3
LIT 211	Literature I	3
LIT 212	Topics in Literature	3
LIT 362	Shakespeare	3
ENG 3xx	Advanced or Creative Writing course	3
LIT 499	Senior Year Experience: Culture, Creativity, Communication AND	3

an additional LIT 211 or 212 course (3 credits)

**Two Required Diversity/Cultural Pluralism LIT Courses: (6 credits)**

LIT 303	Introduction to Cultural Studies	3
LIT 304	Postcolonial Literature	3
LIT 326	African American Literature	3
LIT 343	Contemporary American Literature	3
LIT 345	Literatures of Diversity	3
LIT 384	Images of Women in Literature AND	3

other choices include LIT topics courses: 342 and 349

**Required Track: Literature or Writing: (12 credits)****Literature Track:**

ENG 393	Internship And THREE 300-level writing courses	1 - 6  9
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OR

**Writing Track:**

ENG 393	Internship THREE 300-level writing courses	1 - 6 9
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**Open Electives - 37-48**

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**Total Credit Hours: 128**

**English and Communications Major, BA**

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**(PLV)**

This major offers students a great deal of flexibility thereby enabling them to design a course of study according to personal interests. It prepares students for a variety of careers such as law, mass communications, video production, and teaching.

**University Core – (44-55)**

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May include the following two major-required courses in Literature: 211 and 212.

**Major Courses – (36-42)**

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**Required Courses: (21-27 Credits)**

LIT 132	Introduction to Literary Studies	3
LIT 211	Literature I	3
LIT 212	Topics in Literature	3
LIT 369		3
LIT	One Genre Course	3



LIT 482	Seminar	3
	OR	
LIT 499	Senior Year Experience: Culture, Creativity, Communication	3
	OR2	
COM 499	Seminar in Communications	3
ENG 393	Internship	1 - 6
ENG 3xx	One Advanced or Creative Writing	3
MCA	One Communications Course	3

For guidance in choosing unspecified courses, please see department chair.

**Major Electives: (15 credits)**

**FIVE** upper-level courses in one or more of the following areas: ENG/JRN/LIT/MCA.

**Open Electives – (37-48)**

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**Total Credit Hours: 128**

**English Language and Literature Major, BA**

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(NYC)

Offers three concentrations in writing, literature, and related disciplines in preparation for a wide variety of careers as well as for graduate study.

**University Core – (44-55)**

**Major Courses – (36)**

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Students choose ONE of three concentrations:

**Concentration In Literature (36)**

LIT 319	Introduction to Literary Studies for Majors	3
	AND	

**ELEVEN 300-level LIT courses as follows: (33)**

Note: This group of eleven 300-level courses must include at least two courses each in British and American Literature and a minimum of two courses each in pre-1800 LIT and post-1800 LIT.

TWO British LIT courses (pre-1800 and/or post-1800)	6
TWO American LIT courses (pre- 1800 and/or post-1800)	6
SEVEN 300-level LIT courses	

The following substitutions are possible:

ONE LIT 211/212 course if not taken for University Core Area credit

and

TWO 300-level ENG courses approved by department advisor.

**Concentration In Writing and Literature (36)**

Note: With department chair's permission a student with a 3.0 QPA and 90 undergraduate credits may

substitute up to six credits of coursework from the Graduate Publishing Program.

	SIX 300-level ENG courses	18
LIT 319	Introduction to Literary Studies for Majors	3

AND

ANY five 300-level LIT courses (15 credits)

**Concentration In Literature And Culture (36)**LIT 303 Introduction to Cultural Studies 3  
AND**FOUR 300-level LIT courses: (12)**LIT 319 Introduction to Literary Studies for Majors 3  
And

LIT 3

LIT 3

LIT 3

**TWO 300-level ENG courses (6)****TWO FSS film courses from the following list: (6)**

FSS 202 History of Film 3

FSS 203 The Art of Film 3

FSS 386 Seminar on Film 3

FSS 383 Theories of Film 3

And

FSS 296 Topic course (3 credits)

**ONE Women's and Gender Studies course from the following list: (3)**

WS 220 The Medieval Woman 3

WS 266 Gender, Race and Class 3

WS 267 Meanings and Models of Motherhood in European History and Literature 6

WS 268 Men and Masculinities 3

WS 269 Lesbians in Literature and Film 3

WS 271 Women in Jeopardy 3

WS 380 Seminar in Feminist Theory 3

**TWO 300-Level Courses from Following List: (6)**

300-level ENG courses, 300-level LIT courses, 300-level FSS courses selected from above FSS list, 300-level WS courses from above WS list.

Note: ONE LIT 211/212 course if not taken for University Core Area credit may be substituted.

**Open Electives – (37-48)****Total Credit Hours: 128****Environmental Science Major, BS****(NYC, PLV)**

This major offers students an interdisciplinary environmental science program within the context of a liberal arts education. Designed for students interested in a scientific perspective on environmental issues, it provides both basic and applied knowledge needed to understand the environment and associated problems. This degree will allow students to continue with advanced studies in a graduate degree program or to enter the job market for environmental science positions.

**University Core – (44-55)**

Includes MAT 131 and CHE 111 as Foundation courses. Also may include various major-required Math and Science courses as Area courses, e.g., three Chemistry courses (CHE 112, 223, and 224) as an in-depth Area sequence and either MAT 141, SCI 145 or 146 as an Area IV course.

*Note: Any of the above major-required Math and Science courses not taken for University Core credit must be taken for Open Elective credit.*

## Major Requirements – (59-76)

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### Biology Courses: (25 credits)

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 205	Concepts of Environmental Science	3
BIO 210	Ecology	4
BIO 221	Botany	4
BIO 490	Introduction to Research in the Biological Sciences	3
BIO 491	Internship in Biology	3

### Environmental Science Courses: (24-27 credits)

Students choose from the following list:

ANT 108	Global Culture and Local Identities	3
BIO 264	Microbiology	4
BIO 322	Animal Behavior	4
BIO 327	Cellular Biochemistry	4
BIO 345	Introduction to Toxicology	3
CHE 221	Analytical Methods and Techniques	4
CHE 224	Organic Chemistry II	5
ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 205	Globalization, Trade and the Environment	3
ENV 296A	Geographical Information Systems in Environmental Science	3
PHI 223	Environmental Ethics	3
SOC 111	Urban Sociology	3
ENV 235	Sustainable Living in Our World	3

### Math and Science Requirements: 10-24

MAT 132	Calculus II	4
CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
SCI 145	Environmental Geology	3
SCI 226	Geographical Information Systems	3

## Open Electives – (4-25)

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Includes any major-required Math and Science courses not taken for University Core Curriculum credit

and

UNV 101 - Freshman Seminar (1 credit).

**Total Credit Hours: 128**

## Environmental Studies Major, BA

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(NYC, PLV)

## University Core – (44-55)

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Includes ENV 222 Principles of Environmental Science (3 credits). Recommended courses are PHI 110 and PHI 115.

Note: Students choosing a concentration in environmental biology also are required to take three science courses (BIO 101 and 102, General Biology I & II - 8 credits and BIO 205, Concept of Environmental Science - 3 credits) for University Core credit and/or Open Elective credit.

## Undergraduate Major Courses – (43-48)

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### Required Major Courses: (36 credits)

ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 112	Environmental Studies- Basic Issues	3
ENV 211	Environmental Assessment	3
ENV 221	Environmental Science: The Web of Life	3
ENV 222	Environmental Chemistry: Principles, Problems and Solutions	3
ENV 380	Junior Year Research Seminar	3
ENV 498	Mentoring Seminar	3
ENV 499	Senior Year Experience in Environmental Issues	3
PHI 223	Environmental Ethics	3
POL 301	Workshop: Community Politics and Environment	3
SCI 145	Environmental Geology	3
ECO 310	Environmental Economics	3

### Required Major Elective Courses: (12 credits)

TWELVE credits of elective courses. Students choose from the following list but should check with program director for possible updates. However, students with a concentration in environmental biology take 7-8 credits of major electives from the Science Elective Group below.

ENV 105	Social Responsibility and the World of Nature	3
ENV 110	Nature and Culture: A Study in Connections	3
ENV 130	The Naturalists	3
ENV 140	Act Locally: Environmental Issues and you	3
ENV 205	Globalization, Trade and the Environment	3
ENV 215	Foundations of Environmental Law for Non-Lawyers	3
ENV 220	Darwin on Ecology	3
ENV 226	Environmental Anthropology	3
ENV 230	Natural Beauty: An Introduction to Environmental Aesthetic	3
ENV 311	Introduction to Environmental Law: History & Development of Environmental Regulations	3
ENV 296F	Topic: An Environmental Study of the Greater New York City Region	3
ENV 296G	Human Ecology	3
ENV 296N	Topic: Darwin's Dangerous Idea: The Nature of Science and the Theory of Evolution	3
BIO 210	Ecology	4
BIO 281	Botany	0 - 4
PHI 290	Philosophical Perspectives on Technology	3
RES 296	Topics in Religious Studies	3
SCI 130	Elements of Environmental Science	3

SCI 226	Geographical Information Systems	3
INT 195	The Hudson River and the American Tide	3
INT 298G	Sacred Knowledge: Finding Common Ground Between Native American Traditions and Western Science	6
INT 396A	Ethical and Economic Challenges of Ecotourism	3

### **SCIENCE Elective Group for Environmental Biology Concentration: (7-8 credits)**

TWO elective courses from the following group:

BIO 215	Urban Ecology	3
BIO 231	Genetics	4
BIO 244	Morphology and Physiology of Plants	0 - 4
SCI 345	Environmental Applications in Geology	4

### **Open Electives – (30-41)**

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Includes UNV 101 - Freshman Seminar (one credit) - for first-year freshmen and

For students with Environmental Biology concentration includes BIO 101, 102 and/or 205 if not taken for University Core credit.

**Total Credit Hours: 128**

### **Film and Screen Studies Major, BA**

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(NYC, PLV)

In this program film is seen as both an object of study and a methodological tool used in a variety of disciplines. Up to 24 credits in this major can be taken from courses offered in other departments, and at least 12 credits must be FSS-headed courses. Up to 21 credits can be "double-counted" towards both the FSS major and a second Dyson major, as long as both are BA degree programs. At least 15 credits must count exclusively for the FSS major (i.e., not counted towards either the University Core or second major). See program director for assistance and approvals.

### **University Core – (44-55)**

### **Film and Screen Studies Major – (36)**

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#### **Required Major Courses: (12 credits)**

FSS 202	History of Film	3
FSS 203	The Art of Film	3
FSS 383	Theories of Film	3
FSS 386	Seminar on Film	3

Note that FSS 386 may be taken for credit more than once, because each semester the course topic differs (to include genres, movements, major figures or periods).

#### **Required Major Electives: (24 credits)**

Unless otherwise noted, electives are three (3) credits each. Students choose electives in FSS and other academic programs but no more than 6 credits in ART or MCA (unless double majoring or minoring in that area).

Close advisement in this program is necessary if double majoring and because each term new film courses are created. For courses not on this list, students must obtain approval from FSS Director.

#### **Approved FSS INT Electives:**

FSS 296A	Topic: Hitchcock	3
FSS 296C	Topic: History of the Documentary	3
FSS 296D	Video I	3
INT 298A	The Biology of Science Fiction Film	6

FSS 393	Internship in Film and Screen Studies	3
FSS 395	Independent Study in Film & Screen Studies 16 mm film production	2 - 3

**Sample list of Approved FSS Film Electives from the following Other Disciplines:**

Anthropology, Art, Communications, English, French, History, Italian, Japanese, Latin American Studies, Literature, Media and Communication Arts, Philosophy, Sociology, Spanish, Theater, Women Studies, Interdisciplinary.

Unless otherwise noted, the following are 3-credit courses:

ANT 101	Introduction to Anthropology	3
ANT 296Q	Topic: Middle East through Film	3
ART 153	Introduction to Photography	3
ART 174	Picturing Art in Film and Video	3
ART 176	Visual Literacy	3
ART 186	Digital Design I	3
ART 228	Photography II: Color	3
ART 245	Art History: History of Photography	3
ART 253	Photography II: Black and White	3
ART 285	2D Animation I	3
ART 287	Digital Design II	3
ART 289	Video I	3
ART 380	Computer Illustration	3
ART 356	Photography III: Experimental Photography	3
ART 385	Advanced Digital Animation	3
COM 114	Introduction to Mass Media	3
COM 239	Milestones in Communication Research	3
COM 245	Communication and Popular Culture	3
COM 296	Topics in Communication	3
COM 297B	Topic: Media and Gender	3
ENG 201	Writing in the Disciplines	3
ENG 396B	Screenwriting	3
FRE 154	Topics from French Literature and Culture in Translation	6
FRE 154F	Topic: The French Speaking World in Film	3
FRE 154W	Topic The Second Sex: Images of Women in Literature and Film	3
FRE 380	Seminar: French Literature and Film (PLV)	3
HIS 296B	Topic: Modern East Asia in Film	3
HIS 296F	Samurai Images Past and Present	3
ITA 154I	Italian Cinema	3
JPN 154	Topic: Modern Japanese Literature and Film in English Translation	3
JPN 154C	Topic: Japanese Culture Through Film	3
LAS 101	The Other "America": Introduction to Latin American Studies	6
LAS 210	Luz, Camara, Accion! : Film as Mirror of Social Change in Latin American History and Culture	6
LIT 211D	The Individual and Society	3
LIT 280	Shakespeare Goes to the Movies	3
LIT 348	Literature and Film	3
LIT 360	Shakespeare on Film	3
LIT 396H	Literature of the Supernatural	3
MCA 220	The Making of a Motion Picture	4
MCA 252	Media Production I	3

MCA 330	Film Noir- The Dark Side of American Cinema	3
MCA 331	Women in American Film	3
MCA 353	Media Production II	3
MCA 354	Producing Corporate Video	3
MCA 356	Digital Editing Workshop I - AVID	4
MCA 357	Careers in Television	3
MCA 360	Screenwriting	4
COM 370	Literature and Film	3
MCA 371	Landmarks in American Film	3
MCA 372	British Film	3
MCA 396B	Topic in Communication: The Great Italian Directors	3
MCA 396L	Topic: Children's Film	3
MCA 396P	Topic: The Film World of Steven Spielberg	3
MCA 396S	Topics in Media and Communication Arts: The Acting Experience for Video	3
MCA 396T	Topic in Media and Communication Arts: The Animated Film	3
MCA 396Y	Topics in Media and Communication Arts: The Movie Remake	3
MCA 397F	Topic: From Script to Screen	3
MCA 499	Seminar	3
MCA 499C	Seminar: The Documentary Film	3
MCA 499F	Seminar in Media and Communications Art: The Science Fiction Film	3
PHI 296E	Topic: Philosophical Themes in Modern Film	3
SOC 118	Sociology Through Film	3
SPA 154G	Topic: Latin American Literature and Film	3
SPA 154V	Latin American Cinema	3
SPA 380C	Seminar: Culture of Spain through Film	3
SPA 480C	Seminar: Love and Repression in Modern Latin American and Caribbean Literature and Film	3
SPA 480F	Topic: Latin American Literature and Film of the 21st Century: The Andean World	3
THR 208	Playwriting	3
THR 357	Acting for Television and Film	3
THR 358	Acting for Television and Film II	3
WS 268	Men and Masculinities	3
WS 269	Lesbians in Literature and Film	3
WS 296A	Queer Cinema	3
WS 296H	Topic: Girls on Film: Cultural Studies in New Wave Feminism	3
WS 296K	Topic: Women and Film, Past and Present	3
WS 296Q	Women in the Arthurian Legends: Medieval to Modern	3
INT 196	Italian Culture and Civilization: Classical-Contemporary	0 - 7
INT 196J	The Sacred and the Secular in East Asia	6
INT 296Q	Topic: The City in Film, Literature and Social Theory	6
INT 297A	Hong Kong and Bollywood: Globalization of Asian Cinema	6

INT 297X	Media and the Politics of War	6
INT 298A	The Biology of Science Fiction Film	6

**Learning Communities:**

ART 186B	Basic Digital Design - Learning Community and	3
ART 145B	Painting I - Learning Community	3
ENG 120K	Critical Writing - Learning Community and	4
CISC 101K	Film and Computing: Real and Virtual Identities	

**Open Electives – (37-48)**

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**Total Credit Hours: 128****Forensic Science Major, BS**

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**(NYC)**

Prepares students for employment in forensic laboratories and criminal investigation units as well as in biological and chemical research and in the pharmaceutical industry. It also prepares students for graduate study in forensic science, biology, chemistry, and biochemistry and for applying to medical and dental schools.

Note: Forensic Science undergraduates interested in the M.S. program in forensic science must apply for acceptance during the first term of their senior year.

**University Core – (44-55)**

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Several core foundation and area requirements are satisfied by the following required Forensic Science major courses: MAT 131 Calculus I; BIO 101 General Biology I; PHY 112 General Physics II; and an in-depth area sequence of BIO 102 General Biology II; BIO 231 Genetics; and BIO 345 Intro to Toxicology.

**Foundation Requirements:**

MAT 131	Calculus I	4
BIO 101	General Biology I	4

**Area of Knowledge Requirements:**

PHY 112	General Physics II	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 345	Introduction to Toxicology	3

**Forensic Major Requirements – (67-85)**

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**Required Major Courses**

The following is a list of all required Forensic Science major courses (85 credits), including courses that can satisfy University core and area requirements and Open Elective credit.

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 231	Genetics	4
BIO 345	Introduction to Toxicology	3
PHY 111	General Physics I	4
PHY 112	General Physics II	4
CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 221	Analytical Methods and Techniques	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 301A	Physical Chemistry I: Thermodynamics (Lecture Only)	3



CHE 302A	Physical Chemistry II (Lecture II)	3
CHE 326	Biochemistry	4
CHE 328	Advanced Biochemistry	3
CHE 331	Instrumental Analysis	4
FOR 251	Basic Criminalistics	3
FOR 252	Crime Scene Processing	3
FOR 337	Forensic Biology	4
FOR 351	Forensic Microscopy	3
FOR 492	Forensic Science Seminar	1
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4
CRJ 161	Criminal Investigation	3

### Open Electives: (1-16)

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Includes UNV 101 - Freshman Seminar (1 credit); CRJ 161 Criminal Investigation (3 credits); and other required major courses if not taken for University core credit.

**Total Credit Hours: 128**

### General Arts and Sciences, AA - 60 Credits

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Dyson College has an Associate in Arts degree program of 60 credits in general arts and sciences that provides students with a college degree option. This program is appealing to students who do not choose to commit to the greater time requirements of a bachelor's degree program and are interested in pursuing a course of study designed according to personal interests and/or career goals.

Note: Because an associate degree does provide a platform from which to launch further study, students interested in transferring academic credits to a bachelor's degree program should choose courses in consultation with a faculty advisor or Dyson Dean's Office advisor.

### University Core – (21-31)

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#### University Core Requirements

*Note: Student may be able to test out of ENG 110 and Second Language requirements.*

CIS 101	Introduction to Computing	3
COM 200	Public Speaking	3
ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
	And	

The following courses: Second language proficiency (0-6 credits), laboratory science course (4 credits )and mathematics course (4 credits).

### Major Requirements – (19)

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#### Concentration (12)

#### Arts and Sciences Electives (7)

### Open Electives – (10 -20)

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**Total Credit Hours: 60**

## Global Asia Studies BA

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This 36-38 credit multidisciplinary major program advances a cross-cultural understanding of Asia and the world and develops bilingual area specialists and professionals for graduate schools, government and international organizations or for employment in a globalized economy.

Students follow one of two tracks: Asian Languages and Cultures or Comparative Asian Studies.

### University Core Credits (44 Minimum Credits)

### Major Requirements - (36-38 credits)

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TRACK I: Asian Languages and Cultures requires completion of 36-38 credits as follows:

Asian Languages Courses (18-20 credits)

Global Asia Topical Courses (9 credits)

Senior Thesis (3 credits)

Elective Course (3 credits)

Research Seminar (3 credits)

OR

TRACK II: Comparative Asian Studies requires completion of 36-38 credits as follows:

Asian Languages Courses (9-11 credits)

Global Asia Topical Courses (18 credits)

Senior Thesis (3 credits)

Elective Course (3 credits)

Research Seminar (3 credits)

### Asian Languages and Cultures Track

TRACK I: Required Asian Languages Courses (18-20 credits) chosen from list below.

TRACK II: Required Asian Languages Courses (9-11 credits) chosen from list below.

CHI 101	Elementary Chinese I (Mandarin)	4
CHI 102	Elementary Chinese II (Mandarin)	4
CHI 263	Chinese for Heritage Speakers	4
CHI 280	Intensive Review of Chinese	3
CHI 283	Intermediate Chinese Conversation	3
CHI 300	Chinese Theater and Culture	3
CHI 301	Advanced Conversation in Chinese	3
CHI 305	Chinese for Professional Communication	3
CHI 380	Chinese Seminar	3
JPN 101	Elementary Japanese I	3
JPN 102	Elementary Japanese II	3
JPN 280	Intensive Review of Japanese	3
JPN 283	Intermediate Japanese Conversation	3
JPN 380	Japanese Seminar: Japanese for Professions	3
JPN 395	Independent Study in Japanese	1 - 9

OR

### Comparative Asian Studies

TRACK I: Required Global Asia Topical Courses (9 credits) chosen from list below.

TRACK II: Required Global Asia Topical Courses (18 credits) chosen from list below.

ART 220	Art History: Aspects of Asian Art	3
COM 213	Intercultural Communication	3
ENG 201	Writing in the Disciplines	3
ECO 374	Rising Powers: China's Economic Growth and Development	3
ECO 375	China's Financial System: Past, Present and Future	3
ECO 396S	Topic: U.S. and China: Economic & Political Relations	3
ECO 396V	Topic: From Wall Street to the Great Wall	3
GLB 101	An Introduction to Global Studies I	3
HIS 241	Modern China	3
HIS 242	Modern Japan	3
HIS 296A	Barbarians and Mandarins: China and Her Inner Asian Neighbor	3
HIS 296B	Topic: Modern East Asia in Film	3
HIS 296E	Topic: Tolstoy, Turks and Taliban: Russia's "Orient"	3
HIS 296U	Topic: Bible and Gun: Christianity in China since 1500	3
HIS 296Y	Topic: History of Non-Violent Activism in Modern Asia	3
HIS 297C	Topic: Rome's Golden Age: The Late Republic and Early Empire	3
HIS 297D	Topic: Wars in the Asia-Pacific	3
HIS 297F	Topic: Of Swords and Cherry Blossoms: Samurai Images Past and Present	3
HIS 340	Chinese Cultural Tradition	3
INT 196J	The Sacred and the Secular in East Asia	6
INT 297A	Hong Kong and Bollywood: Globalization of Asian Cinema	6
LIT 211D	The Individual and Society	3
LIT 211F	Worlds In Literature: The Asian Diaspora	3
LIT 345	Literatures of Diversity	3
RES 202	Great Ideas in Eastern Religious Thought	3
RES 296	Topics in Religious Studies	3

Note: students interested in a following topic course should check with the Global Asia Major program director about possible availability:

COM 296 topic course: Cinema from the Margins; ECO 300 topic course: Political Economy of Developing Nations; HIS 297 topic course: Screening the Nation: Nationalism in Chinese Cinemas; LIT 200 topic course: Raise the Red Lantern: Chinese Film and Literature in Translation.

### Other Major Requirements

**ONE Elective Course:** required for both tracks (3 credits) from either the Asian Languages course list or the Global Asia Topical course list.

and

**ONE Senior Thesis:** required for both tracks (3 credits). All GLB majors must complete a research project (thesis) of their own choice in consultation with the faculty specialists in the program.

and

**ONE Research Seminar:** required for both tracks (3 credits) chosen from the list below.

COM 312	Introduction to Cultural Studies	3
HIS 380	Seminar on Historiography	3
LIT 329	Literary Theory and Criticism	3
WS 380	Seminar in Feminist Theory	3

OR

GLB 400-level Asia Seminar (3 credits)

**Open Electives (35-48 credits)**

Includes UNV 101 - Freshman Seminar ( 1 credit) required of first-year freshman students.

**Global Professional Studies Major, BA**

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**(PLV)**

This major is interdisciplinary, with requirements that include the following three groups of courses:

GPS cross-listed ECO, HIS, and POL courses

Business courses

Concentration in either ECO, HIS or POL

**Students interested in double-majoring must seek the guidance of a department program advisor and Dyson College Dean's Office advisor.**

**University Core - (44-55)**

**Major Requirements (68-69)**

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**GPS Cross-Listed Courses 27 credits**

SIX GPS Cross-Listed Courses (TWO ECO, TWO HIS, and TWO POL) from following lists (18 credits):

*Two ECO (6 credits):*

106, 272, 296D, 296E, 296T, 296Y, 296W, 305, 310, 359, 360, 362, 362, 364, 375, 396F

*Two HIS (6 credits):* 107, 108, 114R, 119, 131, 132, 134, 213, 216, 241, 242

*Two POL (6 credits):* 111, 247, 256, 297

AND

THREE GPS Cross-Listed Courses approved by program advisor (9 credits):

*One Leadership course (3 credits)*

*One Travel Course or Internship Course (3 credits)*

*One Senior Seminar/Capstone Course (3 credits)*

**Business Course Requirements - 17-18 credits**

ACC 203	Financial Accounting	4
ECO 105	Principles of Economics: Macroeconomics	3
MAT 117	Elementary Statistics	4
MGT 250	Managerial and Organizational Concepts	3

AND

ONE Business course from following list: ACC 204, BUS 150, FIN 260, MAR 250, MGT 230 (3-4 credits).

**ONE of Three Required Concentrations (24 credits)**

Students choose ONE CONCENTRATION: ECO, HIS, or POL (24 credits)

**ECO Concentration**

ECO 106	Principles of Economics: Microeconomics	3
ECO 230	Intermediate Macroeconomics	3
ECO 234	Intermediate Microeconomics	3
ECO 238	Money and Banking	3
ECO 240	Quantitative Analysis and Forecasting	3
ECO 360	International Economics	3
	AND	

TWO approved GPS cross-listed ECO courses (6 credits).

**HIS Concentration**

HIS 108	World History After 1650	3
HIS 134	Modern Latin America	3
HIS 241	Modern China	3
HIS 242	Modern Japan	3
HIS 380	Seminar on Historiography	3
	AND	

THREE approved GPS cross-listed HIS courses (9 credits)

**POL Concentration**

POL 114	Introduction to International Relations	3
POL 210	Comparative Political Systems	3
POL 213	Twenty-First Century Politics	3
POL 233	Advanced International Relations	3
POL 296J	Topic: Ethnic Conflict and Nationalism	3
POL 303	Political Workshop	3
	AND	

TWO more approved GPS cross-listed POL courses, e.g., "Revolution and Terrorism" and "Intro to Intergovernmental Organizations (6 cred.)

**Open Electives - (16-27)**

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UNV 101

**Total Credit Hours: 128**

**History Major, BA**

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**(NYC, PLV)**

Provides students with an excellent preparation for law school, graduate work, teaching, and a variety of private and public service positions.

**University Core – (44-55)**

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May include two history courses. One each from two Area of Knowledge groups: Western Heritage American or European (choose from HIS 111-113, HIS 103, HIS 104, NYC 115) and World Traditions and Cultures Non-Western (choose from HIS 119, HIS 131, HIS 132, HIS 134).

## Major Requirements – (42)

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### Required Major Courses: (6 credits)

HIS 380	Seminar on Historiography	3
HIS 499	Senior Year Experience in History	3

### Required Major Electives: (36 credits)

#### TWO courses each from three historical fields:

Non-Western, Western Heritage American, and Western Heritage European, counting two courses if taken to satisfy University Core requirements (18 credits).

#### Non-Western History

HIS 107	World Civilization I	3
HIS 108	World History After 1650	3
HIS 119	The Middle East: An Historical Survey	3
HIS 131	The Asian World: A Historical Survey	3
HIS 132	Africa: An Historical Survey	3
HIS 133	Latin America: The Colonial Era	3
HIS 134	Modern Latin America	3
HIS 202	Modern Britain	3
HIS 216	History of Human Rights	3
HIS 217	Modern East Asia in Film	3
HIS 218	Nonviolent Activism in Modern Asia	3
HIS 220	Modern Islamic World: 1850-Present	3
HIS 223	Discrimination, Integration and Assimilation: Global Jewish Experience	3
HIS 231	Latin America: Century of Social Change and Revolution	3
HIS 239	Wars in the Asia-Pacific	3
HIS 241	Modern China	3
HIS 242	Modern Japan	3
HIS 243	Service and Study in Latin America	3
HIS 270	History of Modern South Africa	3
HIS 274	History of North Africa After 1800	3
HIS 275	Modern History of Afghanistan, Iraq and Iran	3

Other Available choices include the following:

Topic courses in Non-Western History, e.g., HIS 196 and History 296 topic courses (3 credits)

and

Equivalent Learning Community (LC) courses (3-6 credits)

#### Western Heritage American History

HIS 111	American Civilization to 1877	3
HIS 112	American Civilization Since 1877	3
HIS 113	Topic Course Series	
HIS 215	American Social and Cultural History	3
HIS 256	American Colonial History	3
HIS 259	The American Revolution	3
HIS 260	Constitutional History of the United States	3
HIS 264	History of the American Presidency 1900 - Present	3
HIS 265	American Urban History	3
HIS 267	Heroes, Villains and Just Plain Folks: A Biographical Perspective on	3 - 4

	American History	
HIS 269	Recent United States History	3
HIS 271	Culture and History of Black America	3
HIS 273	Ethnic and Racial History of the United States	3
HIS 280	History of American Women	3
HIS 297L	Topic: The American Civil War	3
HIS 302	African-American History Since 1910	3
HIS 310	United States in the Era of Franklin D. Roosevelt, 1929-1945	3
HIS 321	Economic History of the US	3
HIS 366	History of New York City	3
HIS 367	History and Geography of New York	3

or equivalent learning community or topics course

**Western Heritage European History (6 credits)**

HIS 103	History of Western Civilization 1300-1815	3
HIS 104	History of Western Civilization 1815 to Present	3
HIS 114	Topic Course Series	
HIS 202	Modern Britain	3
HIS 203	Rome's Golden Age: The Late Republic and Early Empire	3
HIS 205	The Crusades	3
HIS 206	European History: Witches, Wizards and the Rise of Scientific Thought	3
HIS 207	Europe Since World War I	3
HIS 210	Germany and Central Europe Since 1848	3
HIS 213	Modern Russia	3
HIS 225	The World of the Middle Ages: Byzantium	3
HIS 226	The World of the Middle Ages: The West	3
HIS 281	European Women and Social Change	3
HIS 330	Barbarian Europe: 300 - 1000 A.D.	3

or equivalent learning community or topics course.

**ONE History course from any field based on race, gender, or class (3 credits)**

HIS 133	Latin America: The Colonial Era	3
HIS 216	History of Human Rights	3
HIS 223	Discrimination, Integration and Assimilation: Global Jewish Experience	3
HIS 231	Latin America: Century of Social Change and Revolution	3
HIS 268	American Labor History	3
HIS 271	Culture and History of Black America	3
HIS 273	Ethnic and Racial History of the United States	3
HIS 280	History of American Women	3
HIS 281	European Women and Social Change	3
HIS 302	African-American History Since 1910	3

**ONE 300-level History course but excluding 380 (3 credits)**

**FOUR History courses at 200 or 300-level: (12 credits)**

### **Open Electives – (31-42)**

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**Total Credit Hours: 128**

## **Language, Culture and World Trade Major, BA**

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**(NYC)**

This interdisciplinary program blends theory and practice and features three major components: a major in a foreign language and culture (French, Italian, Russian, or Spanish); a professional concentration in one of four areas of international enterprise; and a required capstone course and an internship. It prepares students for graduate school in foreign languages or employment in international corporations including travel and tourism, media and entertainment, diplomacy, banking and transportation.

### **University Core – (44-55)**

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Must include ECO 105. For major-appropriate specific core requirements in history, social sciences and religious studies, students meet with Department of Modern Languages and Cultures advisor for approval.

### **Major Requirements – (42-43)**

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#### **Required Courses: (9 credits)**

DYS 499B	Senior Year Experience in Modern Languages and Cultures	3
ECO 106	Principles of Economics: Microeconomics	3
	And	

ONE internship (3 credits)

#### **Required Electives: (36-37 credits)**

#### **EIGHT Upper-Level Courses: (24 credits)**

At least six of these courses must be 300-level and in French, Italian, Russian or Spanish.

#### **ONE Required Professional Track: (12-13 credits)**

Students choose one of the following tracks:

- 1. World Trade Track:** MAR 351 and MGT 240 and 2 approved courses
- 2. International Banking & Economic Policy Track:** ECO 238 and 362 and 2 approved courses
- 3. Diplomacy Track:** LAW 325 and POL 114 and 2 approved courses
- 4. International Travel Industry Track:** MGT 307 and 308 and 2 approved courses

Students choose one track, each with two specified courses and two department-approved ones:

- 1. World Trade Track:** MAR 351 and MGT 240
- 2. International Banking & Economic Policy Track:** ECO 238 and 362
- 3. Diplomacy Track:** LAW 325 and POL 114
- 4. International Travel Industry Track:** MGT 307 and 308

### **Open Electives – (30-42)**

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#### **Includes following required Auxiliary Courses:**

Note that these courses may be taken for core curriculum and/or open elective credit.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 360	International Economics	3



MAR 250	Principles of Marketing	3
MAT 117	Elementary Statistics	4
MGT 250	Managerial and Organizational Concepts	3
LAW 101	Business Law I	3
RES 106	Religions of the Globe	3

**Total Credit Hours: 128**

## Latin American Studies Major, BA

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(NYC)

Latin American Studies (LAS) is an interdisciplinary program of course offerings from eight liberal arts and social science departments. Its purpose is the development of versatile bilingual professionals and area specialists who are equipped to meet the challenges of globalization, including a complex economy for which specialization in a single, technical field is insufficient. To complete this 36-credit major, students select courses from various subject areas: Language Proficiency, History, Literature, Culture, Economy, and Society.

**Note:** Students wishing to double major may share a maximum of credits in a second Dyson BA major as follows: Modern Languages & Cultures (21); Language, Culture & World Trade (21); History (15); Economics (6).

### University Core – (44-55)

### Latin American Studies Major – (36)

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#### Required Major Courses: (6 credits)

LAS 101	The Other "America": Introduction to Latin American Studies	6
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#### Major Electives: (30 credits)

##### Language Proficiency (6 credits)

Prerequisite: SPA 101 and SPA 102 or equivalent.

Two 3-credit courses:

SPA 263	Spanish for Native Speakers	3
SPA 280	Intensive Review of Spanish	3
SPA 283	Intermediate Spanish Conversation	3
SPA 284	Intermediate Spanish Composition	3

##### History (6 credits)

Two 3-credit courses or one 6-credit course:

HIS 133	Latin America: The Colonial Era	3
HIS 134	Modern Latin America	3
HIS 231	Latin America: Century of Social Change and Revolution	3
HIS 234	South American Colossus: The History of Modern Brazil	3
HIS 243	Service and Study in Latin America	3
LAS 201	Latin America: The Caribbean and the World	6
LAS 210	Luz, Camara, Accion! : Film as Mirror of Social Change in Latin American History and Culture	6
LAS 230	"So Far from God; So Close to Uncle Sam." Modern Mexico in History and Literature	6
LAS 250	History and Environmental Policy: The Case of the South American Rain Forest	3

##### Literature (6 credits)

Two 3-credit courses or one 6-credit course:

LAS 150	Modern Latin American Divas: Female Political, Social and Cultural Leadership in the Republican Era	6
LAS 220	Caribbean Transnational Cultures: The History, Literature and Film of the Spanish Caribbean	6
LIT 211J	American Voices	3
POR 154A	Topic: Contemporary Brazilian Literature and Culture	3
SPA 154R	Topic: Borders of Latino/a Identity: An Introduction to Latino/a Literature and Culture of the US	3
SPA 154S	Perspectives on America: The Experience of Latina Writers	3
SPA 319	Masterpieces of Spanish American Literature I	3
SPA 320	Masterpieces of Spanish American Literature II: Dictatorships	3
SPA 321	Literature and Culture of Puerto Rico and the Caribbean	3
SPA 323	Modern Latin American Prose	3
SPA 344	The Short Story and Essay in Spanish America	3
SPA 346	Hispanic Literature and Culture in the United States	3
SPA 480C	Seminar: Love and Repression in Modern Latin American and Caribbean Literature and Film	3
SPA 480D	Magical Realism in Latin American Literature and Cinema	3
SPA 480F	Topic: Latin American Literature and Film of the 21st Century: The Andean World	3

**Culture (3 credits)**

One 3-credit course:

ANT 296H	Traditional and Modern Cultures of Latin America	3
ANT 296K	Topic: Latino Families in Cross Cultural Perspectives	3
ART 214	Art History: Modern Art	3
SPA 154N	Topic: Hispanic Cultural Experiences in New York City	3
SPA 154Q	Topic: Negotiating Border Lines - Latino Films of the United States	3
SPA 154V	Latin American Cinema	3
SPA 311	Introduction to Latin American Culture	3
SPA 345	Latin American Theatre	3
SPA 347	The Culture of Mexico	3

**Society, the Economy, and Civic Engagement (6 credits)**

Two 3-credit courses or one 6-credit course:

ANT 296K	Topic: Latino Families in Cross Cultural Perspectives	3
ECO 359	Political Economy of Developing Nations	3
HIS 243	Service and Study in Latin America	3
LAS 201	Latin America: The Caribbean and the World	6
LAS 250	History and Environmental Policy: The Case of the South American	3

LAS 296A	Rain Forest Latin Immigration to the USA: Perspectives on the United States'	3
PSY 296G	Largest Ethnic Minority Topics: Under the Radar- Seldom- Talked-About Addictions	3

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### One Additional Elective (3)

Any 3-credit course not already taken from above groups.

### Open Electives – (37-48)

May include one or two highly recommended Political Science courses: POL 101 and/or 102.

**Total Credit Hours: 128**

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## Liberal Studies Major, BA

### (NYC, PLV)

Liberal Studies is an interdisciplinary program of 120 credits in two-three arts and/or sciences academic disciplines as determined by student interest and advisement. It is appealing to upper-level transfer students and particularly to adult students interested in the possibility of applying Experiential Learning credits towards their degree\*. Sample concentrations are Communications and Literature; Criminal Justice and Sociology; and General Liberal Studies. The latter concentration is particularly flexible because it can be built around a theme of the student's choosing, such as American studies; government; and philosophy and religious studies.

When choosing a concentration, the student works closely with advisers from the Dyson College of Arts and Sciences in order to construct a meaningful and coherent educational experience. Note that many courses applicable to the Liberal Studies major are offered online, though students are free to choose online or on-site ones.

\*Note: Up to 36 Experiential Learning credits may be applied toward the degree. Students interested in applying such credits take INT 196B Portfolio Assessment (2 credits) as part of their Open Elective credits.

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### University Core – (44)

#### Foundation Courses: (9-12 Credits)

ONE Writing Course	3-4
ONE Math Course	3-4
ONE Capstone/senior year experience course in the major	3-4

#### Arts and Science Courses (32-35)

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### Interdisciplinary Major - (32-33)

TWO to THREE liberal arts and/or sciences disciplines:

*At least half of these major interdisciplinary credits must be taken at Pace University, and courses must be at 200-level or higher (although up to three courses with faculty approval may be at a lower level).*

#### Main Discipline (20 credits)

#### Second Discipline (6-12)

#### Third Discipline (0-6)

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### Open Electives – (27-28)

Includes INT 196B Portfolio Assessment (2 cred.) needed to determine acceptability of any Experiential Learning credits.

**Total Credit Hours: 120**

## Mathematics Major, BA

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### (NYC, PLV)

A generalized program that enables students to develop a variety of skills. It allows students to double major or select up to two minors.

### University Core – (44-55)

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MAT 131 Calculus I (4 credits) may be used to satisfy Math core requirement; otherwise it must be taken for major credit.

### Major Courses – (37)

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#### Required Major Courses:

MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4
MAT 236	Multivariable Calculus	4
MAT 238	Linear Algebra	4
MAT 253	Differential Equations	4
MAT 301	Algebraic Structures	3
MAT 305	Complex Variables	3
	OR	
MAT 311	Real Analysis	3

#### PLV STUDENTS ONLY:

MAT 137 (4 credits)

and

MAT 400 (3 credits)

#### NYC STUDENTS ONLY:

MAT 233 (4 credits)

and

MAT 490 (1 credit)

and

MAT 491 (2 credits)

### Open Electives – (36-47)

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**Total Credit Hours: 128**

## Mathematics Major, BS

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(PLV, NYC)

The BS program in Mathematics is a specialized program that helps prepare students for employment in quantitative or technical fields (such as actuarial science, computer science, finance, operations research, statistics, and science) or for graduate study.

### University Core – (44-55)

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MAT 131 Calculus I (4 credits) may be used to satisfy Math core requirement; otherwise it must be taken for major credit.

## Major Courses – (46-48)

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### Required Major Courses: (40 Credits)

MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4
MAT 236	Multivariable Calculus	4
MAT 238	Linear Algebra	4
MAT 253	Differential Equations	4
MAT 301	Algebraic Structures	3
MAT 305	Complex Variables	3
MAT 311	Real Analysis	3

AND

### NYC students only:

MAT 233 (4 credits)

MAT 490 (1 credit)

MAT 491 (2 credits)

### PLV students only:

MAT 137 (4 credits)

MAT 400 (3 credits)

### Required Major Electives: (6-8)

TWO approved mathematics courses 200-level or higher.

## Open Electives – (25-38)

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**Total Credit Hours: 128**

## Modern Languages and Cultures Major, BA

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(NYC)

This program is designed for students who wish to acquire linguistic, cultural, and literary skills in one or two foreign languages. Instead of a second language, they may choose from among four interdisciplinary area studies tracks. This program prepares students for graduate school in foreign languages or for employment in the fields of travel and tourism, media and entertainment, diplomacy, teaching, and public service.

## University Core – (44-55)

### Major Courses – (39)

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#### EIGHT 300-level courses (24 credits)

Either in French, Italian, Russian, or Spanish:

#### FOUR courses in one of the following tracks (12 credits)

- Second Language Track (Arabic, Chinese, French, Italian, Japanese, Portuguese, Russian, or Spanish) on any level.
- Italian Studies Track.
- Francophone Studies Track.
- Hispanic Studies Track.
- Slavic Studies Track

**Additional major course required (3 credits)**

DYS 499B	Senior Year Experience in Modern Languages and Cultures	3
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### Open Electives – (34-45)

**Total Credit Hours: 128**

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### Musical Theater Major, BFA

(NYC)

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### University Core Curriculum – (44 minimum)

*May include In-Depth Sequence of required DANCE courses (13 credits).*

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### Major Requirements – (80 Credits)

#### Required Theater & Technical Courses: (48 credits)

PAMT 111	Musical Theater Acting I	3
PAMT 112	Musical Theater Acting II	3
PAMT 211	Acting III for Musical Theatre	2
PAMT 212	Acting IV for Musical Theatre	2
PAMT 311	Acting V for Musical Theatre	2
PAMT 312	Acting VI for Musical Theatre	2
PAMT 411	Acting for Television and Film I	2
PAMT 412	Acting for Television and Film II	2
PAMT 121	Fundamentals of Music I for Musical Theatre Majors	3
PAMT 122	Fundamentals of Music II	3
PAMT 241	Script and Score Analysis for the Musical Theatre Performer	3
PAMT 221	Musical Theatre History and Repertoire I	2
PAMT 222	Musical Theatre History and Repertoire II	2
PAMT 223	Musical Theatre Technique I	3
PAMT 321	Musical Theatre Technique II	3
PAMT 322	Musical Theatre Scene Study	2
PAMT 421	Musical Theatre Audition Technique	3
PAMT 422	The Industry for BFA Musical Theatre	3
PAMT 499	Senior Showcase for Musical Theatre	3

#### Required Private Voice Lessons: 8 credits

PAMT 131	Individualized Voice Lessons I	1
PAMT 132	Individualized Voice Lessons II	1
PAMT 231	Individualized Voice Lesson III	1
PAMT 232	Individualized Voice Lessons IV	1
PAMT 331	Individualized Voice Lesson V	1
PAMT 332	Individualized Voice Lessons VI	1
PAMT 431	Individualized Voice Lessons VII	1
PAMT 432	Individualized Voice Lessons VIII	1

#### Required Dance Courses: (23 credits)

PAGE 150	Ballet I	3
PAGE 151	Ballet II	3
PAGE 152	Jazz I	3
PAGE 153	Jazz 2	3
PAGE 154	Jazz 3	3
PAGE 156	Theater Dance 2	2

PAGE 157	Tap Dance I	2
PAGE 159	Dance Styles I	2

and

One PAGE Dance course of student's choosing (2 credits)

#### Required Seminar: (1 credit)

PAMT 199	Freshman Seminar	1
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#### Open Electives - (4-15 Credits)

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Must include UNV 101 (1 credit).

**Total Credit Hours: 128**

### Personality and Social Psychology Major, BA

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(PLV)

#### University Core Curriculum – (44-55)

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##### Core must include

PSY 112	Introduction to Psychology	4
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#### Major Requirements – (47)

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##### Required Major Courses: (29 credits)

PSY 243	Applied Social Psychology	3
PSY 205	Statistics in Psychology and Allied Fields	4
PSY 304	Social Psychology	4
PSY 307	Psychology of Personality	3
PSY 375	Lifespan Development Psychology	4
PSY 380	Experimental Psychology I	4
PSY 381	Experimental Psychology II	4
SOC 323	Social Theories	3

##### Required Major Electives: (18 credits)

At least SIX of the following courses:

PSY 201	Psychology of Business and Industry	3 - 4
PSY 206	Psychology and Law	3
PSY 209	Health Psychology	3
PSY 215	Psychology of Cultural Diversity	3
PSY 227	Psychology of Women	3
PSY 240	Positive Psychology and Happiness	3
PSY 257	Sports Psychology	3 - 4
PSY 258	Forensic Psychology	3
PSY 277	Evolutionary Psychology	3
PSY 278	Environmental Psychology	3
PSY 499	Senior Year Experience in Human Relations and Psychology	3
SOC 215	Sociology of the Family	3

**Open Electives – (37-48)**

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Includes UNV 101 - Freshman Seminar for first-year freshman students and PSY 112 - Intro to Psychology (4 credits) if not taken for University Core credit.

**Total Credit Hours: 128**

**Philosophy and Religious Studies Major, BA**

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(NYC)

Prepares students for graduate school in philosophy or religious studies, for law school, or for employment or study in any field requiring strong analytical and interpretive skills.

**University Core – (44-55)****Major Courses – (39)**

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At least 12 credits each in PHI & RS.

**Required Major Courses: (24 credits)**

PHI 113	Ancient Philosophy	3
PHI 116	Modern Philosophy	3
PHI 253	Logic	3
RES 202	Great Ideas in Eastern Religious Thought	3
RES 231	The Bible: Hebrew Scriptures (Old Testament)	3
	OR	
RES 232	The Bible: Christian Scriptures (New Testament)	3
PHI 355	Ethical Theories	3
PHI 357	Philosophy of Religion	3
	And	

ONE Senior Year Experience course (3 credits): either PHI 499 or RES 499.

**Required Major Electives: (15 credits)**

FIVE advisor-approved courses, three in Philosophy and two in Religious Studies, chosen from the following group:

PHI 217	Existentialism	3
PHI 218	Legal and Political Philosophy	3
PHI 223	Environmental Ethics	3
PHI 224	Medieval Philosophy	3
PHI 225	Contemporary Philosophy	3
PHI 256	Philosophy of Art: Aesthetics	3
PHI 260	Business Ethics	3
PHI 289	Political Philosophy from Machiavelli to Marx	3
PHI 296	Special Topics in Philosophy	3
PHI 305	Symbolic Logic	3
PHI 395	Independent Study in Philosophy	1 - 9
RES 201	Great Ideas in Western Religious Thought	3
RES 231	The Bible: Hebrew Scriptures (Old Testament)	3
RES 232	The Bible: Christian Scriptures (New Testament)	3
RES 240	The World Religions and the Natural Environment	3
RES 296	Topics in Religious Studies	3
RES 395	Independent Study in Religious Studies	1 - 9



**Open Electives – (45-56)**

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**Total Credit Hours: 128****Physics Major, BS**

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**(PLV)**

Prepares students for graduate school and for entry-level employment in this field.

**University Core Curriculum – (44-55)**

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Includes as many as 28 credits of Major-Required Math and Science Courses listed below, with three of the Mathematics courses taken as an in-depth sequence.

**Required Math and Science Courses**

If not taken for University Core Curriculum credit, these required courses must be taken for Open Elective credit.

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 236	Multivariable Calculus	4
MAT 238	Linear Algebra	4
MAT 253	Differential Equations	4

**Major Requirements – (44-46)**

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**Required Major Courses: (38 credits)**

PHY 111	General Physics I	4
PHY 112	General Physics II	4
PHY 215	Thermodynamics and Quantum Theory	4
PHY 231	Electromagnetism I	4
PHY 232	Electromagnetism II	3
PHY 235	Mechanics	4
PHY 296	Topics in Physics	3
PHY 311	Optics	4
PHY 335	Quantum Mechanics	4
PHY 352	Thermal Physics	3
PHY 390	Physics Seminar I	1

**TWO Approved Advanced Physics Elective: (6-8 credits)****Open Electives - (29-40)**

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Includes UNV 101 - Freshman Seminar - required of first-year freshman students and any Required Math and Science courses not taken for University Core credit.

**Total Credit Hours: 128****Political Science Major, BA**

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**(NY, PLV)**

Prepares students for careers and graduate study in political science, international relations, law, public policy advocacy, and public administration, as well as for other opportunities in private, public, and nonprofit sectors that utilize skills involving civic competency, leadership, decision making, and negotiation.

**University Core – (44-55)**

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See program advisor for recommended Area courses.

## Major Courses – (33)

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### Required Major Courses: (24 credits)

TWO 100-level and THREE 200-level courses, with at least one course from each of four subfields listed below (15 credits):

#### Comparative Politics

POL 101	Politics: Comparative Introduction	3
POL 210	Comparative Political Systems	3
POL 214	Revolution or Reform	3

#### Political Theory

POL 102	Public Myth and Ideologies	3
POL 218	Political Science and Economic Thought	3
POL 241	Classical Political Thought	3
POL 242	Medieval Political Theory	3
POL 243	Modern Political Theory	3
POL 244	American Political Thought	3
POL 249	Feminist Political Theory	3

#### American Politics and Public Policy

POL 111	American Government and Political Institutions	3
POL 118	State and Local Government	3
POL 220	Political Parties and Interest Groups	3
POL 222	Issues in Public Policy	3
POL 244	American Political Thought	3
POL 245	Politics and Media	3
POL 224	Public Opinion and Polling Methods	3

#### International Relations

POL 114	Introduction to International Relations	3
POL 213	Twenty-First Century Politics	3
POL 219	International Political Economy and Globalization	3
POL 233	Advanced International Relations	3
POL 247	International Law and Human Rights	3
POL 202F	Topic: Introduction to International Organizations	3

### AND Three Workshop or Topics Courses: (9 credits)

Choose from POL 296/297 Topics courses or POL 301/302/303 Workshop courses. See adviser for guidance.

Note: No more than nine credits of Model UN courses of POL 303A/303C may be counted toward this major, and these courses are restricted to sophomores and above students.

### Required Major Electives: (9 credits)

THREE additional POL courses chosen in consultation with major adviser. No more than six credits in internships and independent study may count toward the major.

## Open Electives – (40-51)

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**Total Credit Hours: 128**

## Production and Design for Stage and Screen BFA

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## University Core – (44-55)

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Area courses include Major-required In-depth Sequence (9 credits) of three ART courses: 140, 169, and 186.

## Major Requirements (78 credits)

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### Required Major Core Courses (54 Credits)

PAPD 100	Story Structure	3
PAPD 101	Creativity Collaborative for Production and Design	3
PAPD 102	Fundamentals of Design	3
PAPD 110	Fundamentals Scenery and Stagecraft	3
PAPD 120	Fundamentals of Costume	3
PAPD 130	Fundamentals of Stage Lighting	3
PAPD 140	Fundamentals: Sound and Story	3
PAPD 211	Scenic Design I	3
PAPD 221	Costume Design I	3
PAPD 231	Lighting Design I	3
PAPD 251	History of Costume and Decor I	3
PAPD 271	Drafting I	3
PAPD 272	Drafting II	3
PAPD 260	Acting for Production and Design	3
PAPD 352	Theater History for Designers	3
PAPD 453	History of Cinema for Designers	3
PAPD 471	Industry for Prdctn & Design	3
PAPD 472	Seminar and Portfolio	3
PAGE 100	Fall Production Crew	
PAGE 101	Spring Production Crew	

### Required Theater Electives (24 Credits)

Students choose 24 credits of course work from the following list:

PAPD 273	Scenic and Costume Practicum I	1
PAPD 274	Lighting and Sound Practicum I	1
PAPD 373	Scenic and Costume Practicum II	1
PAPD 374	Lighting and Sound Practicum II	1
PAPD 473	Scenic and Costume Practicum III	1
PAPD 474	Lighting and Sound Practicum III	1
PAPD 311	Scenic Design II	3
PAPD 312	Scenic Design for Film and Television	3
PAPD 321	Costume Design II	3
PAPD 322	Costume Design for Film and Television	3
PAPD 331	Lighting Design II	3
PAPD 332	Lighting Design for Film and Television	3
PAPD 341	Sound Design II	3
PAPD 342	Sound Design for Film and Television	3
PAPD 351	History of Costume and Decor II	3
PAPD 371	Scene Painting I	3
PAPD 413	Advanced Scenic and Costume Design	3
PAPD 433	Adv Lighting and Sound Design	3
PAPD 434	Projection Design	3

and

one course in Advanced Stagecraft/Costume Construction (3 credits)

### Open Electives (6-17 Credits)

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**Total Credit Hours: 128**

## Professional Communication Studies, BS: (120 credit Program)

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### (NYC, PLV)

The BS in Professional Communication Studies is an accelerated online completion degree program designed to prepare students for successful professional careers in the field of communication. This interdisciplinary major includes courses in business, communication, and computer science. It is an innovative degree program for adult students who have experience in the workplace and have an associate AS or AA degree or the equivalent (60-64 credits).

The program is supported by Dyson College and Pace University's Office of Adult and Continuing Education, which has traditionally been responsible for assisting the undergraduate student, evaluating prior college-level credit and evaluating life experience for academic credit. For more information on this program, please visit our Web Site at <http://online.pace.edu>, call 212-346-1324 or email [adultdegrees@pace.edu](mailto:adultdegrees@pace.edu).

### Transfer Credits – (60-64)

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The total number of credits required to complete the degree is 120. The curriculum below contains 60 credits. Students transferring in less than 60 credits will need to take additional arts and sciences credits at Pace to fulfill the 120 credits.

### Organizational Communication Concentration – (44)

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#### Required Concentration Courses

Student meets with program coordinator for guidance in selecting appropriate Concentration electives.

AIT 103	Online Seminar	1
AIT 107	Computer Applications for Telecommunications	4
CIT 231	Web Authoring and Digital Media	4
COM 210	Introduction to Mass Media - Accelerated Bachelor's Degree Completion Program	4
COM 260	Pragmatic Communication	4
COM 300	Organizational Communication	4
COM 361	Interpersonal Communication Among Cultures	4
ENG 201	Writing in the Disciplines	3
MCA 221	Professional Communication	4
PAA 101	Public Administration and Its Environment	4

One approved MCA course in Public Relations (4)

AND

One Approved Elective (4)

### Required Electives – (20)

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Student meets with program coordinator for guidance in selecting appropriate courses to fulfill the program's required Liberal Arts and/or Science electives.

#### Recommended Liberal Arts and/or Science Electives

HIS 113	The American Experience: Changing Roles of Women	
PAA 102	Organizational Planning and Budget Process	4
PSY 260	Critical Thinking and Problem Solving	4
SCI 230	Environmental Science	4

AND

One additional Elective (4)

**Total Credit Hours: 120**

## Professional Studies Major, BS

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### (NYC, PLV)

Designed to meet the needs of adult students, this degree program provides flexibility in scheduling, including a number of online courses using Web-based instruction. Additionally, it offers students the opportunity to transfer in a large number of credits earned at other institutions and also to receive up to 36 Experiential credits for knowledge accumulated as a result of life experience that can be demonstrated, documented, evaluated, and deemed to be in accordance with the curriculum and standards of the University.

For further information on this program, please consult the academic advisor in the Office of the Dean, Dyson College of Arts and Sciences.

### University Core Curriculum – (44-55)

### Interdisciplinary Major – (36)

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Students choose two disciplines:

**ONE liberal arts or science discipline: (24 credits)**

**One other discipline either from a professional school or another liberal arts or science discipline (12 credits)**

### Open Elective Courses – (48-59)

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**Total Credit Hours: 128**

## Psychology Major, BA

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### (NYC, PLV)

This major prepares students for graduate school in both research and applied psychology and for entry-level employment in many fields of human services.

### University Core – (44-55)

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#### Core must include

PSY 112	Introduction to Psychology	4
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### Major Courses – (43-48)

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PLV program: 43 credits

NYC program: 44-48 credits

#### Required Courses: (28-32 credits)

NYC required courses include *both* PSY 315 and PSY 375: (32 credits)

PLV required courses include PSY 315 *or* PSY 323 and not PSY 375: (28 credits)

PSY 205	Statistics in Psychology and Allied Fields	4
PSY 304	Social Psychology	4
PSY 308	History of Psychology	4
PSY 311	Biological Psychology	4
PSY 315	Cognitive Psychology	4
PSY 375	Lifespan Development Psychology	4
PSY 323	Psychology of Learning	3
PSY 380	Experimental Psychology I	4
PSY 381	Experimental Psychology II	4

#### Required Major Electives: (12-16 credits)

*NYC major:* Takes 4-5 approved **Group I/II** PSY courses on department list, at least 3 of them from Group I (12-16 credits).

*PLV major:* Takes **any** 4-5 200/300-level PSY courses (15 credits).

### Open Electives - (41-52)

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NYC major: Takes 24-40 Open Elective credits.

PLV major: Takes 29-41 Open Elective credits.

These credits must include UNV 101 - Freshman Seminar (required of all first-year freshman students) and PSY 112 if not taken for University Core credit.

**Total Credit Hours: 128**

### Sociology/Anthropology Major, BA

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(NYC)

Prepares students for exciting careers in law, teaching, business, social work, public management, urban planning, and human relations. While given an enhanced view of global and social issues including cultural diversity, race relations, gender issues, criminology, family and social problems, many students go on for advanced graduate work in the field or related areas.

#### University Core – (44-55)

#### Major Courses – (36)

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##### Required Major Courses: (12 credits)

ANT 101	Introduction to Anthropology	3
SOC 102	Introduction to Sociology	3
SOC 323	Social Theories	3
SOC 380	Social Research Methods	3

##### Required Major Electives: (24 credits)

**TWO** of the following courses: (6 credits)

ANT 108	Global Culture and Local Identities	3
ANT 115	Kinship and the Family	3
ANT 120	People and Cultures of the Middle East	3
ANT 210	Urban Ethnography	3
ANT 296	Topics in Anthropology	3
ANT 297	Topics in Anthropology	3

**SIX courses with the prefix of ANT and SOC (18 credits)**

#### Open Electives – (37-48)

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**Total Credit Hours: 128**

### Spanish Major, BA

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(NYC)

This program is designed for students who wish to acquire linguistic, cultural, and literary skills in Spanish. The program includes advanced courses in literature and culture from Spain, Mexico, the Caribbean, and Latin America. It prepares students for graduate school in foreign language or for employment in fields that require bilingual skills such as travel and tourism, media and entertainment, teaching, government agencies, and courts. Students are strongly encouraged to either double major or minor in a related field.

#### University Core – (44-55)

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May include six to nine credits of appropriate major-required SPA language course work (elementary and intermediate level), thereby fulfilling some University Core foundation/area requirements and some major electives. See department advisor for assistance and approvals.

**Major Courses – (39)**

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**Required Major Courses: (27 credits)**

Note: SPA 310 and 311 are required prerequisites for all advanced SPA literature courses.

DYS 499B	Senior Year Experience in Modern Languages and Cultures	3
	EIGHT 300-level courses in Spanish	24

**Major Electives (12 credits)**

May include a maximum of 12 credits of elementary and intermediate level SPA courses

**Open Electives – (34-45)**

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**Total Credit Hours: 128**

**Stage Management, BA****University Core - (44-55)****Stage Management Major**

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**Stage Management Major, BA (43 credits)****Required Theater Courses (13 credits)**

PAPE 270	Script Analysis for BA Actor and Director	3
PAPD 260	Acting for Production and Design	3
PAPE 271	Directing 1 for BA Director	2
PAPE 272	Directing Lab 1 for BA Director	1
PAPD 271	Drafting I	3
PAGE 100	Fall Production Crew	
PAGE 101	Spring Production Crew	

and

One PAGE "Theater Practicum for Second Year Performance Arts Majors (1 credit).

**Required Stage Management Courses: (24 credits)**

PASM 121	Stage Management I	3
PASM 122	Stage Management II	3
PASM 223	Stage Management III	3
PASM 224	Stage Management IV	3
PAPD 130	Fundamentals of Stage Lighting	3
PAPD 140	Fundamentals: Sound and Story	3
PAPD 211	Scenic Design I	3
PAPD 472	Seminar and Portfolio	3

**Required Communication Courses: (6 credits)**

COM 205	Dynamics of Small Group Communication	3
COM 214	Interpersonal Communication	3

**Open Electives - (35-46)**

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UNV 101

and

electives of the student's choice, particularly ones from the following list of "Recommended Courses".

**Recommended Courses**

Students interested in taking one or more of the following recommended electives should first meet with a program advisor.

PAPD 101	Creativity Collaborative for Production and Design	3
PAPD 453	History of Cinema for Designers	3
PAPE 280	Theatre History 1 for BA Actor and Director	3
PAGE 325	Theater Practicum for Third Year Performance Arts Majors	1 - 6
PAGE 425	Theater Practicum for Fourth Year Performance Arts Majors	1 - 6
PAPD 102	Fundamentals of Design	3
PAGE 390	Theatre Internship	3 - 6
PAPE 273	Directing II for BA Director	2
PAPE 274	Directing Lab 2 for BA Director	1
PAPE 350	Performance Ensemble III	2

## Women's and Gender Studies Major, BA

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### (NYC)

The WGS major is an interdisciplinary one completed in 36 credits. Requirements include at least 21 credits of WGS Department courses (with "WS" in their title and INT 297J) and up to 15 credits of WGS advisor-approved coursework from other academic disciplines and departments.

This major supports double-majoring in another Dyson B.A. program. Up to 18 credits in the WGS major (including approved courses from other academic disciplines) may be "double-counted" towards both the WGS major and the second Dyson major. See WGS Director for details and approvals.

### University Core – (44-55)

### Major Requirements – (36)

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#### Required Major Courses: (15-21 credits)

WS 215	Introduction to Women's Studies	3
	OR	
WS 215C	Introduction to Women's Studies through Civic Engagement	3
WS 266	Gender, Race and Class	3

#### ONE of the following courses

WS 196Q	Topic: Introduction to Queer Studies	3
WS 269	Lesbians in Literature and Film	3
WS 270	A Cultural History of Sexualities from Prehistory to the Present	3
WS 296A	Queer Cinema	3
WS 296U	Topic: Transgender Studies	3
WS 296S	Topic: Dress, Desire and Gesture: Sexualities of Renaissance Europe	3
WS 296W	The Gay Male Experience	3
INT 297Q	Understanding Community and Diversity: Queer Cultures	6
BIO 115	Human Sexuality	3
ANT 296W	Topic: Sexuality and Culture	3
PSY 234	Human Sexual Behavior	3
INT 297J	Performing Identities: Cross-Dressing and Gendered Personas in Drama	6

#### ONE of the following courses

WS 380	Seminar in Feminist Theory	3
	OR	
WS 396B	Topic: Miniskirts and Headscarves - Gender, Nationality, and Migration in	3



	Modern Europe OR2	
WS 369	Queer Theory	3

**ONE of the following courses:**

WS 215C	Introduction to Women's Studies through Civic Engagement	3
INT 297Q	Understanding Community and Diversity: Queer Cultures	6
WS 280	Internship in Women's and Gender Studies	3
	OR	
	Internship in another Dyson Program if approved by WGS Director	3-6

**Required Major Electives: (15-21 Credits)**

Students choose courses from the following lists: i.e., WS-headed courses, INT 297J, and/or courses from disciplines in other departments. However, to satisfy major requirements of 21 "WS" credits (INT 297Q also qualifies), students might need to choose one or more WS-headed courses. See program coordinator for guidance and also to learn of any newly approved electives.

Note: Unless otherwise noted, the following are 3-credit courses.

WS 196Q	Topic: Introduction to Queer Studies	3
WS 220	The Medieval Woman	3
WS 267	Meanings and Models of Motherhood in European History and Literature	6
WS 268	Men and Masculinities	3
WS 269	Lesbians in Literature and Film	3
WS 270	A Cultural History of Sexualities from Prehistory to the Present	3
WS 271	Women in Jeopardy	3
WS 280	Internship in Women's and Gender Studies	3
WS 296A	Queer Cinema	3
WS 296	Topics in Women's Studies	3
WS 296F	Living Under Fire: Women and Warfare	3
WS 296S	Topic: Dress, Desire and Gesture: Sexualities of Renaissance Europe	3
WS 296T	Topic: Melodrama in America	3
WS 296U	Topic: Transgender Studies	3
WS 296V	International Activist Politics: Global Feminist and Postcolonial Perspectives	3
WS 296W	The Gay Male Experience	3
WS 234	The Girl Child-A Global Perspective	3
WS 289	Science Fiction and Gender	3
WS 396B	Topic: Miniskirts and Headscarves - Gender, Nationality, and Migration in Modern Europe	3
INT 297J	Performing Identities: Cross- Dressing and Gendered Personas in Drama	6
INT 297Q	Understanding Community and Diversity: Queer Cultures	6

Note that WS 234 formerly was WS 296K and WS 289 formerly was WS 296N.

**Elective Courses From Disciplines in Other Departments:**

ANT 115	Kinship and the Family	3
ANT 296D	Topic: Anthropological Perspective of Women and Warfare	3

ANT 296J	Topic: Black Women in Cross Cultural Perspectives	3
ANT 296K	Topic: Latino Families in Cross Cultural Perspectives	3
ANT 296L	Women and Gender Through a Global Perspective	3
ANT 296S	Topic: Anthropology of Violence	3
ANT 296T	Topic: Sexuality and Nation Building	3
ANT 296W	Topic: Sexuality and Culture	3
BIO 115	Human Sexuality	3
CRJ 249	Law and Society	3
CRJ 296D	Topic: Law and Society	3
CRJ 375	Criminal Justice System Responses to Domestic Violence and Child Abuse	3
COM 296X	Women, Communication and the United Nations	3
ENV 296K	Women and Nature	3
FRE 154W	Topic The Second Sex: Images of Women in Literature and Film	3
HIS 113	The American Experience: Changing Roles of Women	
HIS 114	The European Experience: All Themes	3
HIS 280	History of American Women	3
HIS 281	European Women and Social Change	3
HS 163	Family Dynamics	3
HS 261	Ethnic Family Lifestyles	3
HS 314	Families in Crisis	3
INT 197C	American Women in Literature and Life: The Changing Roles of American Women	7
INT 296S	Beyond the Veil: Women in Middle Eastern History and Literature	6
INT 197	Topics in Interdisciplinary	1 - 7
INT 197A-200	Crossroads and Crossfire: The Struggle For Women's Rights in a Globalized World	6
INT 197Y	Comparative Racial and Gender Politics of South Africa and the U.S.	6
INT 296	Topics in Interdisciplinary	6
INT 296W	Children in Urban Society	6
INT 298N	Caught in the Crossfire: The Impact of War on Women and Children	6
JPN 154	Topic: Modern Japanese Literature and Film in English Translation	3
LAS 150	Modern Latin American Divas: Female Political, Social and Cultural Leadership in the Republican Era	6
LIT 211	Literature I	3
LIT 211W	Women in Literature I	3
LIT 212	Topics in Literature	3
LIT 212Y	American Women Writers	3
LIT 212W	Women in Literature II	3
LIT 303	Introduction to Cultural Studies	3
LIT 308	Women and African Literature	3
LIT 326	African American Literature	3
LIT 329	Literary Theory and Criticism	3
LIT 345	Literatures of Diversity	3
LIT 351A	Early Modern Literature: Early Modern Women's Writing	3

LIT 363	Shakespeare: Before 1600	3
LIT 369A	Great Authors: Emily Dickinson	3
LIT 379	Feminist Issues in Literature	3
LIT 384	Images of Women in Literature	3
LIT 482	Seminar	3
LIT 486	Seminar on Film	3
MCA 396A	Gender Diversity Issues in Organization	3
MUS 206	Women in Music	3
NUR 161	Women at Risk: Health Care for Marginalized Women	3
NUR 228	Nursing and the Political Process	3
NUR 241	Difference of Self: Historical Analysis of Women's Health	3
PHI 296	Special Topics in Philosophy	3
PHI 269P	Women and Nature	3
POL 296Q	Topic: Gender and Politics	3
PSY 227	Psychology of Women	3
PSY 234	Human Sexual Behavior	3
PSY 296Z	Topic: Children and Youth - A Global Perspective	3
PSY 320	Abnormal Psychology I	3
PSY 321	Abnormal Psychology II	3
RES 296D	Topic: Women in World Religions	3
SOC 116	Sociology of Deviance	3
SOC 215	Sociology of the Family	3
SOC 222	Gender and Social Change	3
SOC 296L	Borderlands	3
SPA 380	Spanish Seminar	3
SPA 480A	Seminar: Women Writers of Spain and America	3

**The following linked Learning Communities (6 credits each) also are available electives:**

ENGA 120	Critical Writing	4
WSA 266	Gender, Race and Class	3
INT 297	Interdisciplinary Topics	3 - 7
POL 210	Comparative Political Systems	3

Note: For recent additions to the list of approved courses that explore issues concerning women and count towards the WGS major or minor, please see the WGS office on your campus: (212) 346-1723 or (914) 773-3957.

## Open Electives – (37-48)

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**Total Credit Hours: 128**

## Accelerated Dual-Degree Pace University Programs

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### Combined Undergraduate/Graduate Degree Programs

These accelerated baccalaureate and master-level or higher-level programs are intended for Dyson bachelor of arts or bachelor of science students with superior academic ability who wish to earn a bachelor's degree and a master's degree in less time than is normally required.

Because these accelerated programs require that graduate credits (12 - 24 depending on program) are taken in undergraduate senior year, undergraduate candidates must demonstrate that they can meet the requirements and rigors of both undergraduate and graduate study in a compressed time period. They also must satisfy separate admission requirements for both parts of the program, and admission to the undergraduate part of the program does not guarantee admission to the graduate part of the program.

Note: Both Baccalaureate and Master degrees are awarded at completion of Master program requirements.

## **Applied Psychology and Human Relations/Counseling, BA/MS**

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### **BA/MS in Counseling (PLV)**

Both BS and MS degrees are awarded at the completion of the MS program. In this accelerated program four graduate courses are taken in undergraduate senior year.

### **Required Graduate Courses taken in Undergraduate Senior Year - (12 credits)**

### **Total Undergraduate Credits - (128)**

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Includes 12 graduate credits taken in Undergraduate senior year.

For undergraduate BA curriculum of this program, please see undergraduate section of this catalog.

### **Additional Graduate Credits - (24)**

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For additional graduate courses in MS Counseling, please consult the Graduate Viewbook of the Dyson College of Arts and Sciences.

**Total Required BA and MS Credits: 152**

**Total Credit Hours: 152**

## **Applied Psychology and Human Relations/Mental Health Counseling, BA/MS**

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### **BA/MS in Mental Health Counseling (PLV)**

Both the BS and MS degrees are awarded at the completion of the MS. In this accelerated combined program four graduate courses are taken in undergraduate senior year.

### **Required Graduate courses taken in undergraduate senior year – (12 credits)**

### **Total Undergraduate Credits - (128)**

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Includes 12 graduate credits taken in Undergraduate senior year.

For BA curriculum of this program, please see undergraduate degree section of this catalog.

### **Additional Graduate Credits - (48)**

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For additional graduate courses in MS Mental Health Counseling, please consult the Graduate Viewbook of the Dyson College of Arts and Sciences.

**Total Required BA and MS Credits: 176**

**Total Credit Hours: 176**

## **BA (Select Majors)/JD and Criminal Justice BS/JD**

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The field of law spans many disciplines and welcomes new perspectives. In this dual-degree program - Bachelor of Arts or Bachelor of Science in a major listed below/Juris Doctor, Pace offers qualified students an opportunity to focus their undergraduate study on an area of interest and then apply it to law. This is an accelerated six-year program.

For acceptance into the program interested students early in their sophomore year must apply separately to the School of Law and by the end of junior year must meet all established criteria for admission, including an appropriate score on the LSAT. Admission into the undergraduate portion of the program does not guarantee admission into Law School.

Available accelerated BA/JD Programs:

Biology/Juris Doctor

Communications/Juris Doctor

English/Juris Doctor  
 Environmental Studies/Juris Doctor  
 History/Juris Doctor  
 Philosophy and Religious Studies/Juris Doctor  
 Political Science/Juris Doctor

Available Accelerated BS/JD Program:

Criminal Justice/Juris Doctor

For curriculum of an undergraduate major, please see undergraduate section of this catalog. For Juris Doctor curriculum, please see Law School Catalog.

*Note: Biology BA students in this dual-degree program will have the opportunity to apply their scientific expertise to the University's Environmental Law program, which is internationally recognized. Environmental Litigation Clinic allows students to participate in litigation relating to the environment, such as the Hudson River System whose waters are protected by Riverkeeper Inc., a public interest group.*

## **BA (select majors)/MS in Teaching Adolescents**

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Undergraduates who declare majors in certain arts and sciences subjects and are interested in developing a career teaching adolescents are encouraged to meet with their undergraduate department chairs for details about this accelerated program. It offers eligible students an opportunity to earn dual degrees: a Dyson College BA and a School of Education MS in Teaching Adolescents. The applicable undergraduate majors for this program are Biology, English, History/Social Science, Mathematics (NYC and PLV campuses) and Spanish at the NYC campus.

## **BA (Select Majors)/MPA Public Administration**

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This accelerated dual-degree undergraduate/graduate program prepares students for leadership and management positions in government, health care, and nonprofit organizations by integrating relevant theory with practice. Full-time students may complete this program in five years, thus saving one year of full-time study by taking 12 graduate credits in their undergraduate senior year.

Undergraduate BA majors that are applicable in this combined program are Economics, Environmental Studies, History, and Political Science.

For the undergraduate curriculum of this program, please see undergraduate degree section of this catalog.

For the graduate curriculum of this program, please consult the Graduate Viewbook of the Dyson College of Arts and Sciences.

### **Economics, BA/MPA**

### **Environmental Studies, BA/MPA**

### **History, BA/MPA**

### **Political Science, BA/MPA**

## **Biology/Environmental Science BS/MS**

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(PLV)

This accelerated combined degree program consists of a total of 150 - 152 credits. However, students must have the necessary prerequisites for graduate courses. Full-time students may complete this program in five years, thus saving one year of full-time study by taking 12 graduate credits in senior year.

For undergraduate curriculum, please see undergraduate section of this catalog. For graduate curriculum, please see Graduate Viewbook of the Dyson College of Arts and Sciences.

## **Total Undergraduate Biology Major Credits (128)**

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Includes twelve graduate credits taken in senior year.

### **Additional Graduate Credits (21-23)**

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Includes following core courses, one track, and thesis requirement.

Note: Students who meet the admissions criteria of this program must file a formal application with the Office of Graduate Admissions during their junior year of study after receiving approval from their faculty undergraduate advisor.

**Total BS and MS Credits: 149-151**

Note: Students must file a formal application with the Office of Graduate Admissions during their junior year of undergraduate study after receiving approval from their faculty undergraduate adviser. The criteria for admission to the Graduate portion of the Program are as follows:

- Completion of at least 64 undergraduate credits and junior class standing with a cumulative GPA of at least 3.00.
- Completion of all required undergraduate Biology courses with a GPA of at least 3.00.
- GRE will not be required.
- Transfer students may be admitted into the Program if they have satisfied all course and admission requirements as noted above.

**Total Credit Hours: 150-152**

### **English/Publishing, BA/MS**

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#### **BA in English/MS in Publishing (PLV, NYC)**

This is an accelerated 5-year program of 152 credits, with 12 graduate credits taken in the undergraduate senior year. For undergraduate curriculum, please see undergraduate section of this catalog. For graduate curriculum, please consult the Graduate Viewbook of the Dyson College of Arts and Sciences.

**Total Undergraduate Major Credits: (128)**

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Includes 12 Publishing graduate credits taken in Undergraduate senior year.  
Subtotal: 128

### **Additional Graduate Credits – (24)**

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**Total BA and MS Credits: 152**

**Total Credit Hours: 152**

### **Modern Languages and Cultures: Spanish/Publishing, BA/MS**

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#### **BA/MS in Publishing (NYC)**

This is an accelerated 5-year program. For undergraduate curriculum, please see undergraduate section of this catalog. For graduate curriculum, please see Graduate Viewbook of the Dyson College of Arts and Sciences.

**Required Graduate Courses taken in Undergraduate Senior Year - (12 credits)**

**Total Undergraduate Credits - (128)**

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Includes 12 graduate Publishing credits taken in undergraduate senior year.

### **Additional Graduate Credits – (24)**

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**Total BA and MS Credits - 152**

**Total Credit Hours: 152**

### **Psychology, BA/Counseling, MS**

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#### **BA in Psychology/MS in Counseling (PLV)**

In this accelerated dual-degree program, 12 graduate credits are taken in undergraduate senior year.

For undergraduate curriculum, please see undergraduate section of this catalog.

For graduate curriculum, please consult Graduate Viewbook of the Dyson College of Arts and Sciences.

*Note: Both BA and MS Degrees are awarded at the completion of the MS program.*

### **Required Graduate Courses taken in Undergraduate Senior Year - (12 credits)**

#### **Total Undergraduate Credits - (128)**

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Includes 12 graduate credits taken in undergraduate senior year.

#### **Total Additional Graduate Credits - (24)**

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**Total Required BA and MS Credits: 152**

**Total Credit Hours: 152**

### **Psychology/Psychology, BA/MA**

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#### **BA in Psychology/MA in Psychology (NYC)**

Full-time students may complete this accelerated dual-degree program in five years by taking 12 graduate credits in their undergraduate senior year.

Students interested in applying for this program are required to consult directors of the undergraduate and graduate programs for details and approvals.

Note that both BA and MA degrees are awarded at completion of MA program.

### **Required Graduate Courses taken in Undergraduate Senior Year - (12 credits)**

#### **Total Undergraduate Credits -(128)**

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Includes 12 graduate credits taken undergraduate senior year for Open Elective Credit.

For BA curriculum of this program, please see undergraduate section of this catalog.

#### **Total Additional Graduate Credits - (24)**

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For graduate courses in MA Psychology program, please consult the Graduate Viewbook of the Dyson College of Arts and Sciences.

**Total Required BA and MA Credits: 152**

**Total Credit Hours: 152**

### **Psychology BA/Mental Health Counseling MS**

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#### **BA in Psychology/MS in Mental Health Counseling (PLV)**

In this accelerated program, four PSY 600-level graduate courses (12 credits) are taken in the undergraduate senior year. For the undergraduate curriculum, please see the undergraduate portion of this catalog. For the graduate curriculum, please see the Graduate Viewbook of the Dyson College of Arts and Sciences.

Note that both the BA and MS degrees are awarded at the completion of the MS program.

### **Required Graduate Courses taken in Undergraduate Senior Year - (12 credits)**

#### **Total Undergraduate Credits - (128)**

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Includes four graduate courses taken in undergraduate senior year.

#### **Total Additional Graduate Credits - (48)**

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**Total Required BA and MS Credits: 176**

**Total Credit Hours: 176**

## **Joint Degree Science Programs With Other Institutions**

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Cooperative education agreements between Pace and other institutions of higher learning exist in the professional science areas indicated below. Candidates for admission to these joint degree programs must satisfy separate admission requirements of both schools. Note that admission to the undergraduate Pace University part of a joint program does not guarantee admission to the program of the other institution. Professional science areas include Chemical Engineering, Occupational Therapy, Optometry, and Podiatry.

### **Biology Joint Programs**

#### **Pace Biology Pre-Professional (NYC, PLV) and Columbia Univ. College of Physicians and Surgeons MS Occupational Therapy**

This program consists of three years of study at Pace and two additional years of study in occupational therapy at Columbia University's College of Physicians and Surgeons. Students who complete the program receive a Bachelor of Science degree in Biology Pre-Professional from Pace and a Master of Science degree in occupational therapy from Columbia. To be eligible for the program, students must choose one of the following undergraduate majors: biology, applied psychology and human relations, or psychology. For more information consult the academic pre-professional adviser in the departments of Biology and Health Sciences or Psychology.

#### **Pace BS Biology Pre-Professional (NYC, PLV) and SUNY College of Optometry DO Optometry**

This program consists of three years of study in biology at Pace and four additional years of study at the State University of New York's State College of Optometry in Manhattan. Students who complete the program receive a Bachelor of Science degree in Biology Pre-Professional from Pace and a Doctor of Optometry degree from SUNY. For more information, consult the pre-professional adviser in the Departments of Biology and Health Sciences.

#### **Pace BS Biology Pre-Professional (NYC, PLV) and New York College of Podiatric Medicine DPM Podiatric Medicine**

This program consists of three years of study at Pace and four additional years of study at the New York College of Podiatric Medicine. Students who complete the program receive a Bachelor of Science degree in Biology Pre-Professional from Pace and a Doctor of Podiatric Medicine degree from the New York College of Podiatric Medicine. To be eligible for the program, Pace students must major in biology.

*For more information consult the pre-professional advisor in the Department of Biology and Health Sciences.*

### **Chemical Engineering Joint Programs**

#### **Pace BS Chemistry (NYC, PLV) and Manhattan College BE Chemical Engineering**

Pace University and Manhattan College jointly offer a five-year program which leads to a bachelor of science in Chemistry from Pace and a bachelor of Chemical Engineering from Manhattan. The program requires three years of study at Pace, two years at Manhattan, and summer courses. Pace students generally follow the standard BS in Chemistry program for required major courses and auxiliary courses but with appropriate modifications in required major electives and required engineering courses transferred from Manhattan. For the general BS in Chemistry curriculum, please see the undergraduate degree section of this catalog.

Application for transfer is made by the student during the third year at Pace. For more information about this joint program, contact the department chair or academic advisor in the Department of Chemistry and Physical Sciences (PLV).

#### **Pace BS Chemistry (NYC, PLV) and Rensselaer Polytechnic Institute BE Chemical Engineering**

Pace University and Rensselaer Polytechnic Institute (RPI) jointly offer a five-year program which leads to a bachelor of science in Chemistry from Pace and a bachelor of Chemical Engineering from RPI. This program requires three years of study at Pace, two years at RPI, and summer courses. Application for transfer is made by the student during the third year at Pace. Pace students generally follow the standard BS in Chemistry program for required major courses and auxiliary courses but with



appropriate modifications in required major electives and required engineering courses transferred from RPI. For the standard BS in Chemistry curriculum, please see the undergraduate degree section of this catalog.

For more information about this joint program, contact the department chair or academic advisor in the Department of Chemistry and Physical Sciences (PLV).

## Certificate Programs in Arts and Sciences

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The Dyson College of Arts and Sciences offers a number of Certificate Programs for students whose educational objectives can best be met by short-term concentrated study in the Arts and Sciences.

### Applied Physics Certificate

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(PLV)

This program is designed to give the student practical experience in fundamental laboratory and research procedures.

#### Requirements

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**Required Credits: (23-24)**

PHY 109	Digital Electronics Systems	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4
PHY 231	Electromagnetism I	4
PHY	Electives	7-8

**Total Credit Hours: 23-24**

### French Certificate

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(NYC)

#### Requirements

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**Required Credits: (18-24 credits)**

**Required Elementary French I and II courses may be waived: (6 credits)**

FRE 101	Elementary College French I	3
FRE 102	Elementary College French II	3

**Two 200-level courses: (6 credits)**

Student chooses two of the following courses:

FRE 280	Intensive Review of French	3
FRE 281	Intermediate French I	3
FRE 283	Intermediate French Conversation	3
FRE 284	Intermediate French Composition	3

**FOUR courses chosen from the following (12):**

FRE 301	French Conversation, Diction, and Phonetics	3
FRE 302	Advanced French Composition	3
FRE 305	Advanced French for Industry and the Professions I	3
FRE 306	Advanced French for Industry and the Professions II	3
FRE 316	Masterpieces of French Literature I	3
FRE 317	Masterpieces of French Literature II	3

**Total Credit Hours: 18-24**

## Italian Certificate

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(NYC)

### Requirements

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#### Required Courses: (18-24 credits)

#### Required Elementary Italian I and II courses may be waived: (6 credits)

ITA 101	Elementary College Italian I	3
ITA 102	Elementary College Italian II	3

#### TWO 200-level courses: (6 credits)

Student choose two of the following courses:

ITA 280	Intensive Review of Italian	3
ITA 283	Intermediate Italian Conversation	3
ITA 284	Intermediate Italian Composition	3

#### FOUR of the following courses (12):

ITA 310	Italian Culture and Civilization I	3
ITA 311	Italian Culture and Civilization II	3
ITA 301	Advanced Italian Conversation	3
ITA 302	Advanced Italian Composition	3
ITA 305	Italian for Industry and the Professions	3
ITA 316	Introduction to Italian Literature I	3
ITA 317	Introduction to Italian Literature II	3

*Note: Students may choose either ITA 316 or 317.*

#### Total Credit Hours: 18-24

## Latin American Studies Certificate

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(NYC, PLV)

This certificate in Latin American Studies is a multidisciplinary program that includes courses in History, Economics, Modern Languages and Cultures, Anthropology, English, Psychology, Environmental Studies and Fine Arts, together with "LAS" interdisciplinary offerings. In 2002, the program's strong interdisciplinary learning, language proficiency and civic engagement aspects won a prestigious federal grant. LAS certificate holders possess superior preparation for those planning to specialize in the Latin American region or US Latino clientele. Examples are business and academic careers such as international management, finance, marketing and world trade; diplomacy and law; community nursing, speech therapy and clinical psychology. The certificate will also enhance liberal arts majors, such as history, political science, sociology, anthropology, languages, economics, and environmental science. It is a terminal credential which may be taken by both degree and non-degree students. Depending on course scheduling, it may be completed in one or two semesters.

Required Courses: (18 credits)

#### Three Foundation Courses (9 credits)

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Must include at least one course each from Groups A and B:

##### Group A

SPA 263	Spanish for Native Speakers	3
SPA 280	Intensive Review of Spanish	3
SPA 283	Intermediate Spanish Conversation	3
SPA 284	Intermediate Spanish Composition	3

##### Group B

HIS 133	Latin America: The Colonial Era	3
HIS 134	Modern Latin America	3
HIS 231	Latin America: Century of Social	3

ANT 296H	Change and Revolution Traditional and Modern Cultures of Latin America	3
LAS 101	The Other "America": Introduction to Latin American Studies	6
LAS 296A	Latin Immigration to the USA: Perspectives on the United States' Largest Ethnic Minority	3

### Three Advanced Courses: (9 credits)

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Must include at least one course each from Groups C and D:

*Students are strongly encouraged to take LAS 201 Urban Internship as a capstone experience.*

#### Group C

SPA 311	Introduction to Latin American Culture	3
SPA 319	Masterpieces of Spanish American Literature I OR	3
SPA 320	Masterpieces of Spanish American Literature II: Dictatorships	3
SPA 321	Literature and Culture of Puerto Rico and the Caribbean	3
SPA 323	Modern Latin American Prose	3
SPA 344	The Short Story and Essay in Spanish America	3
SPA 345	Latin American Theatre	3
SPA 347	The Culture of Mexico	3
SPA 154V	Latin American Cinema	3
SPA 154Q	Topic: Negotiating Border Lines - Latino Films of the United States	3
SPA 346	Hispanic Literature and Culture in the United States	3
LAS 150	Modern Latin American Divas: Female Political, Social and Cultural Leadership in the Republican Era	6
LAS 210	Luz, Camara, Accion! : Film as Mirror of Social Change in Latin American History and Culture	6
LAS 220	Caribbean Transnational Cultures: The History, Literature and Film of the Spanish Caribbean	6
LIT 211J	American Voices	3

#### Group D

HIS 234	South American Colossus: The History of Modern Brazil	3
HIS 243	Service and Study in Latin America	3
LAS 250	History and Environmental Policy: The Case of the South American Rain Forest	3
ART 296Q	Latin American Art	3
LAS 201	Latin America: The Caribbean and the World	6
LAS 230	"So Far from God; So Close to Uncle Sam:" Modern Mexico in History and Literature	6
ECO 359	Political Economy of Developing Nations	3
ANT 296K	Topic: Latino Families in Cross Cultural Perspectives	3
PSY 296A	Topic: Psychology of Ethnic Groups	3

in the United States of America: The  
Latino Experience

**Total Credit Hours: 18**

## Naturalist Certificate

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(PLV)

### Requirements

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**Required Courses: (22 credits)**

BIO 123	Biology and Contemporary Society	4
ENV 221	Environmental Science: The Web of Life	3
ENV 222	Environmental Chemistry: Principles, Problems and Solutions	3
ENV 130	The Naturalists	3
SCI 101	The Planet Earth	3
SCI 145	Environmental Geology	3
ED 644	Secondary Methods: Making Science Meaningful 7-12	3

**Total Credit Hours: 22**

## Digital Design Certificate

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(NYC)

### Requirements

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**Required Courses: (18 credits)**

**Major Required Courses: (6 credits)**

ART 140	Drawing I	3
ART 186	Digital Design I	3

**Major Elective Courses: (9)**

3 of the following courses

ART 284	Desktop Publishing	3
ART 285	2D Animation I	3
ART 287	Digital Design II	3
ART 296P	Topics in Art: Design for the Internet	3
ART 296X	Video Animation	3
ART 380	Computer Illustration	3
ART 385	Advanced Digital Animation	3

**Additional Elective Credits from:**

General Art Courses	3
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## Photography Certificate

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(NYC)

### Requirements

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Required Courses: (15 credits)

**Required Courses (6 credits)**

Student chooses two courses from the following:

ART 228	Photography II: Color	3
And		

ART 153	Introduction to Photography OR	3
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Other introductory course to Photography approved by department chair (3) credits

**Minor Elective Courses: (9 credits)**

**Three (3) of the following Courses:**

Student chooses any three:

ART 186	Digital Design I	3
ART 245	Art History: History of Photography	3
ART 252	Photography II	
ART 253	Photography II: Black and White	3
ART 287	Digital Design II	3
ART 297B	Topic: Shooting the Word: The Photographer's Eye, The Novelist's Vision	3
ART 306	Project Studio A OR	3
ART 307	Project Studio B	3
ART 350A	Topics in Photography: Digital Photography	3
ART 356	Photography III: Experimental Photography	3
ART 390	Art Studio, Museum or Gallery Internship	3
ART 395	Independent Study in Art and Design	1 - 9

For other available electives in Photography, see department chair.  
Subtotal: 15

**Total Credit Hours: 15**

## Political Science Certificate

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(NYC)

### Requirements

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**Required Courses: (15 credits)**

**ONE** of the following four courses: (3 credits)

POL 101	Politics: Comparative Introduction	3
POL 102	Public Myth and Ideologies	3
POL 213	Twenty-First Century Politics	3
POL 214	Revolution or Reform	3

**ONE 300-level course (3 credits)**

POL 301	Workshop: Community Politics and Environment	3
POL 302	Politics Workshop: Road to the White House	3
POL 303	Political Workshop	3

**THREE department-approved politics courses: (9 credits)**

See department chair for guidance and approvals.

Note: no more than six credits of Model UN coursework may count toward this certificate.

**Total Credit Hours: 15**

## Spanish Certificate

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(NYC)

### Requirements

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**Required Courses: (18-24 credits)**

**Required Elementary Spanish I and II courses may be waived: (6 credits)**

SPA 101	Elementary College Spanish I	3
SPA 102	Elementary College Spanish II	3

**TWO 2-level courses: (6 credits)**

Student chooses two of the following courses:

SPA 263	Spanish for Native Speakers	3
SPA 280	Intensive Review of Spanish	3
SPA 281	Intermediate Spanish I	3
SPA 282	Intermediate Spanish II	3
SPA 283	Intermediate Spanish Conversation	3
SPA 284	Intermediate Spanish Composition	3
SPA 285	Intermediate Spanish for Business	3

**FOUR 300-level courses (12 credits):**

SPA 310	Introduction to Spanish Culture	3
SPA 311	Introduction to Latin American Culture	3
SPA 347	The Culture of Mexico	3
SPA 301	Spanish Conversation, Diction, and Phonetics	3
SPA 302	Advanced Spanish Composition	3
SPA 304	Spanish Translation, Interpretation, and Conversation	3
SPA 305	Spanish for Professional Communication	3
SPA 306	Spanish for Professional Communication II	3
SPA 316	Masterpieces of Spanish Literature I	3
SPA 317	Masterpieces of Spanish Literature II	3
SPA 319	Masterpieces of Spanish American Literature I	3
SPA 320	Masterpieces of Spanish American Literature II: Dictatorships	3

**Total Credit Hours: 18-24**

## Minors

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Many degree programs allow students to select a minor as part of their academic preparation. Students are encouraged to enhance their education by selecting one of the minors listed below to complement their major field of study.

### African and African-American Studies Minor

#### Requirements

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**Required Courses: (18 Credits)**

**Group A**

**Choose TWO courses: (6)**

ART 218	Art History: African Art	3
HIS 132	Africa: An Historical Survey	3

HIS 197C	Ancient and Medieval African Studies	3
LIT 211	Literature I	3
LIT 212	Topics in Literature	3
MUS 110	Jazz	3 - 4
	Approved Topics courses	

**Group B****Choose THREE courses from the following: (9)**

FRE 154	Topics from French Literature and Culture in Translation	6
HIS 232	Caribbean America	3
HIS 234	South American Colossus: The History of Modern Brazil	3
HIS 270	History of Modern South Africa	3
HIS 271	Culture and History of Black America	3
HIS 274	History of North Africa After 1800	3
HIS 302	African-American History Since 1910	3
LIT 326	African American Literature	3
	Approved Topics courses	

**Group C****Choose ONE from the following: (3)**

ECO 354	Urban Economics	3
HIS 113	The American Experience: Changing Roles of Women	
INT 197Y	Comparative Racial and Gender Politics of South Africa and the U.S.	6
INT 297M	Southern Exposure: The World Role of the Southern Hemisphere	6
LIT 345	Literatures of Diversity	3
SOC 209	Ethnic and Racial Minorities	3
WS 266	Gender, Race and Class	3
	Approved topics and interdisciplinary courses	

**Total Credit Hours: 18****Art Minor****Requirements**

Total Required Credits: 18

**Required Courses: (6 Credits)**

ART 140	Drawing I	3
ART 164	Principles of Design	3

**Elective Courses: (12 credits)****Choose ONE of Following Courses: (3 credits)**

ART 102	Art History: Ancient through Gothic Art	3
ART 103	Art History: Renaissance through Modern Art	3
ART 205	Contemporary Art History	3
ART 214	Art History: Modern Art	3
	And	

**THREE Approved Elective Courses in ART: (9 credits)**

Students take any THREE Department-approved courses in studio art.

**Total Credit Hours: 18**

## Art History Minor - NYC

### Requirements

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Total Required Credits: 18

**Required: (6 Credits)**

ART 102	Art History: Ancient through Gothic Art	3
ART 103	Art History: Renaissance through Modern Art	3

**FOUR additional approved courses in ART History: (12 credits)**

**Total Credit Hours: 18**

## Biology Minor

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Students with majors other than Biology can pursue a Biology minor.

### Requirements

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Total Required Credits: 14-16

**Required Courses: (14-16 Credits)**

BIO 101	General Biology I	4
BIO 102	General Biology II	4
	And	

**TWO additional approved 200-level BIO courses: (6-8 credits)**

**Total Credit Hours: 14-16**

## Chemistry Minor

### Requirements

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Total Required Credits: 21-23

**Organic Chemistry Concentration:**

**Required Courses: (23 Credits)**

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 221	Analytical Methods and Techniques	4
	OR	
CHE 326	Biochemistry	4

**Physical Chemistry Concentration:**

**Required Courses: (21 Credits)**

CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CHE 221	Analytical Methods and Techniques	4
CHE 301	Physical Chemistry I: Thermodynamics	4
CHE 302	Physical Chemistry II	4

(Please note: students must take MAT 132 before taking CHE 301 and MAT 236 before taking CHE 302.)



## Classical and Medieval Studies Minor

### Requirements

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#### Required Courses: (18 Credits)

Because this minor is multidisciplinary, to satisfy requirements students must select courses in philosophy and at least three other disciplines. For further information about this minor, see Chair of Philosophy and Religious Studies.

#### Choose ONE of the following Philosophy courses: (3)

PHI 113	Ancient Philosophy	3
PHI 224	Medieval Philosophy	3

#### Choose TWO courses in either Art History, History, Literature, or Women's Studies: (6)

ART 102	Art History: Ancient through Gothic Art	3
ART 201	Art History: Ancient Greek Art	3
ART 203	Art History: Ancient Roman Art	3
ART 204	Art History: Medieval Art	3
HIS 114W	The European Experience: The Ancient World	3
HIS 114S	The European Experience: Church, State and Society in Medieval Europe	3
HIS 196C	History of Ancient and Medieval Africa	3
LIT 211	Literature I	3
WS 220	The Medieval Woman	3

Students may substitute a classical language course, GRK 101 Elementary Classical Greek or LAT 101 Elementary Classical Latin I, for a course in ART, HIS, LIT, or WS.

#### Choose THREE courses from the following: (9)

[may include ART 201, ART 203, or ART 204]		
ENG 301	History of the English Language	3
HIS 225	The World of the Middle Ages: Byzantium	3
HIS 226	The World of the Middle Ages: The West	3
HIS 297C	Topic: Rome's Golden Age: The Late Republic and Early Empire	3
HIS 227J	Topic: The Crusades	3
HIS 330	Barbarian Europe: 300 - 1000 A.D.	3
LIT 330	Greek and Roman Literature in Translation	3
LIT 350	Comparative Medieval Literature	3
LIT 361	Chaucer	3
RES 201	Great Ideas in Western Religious Thought	3
RES 231	The Bible: Hebrew Scriptures (Old Testament)	3
RES 232	The Bible: Christian Scriptures (New Testament)	3

Substitutions of new courses or independent studies in classical or medieval studies are possible. Students may also substitute a 6 credit INT course combining any two from ART; HISTORY; LITERATURE; PHILOSOPHY; RELIGIOUS STUDIES or WOMEN'S STUDIES. Examples might include: The Classical World; The Medieval World; Monsters, Maidens and Mayhem: Love, Lust and War in the Middle Ages; Ancient World Empires: From Alexander to Augustus. Substitutions must be approved by the Classical & Medieval Studies Committee.

**Total Credit Hours: 18**

## Communications Minor

### Requirements

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#### Required Courses: (15 Credits)

See department chair for guidance in selecting four Media and Communications (MCA) courses (12 credits)

AND

#### ONE Seminar course:

MCA 499	Seminar	3
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#### Total Credit Hours: 15

## Communication Studies Minor

### Requirements

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Total Required Credits: 18

#### Required Courses: (9 Credits)

COM 111	Introduction to Communication	3
COM 205	Dynamics of Small Group Communication	3
COM 214	Interpersonal Communication	3

#### THREE courses from the following: (9)

COM 114	Introduction to Mass Media	3
COM 117	Techniques to Interviewing	3
COM 119	Organizational Communication	3
COM 213	Intercultural Communication	3
COM 296	Topics in Communication	3
	OR	
COM 396	Topic: Language and Power	3
SPE 203	Persuasive Speaking	3
SPE 207	Argumentation and Debate	3
SPE 208	Business and Professional Speech	3

#### Total Credit Hours: 18

## Creative Writing Minor

### Requirements

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#### Required Courses: (15 Credits)

#### FIVE Creative Writing courses: (15 credits)

#### NYC STUDENTS:

ONE 300-level LIT or FSS course in modern or contemporary literature or film and screen studies: (3 credits)

AND

FOUR Creative Writing courses from long list below: (12 credits)

#### PLV STUDENTS:

FIVE Creative Writing courses from long list below **except for THR 208; ENG 322; ENG 326; and ENG 336:** (12 credits)

THR 208	Playwriting	3
ENG 223	Creative Writing	3
ENG 223C	Creative Writing: Drama	3
ENG 223E	Creative Writing: Film Scenario	3
ENG 307	Creative Writing: Fiction	3
ENG 308	Creative Writing: Poetry	3
ENG 309	Creative Nonfiction	3
ENG 311	Workshop in Fiction Writing	3
ENG 312	Workshop in Poetry Writing	3
ENG 322	Advanced Writing	3
ENG 322A	Advanced Writing: The Art of the Memoir	3
ENG 322B	Topic: Advanced Writing: Fiction	3
ENG 324	Writing of Fiction	3
ENG 326	Topics in Professional Writing	3
ENG 326C	Topics in Professional Writing: Travel Writing	3
ENG 326B	Topics in Professional Writing: TV Scriptwriting	3
ENG 336	Creative Writing for the Broadcast Media	3
ENG 391	Advanced Writing Workshop: Poetry	3
ENG 392	Seminar in Poetry Writing	3
ENG 396A	Creative Nonfiction	3
ENG 396B	Screenwriting	3
ENG 396D	Topics: Playwriting	3

**Total Credit Hours: 15**

## Criminal Justice Minor

### Requirements

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#### Required Courses: (15 Credits)

CRJ 150	Introduction to Criminal Justice	3
CRJ 255	Structure and Function of Police Organization	3
CRJ 261	Introduction to Criminal Investigation	3
	TWO approved CRJ courses	6

**Total Credit Hours: 15**

## Dance - NYC

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This minor is available only to Performing Arts majors (excluding PACD - Commercial Dance - majors). Performing Arts students who wish to minor in Dance must formally apply, a process that includes an audition and acceptance by the head of the Commercial Dance Program.

### Requirements (16 credits)

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#### Required Dance Courses - 8 credits

DAN 306	Body Awareness and Wellness	3
PACD 227	Choreography I	2
PACD 200	Ballet III	3

#### Four Elective Courses - 8 credits

Students choose elective courses (8 credits) from the following group:

PACD course: Theater Dance II

PACD course: TAP II

PACD 208	Hip Hop 2	2
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PACD 105	Ballet II	3
PACD 107	Jazz II	3

Subtotal: 16

## Digital Design Minor - NYC

### Requirements

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#### Required Courses: (18 credits)

##### Major Required Courses: (6 credits)

ART 140	Drawing I	3
ART 186	Digital Design I	3

##### Major Elective Courses: (9)

3 of the following courses

ART 284	Desktop Publishing	3
ART 285	2D Animation I	3
ART 287	Digital Design II	3
ART 296P	Topics in Art: Design for the Internet	3
ART 296X	Video Animation	3
ART 380	Computer Illustration	3
ART 385	Advanced Digital Animation	3

##### Additional Elective Credits from:

General Art Courses	3
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**Total Credit Hours: 18**

## East Asian Studies Minor

### Requirements

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#### Required Courses: (18 Credits)

##### Group A

##### Choose TWO or THREE courses from the following:

CHI 101	Elementary Chinese I (Mandarin)	4
CHI 102	Elementary Chinese II (Mandarin)	4
CHI 154	Chinese Culture and Literature	3
CHI 155	and Topic from Chinese Literature in Translation	3
CHI 271	Intermediate Chinese I	3
JPN 101	Elementary Japanese I	3
JPN 102	Elementary Japanese II	3
JPN 271	Intermediate Japanese I	3
JPN 272	Intermediate Japanese II	3
JPN 154	Topic: Modern Japanese Literature and Film in English Translation and	3
JPN 155	and Topic from Japanese Literature in Translation	3

Note: Students may not count the credit from CHI 101 or JPN 101 unless the corresponding 102 course is completed.

##### Group B

##### Choose THREE or FOUR courses from the following:

ART 220	Art History: Aspects of Asian Art	3
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HIS 131	The Asian World: A Historical Survey	3
HIS 239	Wars in the Asia-Pacific	3
HIS 241	Modern China	3
HIS 242	Modern Japan	3
HIS 296A	Barbarians and Mandarins: China and Her Inner Asian Neighbor	3
HIS 296B	Topic: Modern East Asia in Film	3
HIS 296E	Topic: Tolstoy, Turks and Taliban: Russia's "Orient"	3
HIS 296I	Topic: Cultural Heritages and Learning in Inner Asia	3
HIS 296U	Topic: Bible and Gun: Christianity in China since 1500	3
HIS 296Y	Topic: History of Non-Violent Activism in Modern Asia	3
INT 196J	The Sacred and the Secular in East Asia	6
INT 297A	Hong Kong and Bollywood: Globalization of Asian Cinema	6
LIT 211F	Worlds In Literature: The Asian Diaspora	3
RES 202	Great Ideas in Eastern Religious Thought	3

Students completing INT 196J may not count HIS 131 or RES 202 towards the EAS Minor.

HIS 296I: (travel course)

Note: Other history and culture courses in the field of Asian Studies can be substituted with approval of program director.

One course from a professional program (e.g., business, accounting) with a clearly defined focus on East Asia may be counted towards this minor with approval of the program director.

**Total Credit Hours: 18**

## Economics Minor

### Requirements

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Total Required Credits: 18

**Required Courses: (6 Credits)**

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3

**FOUR Economics electives 200 level or above: (12)**

**Total Credit Hours: 18**

## English Minor -PLV

### Requirements

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The English minor is an asset because it assures future employers that you can communicate well in writing. It also shows that no matter what your major, you have cultivated writing and analytical skills, which are useful in any profession.

**FIVE Required Courses - 15 credits**

Students choose five of the following courses:

ENG 302	Composition Theory and Practice	3
ENG 303	Language, Meaning, and Behavior	3
ENG 304	Growth of the English Language	3

ENG 306	Writing for the Professions	3
ENG 309	Creative Nonfiction	3
ENG 322	Advanced Writing	3
ENG 326	Topics in Professional Writing	3

and/or

ENG 300-level course in Critical Writing and Analysis (3 credits)

**Total Credit Hours: 15**

## Environmental Studies Minor

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The environmental studies minor is an interdisciplinary concentration that encourages students to design their own course of study from a wide variety of subject areas that complement their major.

### Requirements

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#### Required Courses: (15 Credits)

##### **TWO following courses: (6)**

ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 221	Environmental Science: The Web of Life	3

##### **Choose THREE courses from the following: (9)**

ENV 110	Nature and Culture: A Study in Connections	3
ENV 112	Environmental Studies- Basic Issues	3
ENV 130	The Naturalists	3
ENV 205	Globalization, Trade and the Environment	3
ENV 211	Environmental Assessment	3
ENV 215	Foundations of Environmental Law for Non-Lawyers	3
ENV 222	Environmental Chemistry: Principles, Problems and Solutions	3
ENV 220	Darwin on Ecology	3
ENV 230	Natural Beauty: An Introduction to Environmental Aesthetic	3
ENV 296	Introduction to Geological Information Systems (GIS)	4
ECO 310	Environmental Economics	3
ENV 311	Introduction to Environmental Law: History & Development of Environmental Regulations	3
EDU 190	Introduction to Environmental Education	3
PHI 223	Environmental Ethics	3
POL 301	Workshop: Community Politics and Environment	3
RES 296	Topics in Religious Studies	3
SCI 130	Elements of Environmental Science	3
SCI 145	Environmental Geology	3

Note: this list is subject to change by the inclusion of new courses that complement environmental studies.

**Total Credit Hours: 15**

## Film Studies Minor

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In this program film is seen as an object of study and a methodological tool used in a variety of disciplines. To fulfill this 15-credit minor, students must complete:

### Requirements

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Total Required Credits: 15

#### Two Required Courses: (6 credits)

FSS 202	History of Film	3
FSS 203	The Art of Film	3
	And	

Two to Three Elective courses from list of FSS Required and Elective courses on FSS worksheet: (9 credits)

**Total Credit Hours: 15**

## French Studies Minor

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### Requirements

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Required Courses: (18 Credits)

TWELVE credits of French at any level: (12)

SIX credits in French culture from among the following courses: (6)

ART 212	Nineteenth Century Art	3
ART 214	Art History: Modern Art	3
PHI 217	Existentialism	3
HIS 103	History of Western Civilization 1300-1815	3
HIS 104	History of Western Civilization 1815 to Present	3
	Any of the FRE 150/FRE 154 Topics in Translation courses	3
	OR	
	Any new interdisciplinary course or single department course	

focused on French or Francophone culture content, subject to the permission of the Modern Languages department.

**Total Credit Hours: 18**

## History Minor

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### Requirements

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Required Courses: (15 Credits)

TWO	Core history courses	6
THREE	History Courses at the 200 or 300 level	9

**Total Credit Hours: 15**

## Information Assurance for the Criminal Justice System Minor

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### Requirements

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Required Courses: (18 credits)

CRJ 150	Introduction to Criminal Justice	3
CRJ 247	Introduction to Private Security	3
CRJ 346	Terrorism and Society	3

CIT 251	Computer Security Overview	4
CIT 352	Network and Internet Security	3
CIT 354	Computer Forensics	3

**Total Credit Hours: 18**

## Italian Studies Minor

### Requirements

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**Required Courses: (18 Credits)**

**TWELVE credits of Italian at any level: (12)**

**SIX credits in Italian culture from among the following courses: (6)**

ART 206	Art History: Renaissance Art in Italy	3
COM 499	Seminar in Communications	3
HIS 103	History of Western Civilization 1300-1815	3
INT 196	Italian Culture and Civilization: Classical-Contemporary	0 - 7
ITA 150	Travel Course to Italy	6
ITA 154	Topics from Italian Literature in Translation	3
ITA 154A	Italian Culture and Civilization	3
ITA 154B	Michelangelo and the Italian Renaissance	3
ITA 154A	The World of Italian Opera	3
ITA 154D	Modern Italian Culture and Film	3
ITA 154G	Topic: Contemporary Italian Culture	3
ITA 154I	Topic: Italian Cinema	3

Or any new interdisciplinary course or single departmental course with primarily Italian culture content, subject to the permission of the minor codirectors.

**Total Credit Hours: 18**

## Journalism Minor

### Requirements

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**Five courses in Journalism including Internship: (15 credits)**

With department chair or program advisor's approval student chooses four of the following courses and one internship course:

JRN 101	Introduction to News Media	3
JRN 102	History of Journalism	3
JRN 104	News Reporting	3
JRN 201	Advanced Reporting	3
JRN 202	News Editing	3
JRN 203	Feature Writing	3
JRN 204	Radio and Television News Writing	3
JRN 207	Sports Journalism	3
JRN 210	Journalism at the Movies	3
JRN 205	Radio News Production	3
JRN 296	Topic: Journalism at the Movies	3
JRN 296K	Topic: "This Just In - Working in Breaking Broadcasting News"	3
JRN 296L	Topic: Profile Writing	3
JRN 296M	Topic: Photo Journalism	3
JRN 296N	Topic: From Cronkite to Couric: The Art of Anchoring	3
JRN 386	The Art of Anchoring - From Cronkite to Couric	3



JRN 490	And Internship	3
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For approval of Internship course, student must meet with department chair or advisor.

**Total Credit Hours: 15**

## Latin American Studies Minor Program

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This is a multidisciplinary program that includes courses in History, Economics, Modern Languages and Cultures, Anthropology, Psychology, English, Environmental Studies, and Fine Arts. The program provides students with the awareness of and sensitivity to Latin American culture, economic development, and institutional structures necessary to be effective practitioners of a variety of disciplines: international management, marketing, accounting and world trade, law and diplomacy, nursing, speech therapy and clinical psychologists planning to work with a U.S. Latino clientele, and postgraduate work in Latin American History, Political Science, Sociology, Anthropology, Languages, Environmental Science and Economics.

### Requirements - Required Courses: (18 Credits)

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#### Foundation Courses

**Required: Three courses (9)—must include at least one course from each of Groups A and B below: (9)**

#### Group A

SPA 263	Spanish for Native Speakers	3
SPA 280	Intensive Review of Spanish	3
SPA 283	Intermediate Spanish Conversation	3
SPA 284	Intermediate Spanish Composition	3

#### Group B

HIS 133	Latin America: The Colonial Era	3
HIS 134	Modern Latin America	3
HIS 231	Latin America: Century of Social Change and Revolution	3
ANT 296H	Traditional and Modern Cultures of Latin America	3
LAS 101	The Other "America": Introduction to Latin American Studies	6

LAS 101: Counts as one Group BC and one Group C course.

#### Advanced Courses

**Required: Three courses (9)—must include at least one course from each of Groups C and D below: (9)**

Students are strongly encouraged to take either HIS 243 or LAS 201 Urban Internship as a capstone experience.

#### Group C

SPA 311	Introduction to Latin American Culture	3
SPA 319	Masterpieces of Spanish American Literature I	3
SPA 320	Masterpieces of Spanish American Literature II: Dictatorships	3
SPA 321	Literature and Culture of Puerto Rico and the Caribbean	3
SPA 323	Modern Latin American Prose	3
SPA 344	The Short Story and Essay in Spanish America	3
SPA 345	Latin American Theatre	3
SPA 347	The Culture of Mexico	3
SPA 313A	Field Study in Latin American Culture	3
SPA 154V	Latin American Cinema	3
SPA 154Q	Topic: Negotiating Border Lines - Latino Films of the United States	3
SPA 346	Hispanic Literature and Culture in	3

LAS 150	the United States Modern Latin American Divas: Female Political, Social and Cultural Leadership in the Republican Era	6
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SPA 319: May be used to meet certificate requirement only if SPA 320 is not also used.

SPA 320: May be used to meet certificate requirement only if SPA 319 is not also used.

LAS 150: Counts as one GroupBC and one Group C course.

#### Group D

HIS 234	South American Colossus: The History of Modern Brazil	3
LAS 250	History and Environmental Policy: The Case of the South American Rain Forest	3
ART 296Q	Latin American Art	3
LAS 201	Latin America: The Caribbean and the World	6
LAS 230	"So Far from God; So Close to Uncle Sam:" Modern Mexico in History and Literature	6
ECO 359	Political Economy of Developing Nations	3
ANT 296K	Topic: Latino Families in Cross Cultural Perspectives	3
PSY 296A	Topic: Psychology of Ethnic Groups in the United States of America: The Latino Experience	3

LAS 250, LAS 201: Counts as two Group D courses.

LAS 230: Counts as one Group C and one Group D course.

**Total Credit Hours: 18**

## Literature

### Required Courses (15 credits)

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FIVE Literature courses at 300 or 400 level.

## Mathematics Minor

### Requirements

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#### Required Courses: (19-20 Credits)

TWO Required Courses (8 credits):

MAT 131	Calculus I	4
MAT 132	Calculus II	4

AND

#### ANY courses from the following choices (11 credits total):

MAT 137 Introduction to Discrete Mathematics (4 credits)

MAT 200, 300, or 400-level courses (3-4 credits each)

Note: Appropriate substitutions may be made with approval of the Mathematics Department Chair or Assistant Chair.

**Total Credit Hours: 19-20**

## New York City Studies Minor

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New York City Studies consists of a series of courses that explore the history and culture of New York. By studying literary, sociological, scientific and historical texts; by visiting and exploring the city's museums, performances, and neighborhoods; and by working in and serving the city's communities, students will attain a rich understanding of the complex and diverse heritage they inherit by participating in this program.

For more information about how you may major in whatever you like while also becoming a New York City insider contact:

Professor Barbara Blumberg  
History Department  
41 Park Row, Room 1109  
(212) 346-1459 or  
E-mail: bblumberg@pace.edu

## Requirements

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### Required Courses: (15 credits)

#### Group A

#### THREE or FOUR courses from the following from the following: (12)

NYC 115	New York City: From Great Metropolis to World Capital 1898-Present	6
MUS 121	The Concert Season in NYC	3
THR 123	Current Theatre in New York - A	3
DAN 123	Current Dance in New York	3
ART 296	New York and the Visual Arts	3
HIS 113	The American Experience: Changing Roles of Women	
SCI 142	Geology of Metropolitan NYC	3
SCI 171	Coastal Oceanography	3
SOC 111	Urban Sociology	3
SPA 154	Topics from Hispanic Literature and Culture in Translation I	3

Note: Other NYC-related courses may be substituted with approval of program coordinator.

#### Group B

#### ONE course at the 200-level or above from the following: (3)

ENV 221	Environmental Science: The Web of Life	3
ENV 222	Environmental Chemistry: Principles, Problems and Solutions	3
ENV 296F	Topic: An Environmental Study of the Greater New York City Region	3
ANT 296B	Ethnographic NY	3
CRJ 250	Community Relations in the Criminal Justice System	3
HIS 366	History of New York City	3
HIS 391	History Internship	3
COM 393	Intern Program I	1 - 9
SOC 226	Community Service in New York City	3
NYC 230	Immigration, Ethnicity, and Race in New York City's History	3
NYC 240	New York Blue Collar: The Worker in City Fiction	3

Note: Other 200, 300, 400-level NYC-related courses may be substituted with approval of program coordinator.

### Total Credit Hours: 15

## NonProfit Studies Minor

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The Nonprofit Studies minor will equip students with the knowledge and hands-on experience needed to succeed in careers in foundations, human services, economic development, advocacy organizations, museums, the arts, and environmental organizations. It is open to students from all majors and colleges.

### Requirements (15 Credits)

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This 15-credit minor requires students to complete two groups of courses:

--Public-Administration and Other Pre-Professional Skills Courses (6 credits)

and

--ONE Nonprofit Sector Track (9 credits): Global Nonprofit Sector **or** NYC and Urban Nonprofit Sector

#### Pre-professional Skills Courses (6 Credits)

Students choose two courses from the following list (6 credits):

CIS 102W	Web Design for Non-Profit Organizations	3
PAA 614	Strategic Planning and Marketing	3
PAA 616	Project Development and Grantwriting	1 - 3
PAA 670	The Not-for-Profit Sector	3
PAA 673	Financial Resource Development for Not-for-Profits	3

#### Track Courses (9 Credits)

Students choose three courses in **ONE** of two tracks (9 credits), including at least one internship course (but not more than two).

##### Global NonProfit Sector Track (9 credits)

This track is offered to students interested in the international nonprofit sector who wish to learn more about topics such as NGO's; international humanitarian organizations; social entrepreneurship in a global context; the public sector in other nations; and advocacy organizations that work across national borders. Course selection must include one internship course but not more than two such courses.

ANT 108	Global Culture and Local Identities	3
FIN 360	International Finance Field Study	3
LAS 201	Latin America: The Caribbean and the World	6
MAR 356	International Marketing Field Study	3
PAA 683	Seminar/Lab in Social Entrepreneurship	3
PJS 301	Humanitarianism and International Aid Work	3
PJS 393	Internship in Peace and Justice Studies	3
POL 202F	Topic: Introduction to International Organizations	3
SOC 390	Internship in Sociology	3
WS 234	The Girl Child-A Global Perspective	3
WS 280	Internship in Women's and Gender Studies	3
WS 296V	International Activist Politics:Global Feminist and Postcolonial Perspectives	3

##### NYC and Urban NonProfit Sector Track (9 Credits)

This track is offered to students interested in the U. S. domestic or local N.Y.C. metropolitan nonprofit sector. Course selection must include one internship course but not more than two such courses.

AMS 396	Internship in American Studies	3
ANT 210	Urban Ethnography	3
ENG 326	Topics in Professional Writing	3

HIS 391	History Internship	3
INT 296W	Children in Urban Society	6
MAR 342	Public Relations	3
MGT 330	Business and Society	3
PJS 393	Internship in Peace and Justice Studies	3
SOC 245	Urban Planning	3
SOC 390	Internship in Sociology	3
WS 280	Internship in Women's and Gender Studies	3
WS 305	Philanthropy on a Mission: Women and Change in the Non-Profit Sector	3

AND

*Other course choices that might be available include the following:*

AMS course: Museums and Cultural Institutions (3 credits)

HIS course: Public History Seminar (3 credits)

HIS course: Introduction to Public History (3 credits)

SOC course: Social Movements (3 credits)

*Note: Students should check with the Program Director for updates.*

## Peace and Justice Studies Minor (NYC)

### Requirements

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Total Required Credits: 15

#### One Required course: (3 credits)

PJS 101	Introduction to Peace and Justice Studies	3
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This is a 3- credit hands- on, experiential course that introduces students to the field of Peace and Justice Studies. It is offered every semester on the NYC campus.

#### Electives: (12)

These 12 credits can include either: one 6- credit approved learning community course plus two 3- credit courses from the list below, or four 3- credit courses from the list of approved electives below. Courses must come from at least 2 separate departments/disciplines.

ANT 108	Global Culture and Local Identities	3
CRJ 296T	Topic: The Criminal Justice System and the Victim	3
CRJ 321	Creative Crime Control	3
ECO 310	Environmental Economics	3
ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 205	Globalization, Trade and the Environment	3
ENV 110	Nature and Culture: A Study in Connections	3
ENV 105	Social Responsibility and the World of Nature	3
HIS 216	History of Human Rights	3
HIS 218	Nonviolent Activism in Modern Asia	3
PHI 115	Normative Ethics: Contemporary Moral Problems	3
PHI 355	Ethical Theories	3
PHI 297A	Introduction to Environmental Philosophy	3
PHI 223	Environmental Ethics	3

PJS 203	Nonviolence: Theory and Practice	3
PJS 301	Humanitarianism and International Aid Work	3
POL 114	Introduction to International Relations	3
POL 303	Political Workshop	3
POL 247	International Law and Human Rights	3
POL 214	Revolution or Reform	3
POL 250	Gender and Politics	3
POL 297K	Topic: Reconciliation and Justice in Post-Conflict Societies	3
POL 325	Conflict Analysis	3
SOC 209	Ethnic and Racial Minorities	3
SOC 222	Gender and Social Change	3
SOC 227	Border Crossing: Immigration and American Society	3
SOC 296B	Topic: Social Movements	3
WS 268	Men and Masculinities	3
WS 396B	Topic: Miniskirts and Headscarves - Gender, Nationality, and Migration in Modern Europe	3
WS 234	The Girl Child-A Global Perspective	3
WS 266	Gender, Race and Class	3

**Learning Communities:**

INT 296E	Topic: History and Religion of the Middle East: Holy Nationalism	6
INT 297Q	Understanding Community and Diversity: Queer Cultures	6
INT 296	Topics in Interdisciplinary	6
INT 296	Topics in Interdisciplinary	6
INT 296	Topics in Interdisciplinary	6
INT 298	The Holocaust and Modern Genocides	6
LAS 230	"So Far from God; So Close to Uncle Sam:" Modern Mexico in History and Literature	6

**LC "Women, Violence and Resistance": (6)**

WS 266	Gender, Race and Class	3
CRJ 298	Contemporary Perspectives on Violence	3

**LC "Challenge for Democratization": (6)**

HIS 297L	Topic: The American Civil War	3
POL 114	Introduction to International Relations	3

**Total Credit Hours: 15****Peace and Justice Minor - PLV**


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The PJS Minor is a 15-credit interdisciplinary minor, open to all students.

**Requirements**


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Total Required Credits: 15

**One Required Course: (3 credits)**

PJS 101	Introduction to Peace and Justice Studies	3
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*This 3-credit hands-on, experiential course that introduces students to the field of Peace and Justice. It is offered every spring semester on the Pleasantville campus.*

**Elective Courses: (12 credits)**

These 12 credits can include either:

	one 6-credit approved learning community course	6
	plus	
Foreign Language	Two subsequent 3-credit courses from the list below	6
	OR	
	four 3-credit courses from the list of approved electives below	12

**Approved 6-credit Learning Communities:**

INT 296	Topics in Interdisciplinary	6
INT 298I	On the Good Life: A Multidisciplinary Approach	6
BIO 170	Spaceship Earth: Issues of Sustainability	3
	and	
HR 200	Sustainable Development	3

**Approved Three-Credit Elective Courses**

BIO 170	Spaceship Earth: Issues of Sustainability	3
COM 213	Intercultural Communication	3
ECO 266	Economics of Gender, Race and Class	3
ECO 296	Topics in Economics	3
ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 221	Environmental Science: The Web of Life	3
HIS 113	The American Experience: Changing Roles of Women	
HIS 131	The Asian World: A Historical Survey	3
HIS 216	History of Human Rights	3
HIS 271	Culture and History of Black America	3
LIT 211V	The Literature of War and Peace	3
MGT 340	International Management	3
PHI 223	Environmental Ethics	3
PJS 203	Nonviolence: Theory and Practice	3
PJS 296A	Topic: The UN as an Instrument of Peace	3
PJS 296B	Topics: Women Activists for Peace and Justice	3
POL 110	Leadership and Advocacy	3
POL 114	Introduction to International Relations	3
POL 207	Political Empowerment	3
POL 214	Revolution or Reform	3
POL 256	Middle East Politics through Film	3
POL 296	Resource Wars, Political Economics and the Search for Sustainability	3
POL 303A	Politics Workshop: International Organization	3
	OR	
POL 303C	Politics Workshop: United Nations	3
PSY 215	Psychology of Cultural Diversity	3
PSY 243	Applied Social Psychology	3
PSY 304	Social Psychology	4
PSY 332	Group Relations and Interviewing Techniques	4

RES 106	Religions of the Globe	3
SOC 209	Ethnic and Racial Minorities	3
SOC 222	Gender and Social Change	3
WS 215	Introduction to Women's Studies	3
WS 266	Gender, Race and Class	3
WS 270	A Cultural History of Sexualities from Prehistory to the Present	3

Note: Each semester new courses are approved and/or created that explore issues related to peace and justice. See coordinator of PJS on the Pleasantville Campus (914-773-3625) to confirm whether any such course you're interested in can count towards your PJS minor.

**Total Credit Hours: 15**

## Philosophy Minor

### Requirements

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**Required Courses: (15 Credits)**

PHI 113	Ancient Philosophy	3
PHI 116	Modern Philosophy	3
	ONE 200-level course in Philosophy	
	TWO additional courses in Philosophy	6
	OR	
	ONE Philosophy and ONE Religious Studies	6

**Total Credit Hours: 15**

## Photography Minor - NYC

### Requirements

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Total Required Credits: 18

**Required Minor Courses: (6 credits)**

Student chooses two courses from the following:

ART 228	Photography II: Color	3
	And	
ART 153	Introduction to Photography	3
	OR	

Other introductory course to Photography approved by department chair (3 credits)

**Minor Elective Courses: (9 credits)**

**Three (3) of the following Courses:**

Student chooses any three:

ART 186	Digital Design I	3
ART 245	Art History: History of Photography	3
ART 252	Photography II	
ART 253	Photography II: Black and White	3
ART 287	Digital Design II	3
ART 297B	Topic: Shooting the Word: The Photographer's Eye, The Novelist's Vision	3
ART 306	Project Studio A	3
	OR	
ART 307	Project Studio B	3
ART 350A	Topics in Photography: Digital Photography	3



ART 356	Photography III: Experimental Photography	3
ART 390	Art Studio, Museum or Gallery Internship	3
ART 395	Independent Study in Art and Design	1 - 9

For other available electives in Photography, see department chair.

Subtotal: 15

**Total Credit Hours: 15**

## Politics Minor

### Requirements

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**Required Courses: (15 Credits)**

**ONE of the following POL courses: (3)**

POL 296	Resource Wars, Political Economics and the Search for Sustainability	3
POL 301	Workshop: Community Politics and Environment	3
POL 302	Politics Workshop: Road to the White House	3
POL 303	Political Workshop	3

**FOUR approved POL courses: (12)**

No more than 6 credits of Model UN may count toward the minor.

**Total Credit Hours: 15**

## Psychology Minor

### Requirements

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**Required Courses: (18 Credits)**

**PSY 112 and Four to Five Approved Courses:**

Students take required Introduction to Psychology course(4 credits) and four to five department-approved Psychology Courses (14 credits minimum):

PSY 112	Introduction to Psychology And	4
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Four to Five APPROVED PSY Courses (14 credits minimum)

**Total Credit Hours: 18**

## Public Relations Minor - PLV

### Requirements

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**Required Courses: (15 Credits)**

The FIVE following MCA Department courses are required for this minor:

MCA 180	Introduction to Public Relations	3
MCA 263	Event Planning for Public Relations	3
MCA 264	Public Relations Research	3
MCA 310	Case Studies in Public Relations And	3

ONE MCA Public Relations course in Writing (3 credits)

**Total Credit Hours: 15****Religious Studies Minor****Requirements**

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**Required Courses: (15 Credits)****THREE courses from the following: (9)**

RES 101	Introduction to the Study of Religion	3
RES 106	Religions of the Globe	3
RES 201	Great Ideas in Western Religious Thought	3
RES 202	Great Ideas in Eastern Religious Thought	3
RES 231	The Bible: Hebrew Scriptures (Old Testament)	3
RES 232	The Bible: Christian Scriptures (New Testament)	3
RES 296	Topics in Religious Studies	3
RES 395	Independent Study in Religious Studies	1 - 9

**TWO additional courses in Philosophy OR ONE Philosophy and ONE Religious Studies: (6)****Total Credit Hours: 15****Russian Minor - NYC****Requirements**

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Total Required Credits: 12-18

**Required Courses:**

Prerequisite: Six credits of Russian at the 200 (intermediate level) or equivalent (6 credits)

AND

FOUR Russian courses at 300-level or higher (12 credits)

RUS 301	Russian Composition and Conversation	3
RUS 304	Russian Translation and Interpretation	3
RUS 305	Russian for Professional Communication	3
RUS 316	Masterpieces of Russian Literature I	3
RUS 317	Masterpieces of Russian Literature II	3
RUS 318	Leo Tolstoy and Beyond: Literatures in Eastern Europe	3
RUS 320	Comparative Study of Russian and Slavic Languages	3
RUS 324	Culture: Literary Readings in Russian and Slavic Languages	3
RUS 380A	Seminar: Mixail Bulgakov	3
RUS 395	Independent Study in Russian	1 - 9

**Total Credit Hours: 12-18**

## Sociology/Anthropology Minor

### Requirements (15 Credits)

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#### Discipline Requirements (6 Credits)

Students must choose one 100-level course in Sociology (3 credits) and one 100-level course in Anthropology (3 credits) from the following list:

ANT 101	Introduction to Anthropology	3
ANT 108	Global Culture and Local Identities	3
ANT 115	Kinship and the Family	3
ANT 120	People and Cultures of the Middle East	3
SOC 102	Introduction to Sociology	3
SOC 106	Introduction to Social Work	3
SOC 110	Social Problems	3
SOC 111	Urban Sociology	3
SOC 112	Race and Ethnicity in Cities	3
SOC 113	Dynamics of Change - What Next?	3
SOC 114	Criminology	3
SOC 116	Sociology of Deviance	3
SOC 118	Sociology Through Film	3

#### Electives (9 Credits)

Required elective credits are fulfilled by any THREE courses with a SOC or ANT heading but not more than ONE of the following courses: SOC 390, ANT 395, or SOC 395.

Note: Courses from interdisciplinary programs (AMS, ENV, LAS, WGS) generally are not considered applicable towards this minor, unless taught by a SOC/ANT faculty member and approved (in writing) by the SOC/ANT program director.

**Total Credit Hours: 15**

## Spanish Minor

### Requirements

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#### Required Courses (12-18 Credits)

Prerequisite SIX credits of Spanish at the 200 (intermediate) level or equivalent.  
 FOUR Spanish courses at the 300 level or higher

**Total Credit Hours: 12-18**

## Statistics Minor

### Requirements

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#### Required Courses (15-17 Credits)

**ONE introductory probability and statistics course: (3-4 credits)**

AND

#### Following Two courses: (6 credits)

MAT 218	Intermediate Statistics	3
MAT 222	Applied Multivariable Statistical Methods	3

**TWO approved Mathematics courses (NYC): (6-7 credits)**

**Total Credit Hours: 15-17**

## Translation Studies Minor-NYC (15 Credits)

### Requirements

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For acceptance into this minor students must satisfy the following prerequisite language requirements:

SIX credits of intermediate-level foreign language courses **OR** equivalent in language chosen for the specialization: Spanish, Russian, Italian, or French.

#### One Core Requirement (3 Credits)

ONE of the following two courses is required of all TRS minors (3 credits):

TRS 200	Introduction to Translation Studies	3
	OR	

LIT 300-level course in Theories of Translation (3 credits)

#### One Advanced Course in Chosen Language (3 Credits)

ONE of the following 300-level courses in the student's chosen language of specialization:

SPA 302	Advanced Spanish Composition	3
SPA 303	Advanced Oral and Written Expression	3
RUS 301	Russian Composition and Conversation	3
ITA 302	Advanced Italian Composition	3
FRE 302	Advanced French Composition	3
FRE 303	Advanced Oral and Written Expression	3

#### One Translation and Interpretation Course (3 Credits)

ONE advanced course in chosen language of specialization (3 credits):

SPA 304	Spanish Translation, Interpretation, and Conversation	3
	OR	
RUS 304	Russian Translation and Interpretation	3
	OR	

ITA 300-level course in Italian Translation and Interpretation (3 credits)

OR

FRE 300-level course in French Translation and Interpretation (3 credits)

#### Two Elective Courses (6 Credits)

TWO elective courses (6 credits) chosen from the following list but with at least ONE course in the language of specialization (SPA, RUS, ITA, or FRE):

SPA 305	Spanish for Professional Communication	3
RUS 305	Russian for Professional Communication	3
ITA 305	Italian for Industry and the Professions	3
FRE 305	Advanced French for Industry and the Professions I	3
CSD 223	Psycholinguistics	3

and also the following other available electives:

ENG 300-level *Workshop in Literary Translation* (3 credits)

ONE 300-level *Translation II* course in specialization language of SPA, RUS, ITA, or FRE (3 credits)

**Total Credit Hours: 15**

## Women's and Gender Studies Minor

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This is an interdisciplinary minor open to all students.

### Requirements

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#### Required Courses: (15 Credits)

##### One of the following groups:

##### Group 1:

ONE course from the following list (3 credits):

WS 115	Intro to Women's & Gender Studies	3
WS 215C	Introduction to Women's Studies through Civic Engagement	3

OR

LIT 211W or LIT 212W (Women in Literature theme only)

##### Group 2:

ONE course from the following list (3 credits):

WS 380	Seminar in Feminist Theory	3
PHI 296	Special Topics in Philosophy	3
WS 369	Queer Theory	3

##### At least ONE additional course from the following:

WS 220	The Medieval Woman	3
WS 234	The Girl Child-A Global Perspective	3
WS 250	Queer Stories:LGBTQ People and Communities in Historical Context	3
WS 266	Gender, Race and Class	3
WS 267	Meanings and Models of Motherhood in European History and Literature	6
WS 268	Men and Masculinities	3
WS 269	Lesbians in Literature and Film	3
WS 270	A Cultural History of Sexualities from Prehistory to the Present	3
WS 271	Women in Jeopardy	3
WS 280	Internship in Women's and Gender Studies	3
WS 285	Queer Cinema	3
WS 288	Women and Film: Past and Present	3
WS 289	Science Fiction and Gender	3
WS 296	Topics in Women's Studies	3
WS 296F	Living Under Fire: Women and Warfare	3
WS 296Q	Women in the Arthurian Legends: Medieval to Modern	3
WS 296U	Topic: Transgender Studies	3
WS 296V	International Activist Politics:Global Feminist and Postcolonial Perspectives	3
WS 305	Philanthropy on a Mission: Women and Change in the Non-Profit Sector	3
WS 375	Independent Study	3
WS 396B	Topic: Miniskirts and Headscarves - Gender, Nationality, and Migration in Modern Europe	3
INT 296Q	Topic: The City in Film, Literature and Social Theory	6

INT 296J	Performing Identities	3
INT 296S	Beyond the Veil: Women in Middle Eastern History and Literature	6
INT 297J	Performing Identities: Cross-Dressing and Gendered Personas in Drama	6

*Other available WS course choices in this group include the following topic courses:*

WS 297A Asian/American Women

WS 297S Job Opportunity in Sexuality Education and Reproductive Justice in the Nonprofit Sector

**Up to TWO additional courses from the following:**

(so that the student completes 15 credits in total)

ANT 115	Kinship and the Family	3
ANT 296D	Topic: Anthropological Perspective of Women and Warfare	3
ANT 296J	Topic: Black Women in Cross Cultural Perspectives	3
ANT 296L	Women and Gender Through a Global Perspective	3
ANT 296S	Topic: Anthropology of Violence	3
ANT 296T	Topic: Sexuality and Nation Building	3
ANT 296W	Topic: Sexuality and Culture	3
BIO 115	Human Sexuality	3
COM 296	Topics in Communication	3
COM 296V	Topic: Communication and Public Policy	3
COM 296E	Domestic Violence and Child Abuse	3
CRJ 375	Criminal Justice System Responses to Domestic Violence and Child Abuse	3
ENV 296K	Women and Nature	3
FRE 154U	Topic in French Literature: French Women Writers	3
HIS 113B	The American Experience: American Diversity, Immigration, Ethnicity and Race	3
HIS 114E	The European Experience: The Age of the Renaissance	3
HIS 280	History of American Women	3
HIS 281	European Women and Social Change	3
HS 163	Family Dynamics	3
HS 164	Aging and the Family	3
HS 261	Ethnic Family Lifestyles	3
HS 314	Families in Crisis	3
INT 197	Topics in Interdisciplinary	1 - 7
INT 197A-200	Crossroads and Crossfire: The Struggle For Women's Rights in a Globalized World	6
INT 296	Topics in Interdisciplinary	6
INT 296S	Beyond the Veil: Women in Middle Eastern History and Literature	6
LIT 211	Literature I	3
LIT 212	Topics in Literature	3
LIT 212Y	American Women Writers	3
LIT 308	Women and African Literature	3
LIT 326	African American Literature	3
LIT 329	Literary Theory and Criticism	3
LIT 364	Shakespeare II	3
LIT 369A	Great Authors: Emily Dickinson	3

LIT 369F	Great Authors: Bronte Sisters	3
LIT 379	Feminist Issues in Literature	3
LIT 384	Images of Women in Literature	3
LIT 396F	Topics in Literature: The Female Gothic	3
LIT 482	Seminar	3
MGT 396E	Gender Diversity Issues in Organization	3
MUS 206	Women in Music	3
NUR 161	Women at Risk: Health Care for Marginalized Women	3
NUR 228	Nursing and the Political Process	3
NUR 241	Difference of Self: Historical Analysis of Women's Health	3
POL 296Q	Topic: Gender and Politics	3
PSY 227	Psychology of Women	3
PSY 234	Human Sexual Behavior	3
PSY 296Z	Topic: Children and Youth - A Global Perspective	3
PSY 320	Abnormal Psychology I	3
PSY 321	Abnormal Psychology II	3
SOC 116	Sociology of Deviance	3
SOC 215	Sociology of the Family	3
SOC 222	Gender and Social Change	3
SOC 296L	Borderlands	3
SPA 380	Spanish Seminar	3

**Total Credit Hours: 15**

## Lubin School of Business

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Lubin School of Business  
 One Pace Plaza, New York, NY 10038 • (212) 618-6550  
 861 Bedford Road, Pleasantville, NY 10570 • (914) 773-3716

## Administration: Lubin School of Business

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### Office of the Dean

Neil S. Braun, BA, JD, Dean  
 Lynette L. Wailoo, BA, MBA  
 Associate Dean for Administration and Budgets  
 Barbara Rose Aglietti, BA, MBA  
 Associate Dean, Communications and External Relations  
 Alvin Hwang, BBA, MBA, PhD, Director of AACSB Accreditation and National Rankings  
 Undergraduate Management Program Chair  
 Randi Priluck, BBA, MBA, PhD  
 Director of Assessment

### Undergraduate Programs

Karen A. Berger, BA, MA, MBA, MPhil, PhD  
 Associate Dean and Director of Undergraduate Programs  
 Lynne V. Byrne, BA, MBA  
 Associate Dean for Strategic Initiatives and Planning  
 Eileen Murphy, BA, MBA  
 Assistant Dean, Undergraduate Academic Advisement

### Graduate Programs

Daniel M. Baugher, BA, MS, PhD  
 Associate Dean and Director of Graduate Programs  
 Melissa Grant, BA, MSED  
 Assistant Dean, Office of Graduate Academic Advisement and Student Development  
 John Dory, BS, MS, DBA

Director, DPS Program  
Jay Sholes, MA, MBA, PhD  
Director, Executive Programs  
Ellen Weisbord,,BS,MS,MBA,MPhil,, PhD  
Academic Director, Executive MBA Program,  
Kevin Wynne, BA, MA, PhD  
Academic Director, Masters in Finance for Professionals Program

## Overview of the Lubin School of Business

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A nationally ranked leader in business education, the Lubin School of Business offers an extensive array of programs at the bachelor's, master's, and doctoral degree levels. A hallmark of a Lubin undergraduate education is its focus on experience-based learning that blends theory with practical applications and provides students with opportunities to gain real world professional business experience through our nationally recognized internship program, which is the largest in the New York Metropolitan area. Courses are offered during the day, evening, and online in order to meet the scheduling needs of our diverse student body. In addition to our BBA programs, qualified undergraduate students may pursue an accelerated combined BBA/MBA or MS program for CPA Preparation. With its ideal campus locations in downtown Manhattan, in the heart of the world's financial center, and in suburban Westchester County, near the headquarters of major multinational corporations, the Lubin School of Business ensures that students at all stages of their careers receive a comprehensive and personalized educational experience that prepares them for success in a global business environment. The Lubin School is committed to continuous improvement and innovation and our graduates are prepared to become leaders in their chosen fields and ready to manage in a constantly changing global marketplace.

## Accreditation and Affiliation: Lubin School of Business

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The Lubin School's bachelor's, master's, and doctoral degree programs in business and bachelor's and master's degree programs in accounting are accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the premier accrediting organization for business schools in the world. Fewer than two percent of the business schools internationally have both business and accounting accreditation from AACSB International. The Lubin School is also an active member in the European Foundation for Management Development (EFMD). Please refer to <http://www.pace.edu/lubin/about-lubin/accreditation> for a complete listing of Pace University's accreditation, memberships, and affiliations.

## Statement of Vision, Mission and Values: Lubin School of Business

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### Vision

The Lubin School of Business will be internationally recognized as a leading school for professional education that prepares a diverse student population for successful business careers through innovative experience-based learning programs in the most dynamic marketplace in the world—New York.

### Mission

The mission of the Lubin School of Business is to develop our students' analytical, organizational and personal competencies in a comprehensive academic and experience-based learning environment dedicated to preparing students to successfully begin and advance in their chosen professional careers. In support of this mission, our faculty conducts and disseminates scholarship that contributes to professional practice, academic theory, and student learning.

### Values

The Lubin School provides a distinctive and personalized educational experience that is energized by the following professional, personal, innovative, and collaborative values:

#### Professional

- Accentuate experience-based learning inside and outside the classroom
- Engage the New York metropolitan area business community
- Generate scholarship applicable to business and business education
- Integrate global perspectives and trends

#### Personal

- Enable and encourage students to grow toward their full potential



- Promote appropriate professional behavior among students
- Embrace the diversity in our population
- Promote integrity, ethics and social responsibility

#### **Innovative**

- Create distinctive, market-focused programs
- Teach and learn entrepreneurial approaches
- Encourage multidisciplinary analyses and perspectives
- Employ innovative pedagogies to enhance learning

#### **Collaborative**

- Teach with excellence in small classes
- Encourage close faculty and student interaction
- Enhance collegiality and respect among students, faculty, and staff
- Support student-centered advising systems

## **Academic Policies**

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### **Admission Requirements**

Admission to the Lubin School of Business is the same as admission to Pace University. Students may be admitted to the Lubin School as freshmen, transfer students, or adult students qualifying for matriculation. Please refer to the Admission and Adult and Continuing Education sections of the catalog for more information. Continuing students enrolled in other college or schools within Pace University may also be admitted to the Lubin School by submitting for approval an "Application for Change or Declaration of Program" to the appropriate Lubin academic department. Students planning to declare or change their major to a business program are advised to discuss their plans with an academic adviser in the Lubin Office of Undergraduate Academic Advisement on their home campus. Admission to the Combined BBA/MBA or BBA/MS Programs is more selective than the general Lubin School admission requirement. Please refer to the Lubin School Degree Programs section under CPA Qualifying -Combined BBA/MBA and BBA/MS Degree Programs for more information.

### **Academic Standards**

Every undergraduate student enrolled in the Lubin School of Business is required to maintain a cumulative grade point average (CGPA) of "C" (2.00) as well a minimum GPA of "C" in their major in order to be in good academic standing. Major courses (required and major electives) for each BBA program are listed in the Lubin School Degree Programs section. Students who fail to maintain these standards are placed on academic probation.

### **Academic Probation**

Lubin students who fail to show satisfactory academic progress and have a cumulative GPA below a (2.00) "C" are automatically placed on academic probation. Lubin students are expected to achieve the following minimum standards of academic progress:

#### **Lubin Standards of Academic Progress**

<b>Credits Attempted*</b>	<b>CGPA</b>
16	1.30
32	1.60
48	1.80
64 and above	2.00

\*Includes credits attempted at Pace and transfer credits applied to degree.

The seriousness of the academic deficiencies and the number of credits completed toward the BBA degree will determine the academic probation category (first, second, or final) that will be assigned and the number of semesters that a student will be allowed to continue on probation. Normally, freshmen and sophomores with less than 64 credits completed will be allowed a maximum of three semesters to raise their CGPA to a 2.00, and juniors and seniors with 65 credits or more will be allowed a maximum of two semesters. This assumes that a student's academic performance improves each semester while on academic probation with a minimum grade of "C" in each course.

Part-time students may be allowed additional semesters on probation depending upon the number of credits completed each semester and their overall academic progress. Students placed on academic probation are required to reduce their semester course load to a maximum of four courses and 13 credits for full-time students working 20 hours or less per week, and a maximum of two courses and eight credits for part-time students working 30 hours or more per week. Students placed on academic probation are also required to limit their participation in extracurricular activities.

### **Academic Probation in the Major**

Students who have below a 2.00 GPA in their major courses are placed on academic probation in their major and given at most two semesters to raise their major GPA to a 2.00. Students can be placed on academic probation in their major, even though their cumulative GPA is a 2.00 or better. Students who fail to achieve a 2.00 in their major after two semesters will be required to change their major and will be given assistance with this process by academic advisers in the Lubin Office of Undergraduate Academic Advisement and the Advising Center for Exploring Majors in the Center for Academic Excellence.

### **Academic Review Process**

The academic records of all undergraduate business majors are reviewed at the conclusion of the fall and spring semesters by the Lubin Office of Undergraduate Academic Advisement on each campus to determine the students whose cumulative GPA has fallen below a 2.00. The academic records of students who fail to meet the minimum conditions of their academic probation are also reviewed by the campus subcommittee of the Lubin Undergraduate Academic Standards Committee, which is a standing committee of the Lubin Faculty Council. At these academic review meetings, the committee considers each case individually and decides on an appropriate course of action, which could include extending academic probation, mandatory leave of absence, or academic dismissal.

### **Academic Dismissal**

Failure to make satisfactory academic progress toward the BBA degree will eventually result in academic dismissal from the Lubin School of Business and Pace University. Students are allowed at least one semester on academic probation to improve their academic performance and to raise their CGPA to a 2.00. Students who fail to sufficiently improve their academic performance while on academic probation will be academically dismissed from the Lubin School and Pace University. Students may appeal their academic dismissal in writing to the Lubin Undergraduate Appeals Committee in care of the Lubin Office of Undergraduate Academic Advisement on their home campus.

Students who are dismissed for poor academic performance may not register for classes at any of the Pace campuses for at least one full academic year. After this time, students may apply for reinstatement to the Lubin School Associate Dean and Director of Undergraduate Programs. Requests for reinstatement are to be made in writing and should include reasons for requesting reinstatement, action taken to address past problems, and a plan to correct past academic deficiencies and ensure satisfactory academic progress in the future. Students may be reinstated only once to Pace University after academic dismissal.

## **Residency and Transfer Credit Policies**

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### **Residency Requirement**

To ensure that a degree from the Lubin School of Business truly reflects the school's curriculum standards and philosophy, Lubin students must fulfill a residency requirement. All business students must complete at least one-half, or 50 percent, of the business credits required for the BBA, including the Business Core, major, and auxiliary requirements, in residence at Pace University. In addition, business students must also comply with the University residency requirement that at least one-half of the major requirements and a minimum of 32 credits be completed in residence at Pace University. The capstone course, MGT 490 Business Strategy, as well as selected senior 400-level courses in each program, must also be completed at Pace University. The residency requirement may limit, in some cases, the number of business credits that can be accepted in transfer toward the major and the BBA degree. A student may also transfer credits that, while accepted by the University, cannot be applied to a specific business major. This generally occurs when a student is changing a field of study or enrolling in a business major with few open electives.

### **Transfer Credit Policy**

The Lubin School welcomes and helps transfer students by awarding transfer credit under a variety of circumstances. Students wishing to transfer into the Lubin School of Business must have achieved a minimum overall average of 2.50 in their previous college work, and transfer credit is awarded only for courses completed at other schools with a grade of "C" or better. Transfer credit is generally awarded for courses completed at other institutions that are evaluated by the appropriate Lubin academic department to be equivalent to the following Lubin lower-division business courses: BUS 150, LAW 101, ACC 203, ACC 204,

LAW 214, MAR 250, MGT 250 and FIN 260. Transfer credit may also be awarded on a limited basis for Pace upper division 300-level business courses provided that the transfer course is equivalent to the Pace business course as determined by the appropriate Lubin academic department and it is taught at an appropriate academic level.

## Lubin iPace Transfer Credit Policy

The following new Lubin iPace Transfer Credit Policy applies to the acceptance of transfer credits to the Lubin iPace BBA Business Studies Program. It is effective for new students entering in Spring 2015 and thereafter.

1. A total of 75 transfer credits (no more than 68 credits from a two-year institution) will be accepted to the Lubin iPace BBA Business Studies program.
2. Up to 12 transfer credits (no more than 3 courses) completed at other institutions or through CLEP or other testing may be applied to the Business Core. MGT 490 Business Strategy must be completed at Pace.
3. A maximum of 6-8 credits earned in business subjects through Experiential Learning Assessment (ELA) may be accepted and applied as transfer credits toward 3 courses in the Business Core only. See point #2 above. Other credits earned through ELA in non-business subjects may be applied to the 75 credits permitted in transfer to Lubin iPace Business Studies program.

Students are required to take a minimum of 45 credits at Pace University to receive the Lubin iPace BBA degree. Students who have completed additional business courses prior to enrolling in the Lubin iPace Program and have received transfer credit for business courses beyond those covered in the Lubin iPace Transfer Policy above should contact the iPace adviser to see if they are eligible to receive one or more waivers of required courses and substitute other upper level Lubin courses or elective courses offered by Seidenberg or Dyson as per their interests.

## Honor Societies

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### Beta Gamma Sigma

Beta Gamma Sigma is the premier national honor society in business. Membership in Beta Gamma Sigma is the highest national scholastic recognition that a student in business can receive in an undergraduate or graduate program at a school accredited by the AACSB International – The Association to Advance Collegiate Schools of Business. The first national honor society in business, Beta Gamma Sigma was the result of a merger of three separate societies established to honor academic achievement in business at the University of Wisconsin, University of Illinois, and the University of California. To be eligible for membership in Beta Gamma Sigma, students must rank in the upper 10 percent of their junior class, the upper 10 percent of their senior class, or the upper 20 percent of students graduating from a master's degree program. In addition, Lubin undergraduates must have a minimum cumulative GPA of 3.50. Membership is by invitation only and students are inducted into Beta Gamma Sigma at the annual Lubin Awards Ceremonies in May.

### Beta Alpha Psi

Beta Alpha Psi is an honorary organization for Financial Information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members, and practicing professionals; and encouraging a sense of ethical, social and public responsibility. The Pace Iota Lambda Chapter of Beta Alpha Psi was installed on the New York City campus in April 1998. It brings excellent students and business professionals together and fosters professional and social development by sponsoring activities that enhance the educational experience and broaden the perspective of each member. The Pace chapter has earned "Superior Chapter" status nationally each year since its inception. Membership is open to students majoring in accounting, finance and information systems. To be eligible, undergraduate students must have a B average overall and a B average in all advanced courses in their major. Graduate students must have an overall B average in their graduate courses.

### Omicron Delta Epsilon

Omicron Delta Epsilon is the International Honor Society in Economics. Membership is open to juniors and seniors who have completed a minimum of 12 credit hours in economics and who have achieved a 3.50 GPA overall and a 3.50 GPA in economics and to Lubin graduate students who have a minimum GPA of 3.50. The society publishes a scholarly journal, *The American Economist*, which has the second largest circulation among journals in the field.

### Alpha Iota Delta

The Pi Upsilon Chapter of Alpha Iota Delta, the national honor society in the decision sciences, recognizes juniors and seniors in all majors who have excelled in quantitative courses. To qualify for membership, undergraduate students must complete MGT 355 with a grade of B+ or higher and three other decision science courses and have a minimum cumulative GPA of 3.50. A statement of support from a full-time faculty member is also required.

### Sigma Iota Epsilon

Sigma Iota Epsilon (SIE) is the premier honorary and professional fraternity organization in management. SIE recognizes superior scholarship and offers members opportunities to engage in professional programs and other activities aimed at bridging the gap between management theory and management practices. SIE student members are recognized as top achievers both academically and professionally. The Pace Zeta Pi Chapter of Sigma Iota Epsilon is open to undergraduate students majoring in management, international management, and quantitative business analysis. To be eligible for membership, undergraduate students must have a minimum CGPA of 3.00 and a grade of "B" or better in at least one management course and at least 30 credits completed in residence at Pace University toward their BBA degree. Graduate students who have achieved a 3.25 CGPA, a grade of "B" or better in at least one management course, and have completed at least 9 credits at Pace toward their degree are also eligible.

## Professional Student Organizations

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Through the Office of Student Development and Campus Activities on each campus, the University offers a wide range of social activities and organizations. Professional student organizations such as the Robert S. Pace Accounting Society, the Pace University Marketing Association (PUMA), the Finance Society, the National Association of Black Accountants (NABA), the Association for Latino Professionals in Finance and Accounting (ALPFA) and the Lubin Business Association provide excellent opportunities for Lubin students to network with business and accounting professionals and to develop leadership and social skills. Interested students should consult the Student Handbook or the Office of Student Development and Campus Activities websites (New York City campus and Pleasantville campus) for a complete list of student organizations available on each campus.

## BBA Program

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### Objectives

Within the context of the Lubin School's mission, the goal of the bachelor of business administration (BBA) program is to prepare students for successful business careers in a global economy. This is achieved by providing students with the knowledge, skills and experiences needed to meet the challenges and opportunities of a global business market characterized by complexity, uncertainty, and diversity.

Specifically, the BBA Program strives to:

- provide a strong foundation in the arts and sciences through which students gain an appreciation and understanding of the humanities, behavioral sciences, social sciences, fine arts and natural sciences;
- provide the fundamental concepts and theory of business practice and specialized study in a business discipline;
- develop effective oral and written communication skills;
- develop the ability to think critically, analyze problems quantitatively, and use computer technology to solve business problems;
- develop an awareness and understanding of the global context in which business operates;
- develop an understanding of the ethical and social issues that are a concern to the business community;
- prepare students to become responsible and contributing members of the community.

In addition to using their undergraduate experience to build successful careers in business, Lubin graduates are well prepared for careers in government, education, healthcare, and other fields. In addition, they often use their well-recognized undergraduate degree as a stepping stone to continuing their education through graduate study, particularly in business and law.

### Assessment of Learning Outcomes

As part of its commitment to quality, the Lubin School of Business has an ongoing assessment program to track students' accomplishment of program-related learning goals. These educational goals go beyond the subject matter of individual courses and develop students' skills and abilities to succeed in the business world. The learning goals fall into two broad categories: general education and management-specific education.

General education includes goals related to critical thinking, problem-solving and decision making; effective written and oral communication; quantitative reasoning; global perspectives; social responsibility and civic engagement and interpersonal skills. Management specific goals relate to business skills students learn in their coursework within their specific disciplines.

### Curriculum Overview

The Lubin BBA program is organized to provide each student with fundamental study in the arts and sciences (University Core Curriculum), core study in business, a major program of study, and the opportunity to develop individual interests and talents through the selection of elective courses or a professional concentration. The BBA Program requires 128 credits, except for the BBA in Public Accounting, which requires 150 credits. Students in the 5-year Combined BBA/MBA or BBA/MS programs will

complete a total of 151-154 credits of undergraduate and graduate courses. A minimum of 53 credits must be completed in the liberal arts and sciences, which is required in the University Core.

### International Focus

A strong international business focus is integrated into the BBA curriculum in which students are required to complete at least one international business course in their major. Please refer to the outline of course requirements for each major program for more information.

### Technology-Enhanced Learning

Students are required to use Blackboard Internet technology for their business courses. Blackboard provides a virtual classroom environment in which students and faculty can access course materials over the Internet at anytime from anywhere. This enhances the traditional classroom learning experience and facilitates online learning.

### Majors

Depending upon individual academic and career interests, a student may select either a business major that is highly structured and incorporates an intensive specialization, as in the case of public accounting, or one that has more flexible requirements and offers the opportunity to take more elective courses. Students often use their open elective credits to pursue a second major or a minor concentration or to explore the wide range of courses offered through the other college or schools of the University.

### Minors

Business students may select a minor in a business or a non-business field, if they wish. Minors are offered in all the business disciplines and specialized minors are offered in such areas as Arts and Entertainment Management, Entrepreneurship, Law, Fashion Marketing, Special Events Marketing and Quantitative Business Analysis (QBA). Students can also enhance their academic preparation by declaring a minor in other areas such as computer science, computer information technology and many liberal arts areas including: digital design, foreign languages, economics, history, mathematics, nonprofit studies and political science. An interdisciplinary Pre-Law minor is also available for students considering law school. Interested students should consult the Lubin School Minors section and the Dyson College of Arts and Sciences and the Seidenberg School of Computer Science and Information Systems sections of the catalog for specific requirements. A Business Minor is also offered for non-business majors.

## University Core Curriculum Requirements - Lubin Majors

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### For Lubin School Business Majors- *Effective with the Entering Class of Fall 2013*

The University Core Curriculum is required for all Pace undergraduate students. It is designed to promote active learning, student success, and faculty-student interaction. The University Core Curriculum for Lubin business majors requires a minimum of 53 credits in the liberal arts and sciences. The Quantitative Business Analysis (QBA) major requires an additional 8 credits of mathematics, which increases the University Core requirement to 61 credits.

The University Core requirements are grouped into two Core areas: Foundation Requirements (19-28 credits) and Areas of Knowledge (25 credits). For a complete listing of the University Core requirements, please see the University Core Curriculum Section of this Catalog or visit the University Core web site by clicking [here](#). Indicated below are specific courses that Lubin majors are required to take to fulfill Core areas as well as other important information on the University Core requirements.

### Foundation Requirements

Lubin majors are required to fulfill all the Foundation Requirements in English, public speaking, laboratory science and second language proficiency as outlined in the University Core website. In addition, Lubin majors are required to take MAT 104 Finite Mathematics to fulfill the Core requirement in Mathematics and CIS 101 Introduction to Computing or TS 105 Computers for Human Empowerment to fulfill the Core requirement in Computing. (*TS 105 also satisfies the Civic Engagement requirement.*)

**Lubin Foundation Requirement in Quantitative Reasoning:** Lubin majors need a strong quantitative background and quantitative reasoning skills in order to be prepared for upper level study in business and to meet the challenges of an increasingly complex and data-driven global business environment. Therefore, Lubin students are required to take the following additional courses in mathematics and economics: ECO 105, ECO 106, MAT 111 or MAT 131, and MAT 117. These courses constitute the Lubin Foundation Requirement in Quantitative Reasoning. All courses are applied to the Areas of Knowledge section of the University Core and should be completed within the first two years of study. ECO 105, ECO 106 and MAT 111/131 are applied as an In-depth Sequence in Quantitative Reasoning, which means that each course replaces one course from each of the three AOK Core areas indicated below. MAT 117 is applied to AOK– HSN. The following is a complete list of the courses required for the Lubin Foundation Requirement in Quantitative Reasoning with information on how each is applied to the AOK Areas of the University Core.

- ECO 105 Principles of Economics: Macroeconomics (3 credits). Satisfies one course in Western Heritage- WH (AOK 2).

- ECO 106 Principles of Economics: Microeconomics (3 credits). Satisfies one course in World Traditions and Culture- WTC (AOK 3).
- MAT 111 Elementary Calculus I (3 credits), or MAT 131 Calculus I (4 credits). Marketing and General Business majors will take one elective course in mathematics or economics (3 credits) instead of MAT 111. Satisfies one course in Humanistic and Creative Expression- HCE (AOK4).
- MAT 117 Elementary Statistics (4 credits) satisfies one course for Analysis of Human, Social and Natural Phenomena - HSN (AOK 5).

Marketing and General Business majors are not required to take MAT 111 or MAT 131 and therefore will take a mathematics or economics elective course instead. The following courses in mathematics may not be taken to fulfill this requirement: MAT 100, MAT 102, MAT 103/103A, MAT 130, MAT 134 and MAT 234.

### Areas of Knowledge

The Areas of Knowledge (AOK) Section of the University Core allows students flexibility and choice in selecting courses to fulfill the four AOK Core areas. As indicated above, Lubin majors qualify for an In-depth Sequence in Quantitative Reasoning (ECO 105, ECO 106, and MAT 111 or MAT 131) and are also required to complete MAT 117, which is applied to AOK HSN (AOK 5). Therefore, they are required to complete only ONE course from each of the four AOK areas for a total of 12 credits in the AOK Core areas. Students may select any courses coded in the catalog or Class Schedule as satisfying a specific AOK Area to fulfill the AOK requirements. Some Lubin majors may require specific courses to fulfill University Core requirements. These courses are listed under the specific major in the catalog and on the Major Program worksheet. In selecting courses to fulfill the Areas of Knowledge, Lubin students are required to comply with the following:

- Only two courses with the same disciplinary prefix may be taken to fulfill the 25 credit Areas of Knowledge Core Requirement.
- Additional courses in mathematics or economics may not be taken to satisfy the AOK areas.
- The In-depth Sequence University Core option may not be used to satisfy Areas of Knowledge requirements. As indicated above, Lubin students already qualify for an In-depth Sequence in Quantitative Reasoning and are therefore not eligible to do a second In-depth Sequence as part of the University Core.

### Other Required University Core Learning Experiences:

Lubin majors who enter Pace with fewer than 25 transfer credits are required to complete all the University Core requirements including the three Core Learning Experiences listed below. These requirements may be fulfilled by taking courses that also satisfy any requirement for the BBA degree including: University Core, Business Core, Major, Liberal Arts and Sciences Elective or Open Elective. Courses that satisfy these Core Learning Experiences are identified in the Class Schedule and Catalog Course descriptions with the attribute indicated below next to each requirement.

- One Civic Engagement and Public Values Course (CE) (formerly AOK 1 )
- One Learning Community (LC) (To be taken within the first three semesters of study.)
- Two Writing Enhanced Courses (WE) (These are in addition to the three Foundation English courses.)

For more information, students should consult their major worksheet as well as the section on the University Core in the catalog and the Core website, accessible from [www.pace.edu](http://www.pace.edu) in the A-Z index under "C."

### For Lubin Transfer Students and Students Enrolled in Adult Degree Programs

Transfer students and Lubin students enrolled in the BBA General Business major must complete a minimum of 53 credits in the Liberal Arts and Sciences. They are required to complete the University Core Foundation Requirements, one course in Civic Engagement and Public Values, and the Lubin Foundation Requirement in Quantitative Reasoning. The remaining credits may be taken as liberal arts and sciences electives. Transfer students and students in adult degree programs in the professional schools, with the exception of the School of Education, may take one culture course offered by the modern languages and cultures department to fulfill the second language requirement.

For purposes of determining the appropriate University Core Curriculum requirements for students who come to Pace with transfer credits, a transfer student is defined as one who successfully completes (grade of "C" or better) a minimum of 25 college-level credits prior to his or her attendance at Pace University. Thus, students with fewer than 25 transfer credits will be required to take the entire University Core except if they are enrolled in an adult degree bachelor's program.

## Business Core Curriculum Requirements

Students seeking a Bachelor of Business Administration (BBA) degree must complete in the Business Core Curriculum:

### Requirements

#### Business Core Curriculum Requirements

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

NOTE: BUS 150 is intended to expose business majors to contemporary business issues early in their college careers. BUS 150 is required as part of the Business Core for all students (with the exception of Public Accounting majors). Transfer students and continuing students changing their major to business will be exempt from BUS 150, if they have completed 45 credits or more toward the B.B.A. degree at the time of admission to the Lubin School. Students who are exempt from BUS 150 will take an additional three credits of Open Electives.

**Total Credit Hours: 29**

## Planning Your Lubin Education

### Sequencing of Courses in the BBA Program

Study in the first two years, or 64 credits, of the Lubin BBA program has been designed to give students an essential grounding in broad-based liberal arts and sciences courses as required in the University Core Curriculum. Business students must complete most of their liberal arts courses and all of their Core requirements in ENG 110 (unless exempt), ENG 120, economics, mathematics, public speaking, computing, and statistics during their first 64 credits. The junior and senior years are devoted mainly to Business Core, Major requirements and Open Electives. The business course numbering system will help students select their courses in the proper sequence.

### Business Course Numbering System

In order to improve the sequencing of the business courses and to provide students with guidance as to when they should take their business requirements, the Lubin School has a four-tier course numbering system. The course numbers correspond to class standing, which is determined by the number of credits completed at each level as indicated in the Four-tier Business Course Numbering System. Students are to follow this sequence in registering for business courses.

### Four-tier Business Course Numbering System

Course Number	Class Standing
100-199	Freshman (0-31 credits)
200-299	Sophomore (32-63 credits)
300-399	Junior (64-95 credits)
400-499	Senior (96 credits and above)

## Prerequisite Policy

Prerequisites are one or more requirements, including class standing, that must be satisfied before a course may be taken. The prerequisites for each course, where applicable, are listed in the online class schedule for each semester. Completing all prerequisites before taking a course is important for academic success. The prerequisite course teaches specific materials that are essential for success in higher level courses. Students without the proper prerequisites generally will not be prepared for the course and consequently may encounter academic difficulty. Student registrations are checked randomly prior to the beginning of each semester, and those students who do not have the proper prerequisites are withdrawn from classes.

## Resources for Students

Pace University has a growing national reputation for offering students opportunity, teaching and learning based on research, civic involvement, an international perspective, and measurable outcomes. The university is proud of its personal approach to education. Lubin students are highly motivated individuals seeking to improve their lives, and the School's programs offer

flexibility, accessibility, and convenience. A variety of academic resources are available on all campuses to help students realize their academic goals.

### **Lubin Office of Undergraduate Academic Advisement**

The Lubin Office of Undergraduate Academic Advisement, located on both campuses, is a resource for Lubin students throughout their academic careers. Business majors (freshmen and transfer students) are assigned both a Lubin professional staff adviser and a faculty adviser in their major to guide them throughout their academic careers. Students who are initially undecided about their major are assigned a faculty adviser when they declare their major. The services of the advisement office are especially useful for students seeking general information regarding degree requirements and specific advice on such academic matters as selecting or changing major, transferring credits, withdrawing from a course and any other academic concerns or problems. The offices are also centers for information on Lubin activities and for referral to other University offices and departments. The Lubin Advisement Offices are located on the New York City campus (Section G, fourth floor, West Wing, One Pace Plaza Building) and on the Pleasantville campus (Goldstein Academic Center, first floor). For additional information, please click here.

### **Pre-Law Advising**

Law schools do not prescribe particular undergraduate programs as preparation for admission, but students should become aware of entrance requirements at specific schools they seek to enter. Admission to law school generally requires a competitive grade point average, as well as satisfactory performance on the Law School Admission Test (LSAT).

Students seeking to gain a better understanding of the legal system or in preparation for a career in law, are encouraged to pursue either the Law or the Pre-Law minor, which are outlined in the Lubin section on minors.

Pre-law Advisers are available within the Legal Studies department on each campus for consultation with students considering a legal career.

**Pre-Law Advisers:** The following Legal Studies faculty are registered with the Law School Admission Council (LSAC) and available to provide guidance and advice on the Law School application process and answer questions about legal careers: New York City Campus: Professor Jessica A. Magaldi (jmagaldi@pace.edu), Professor Richard J. Kraus (rkraus@pace.edu); Westchester Campus: Professor Roy J. Girasa (rgirasa@pace.edu), Professor Richard J. Kraus (rkraus@pace.edu)

### **UNV 101: First Year Seminar**

All new full-time freshmen are required to take UNV 101 First Year Seminar: Introduction to University Life. This one credit seminar is taken in the first semester and introduces new first year students to Pace University services and resources and helps them to make a successful transition from high school to college. Freshmen receive individual guidance and assistance from their UNV 101 professor and peer leader and learn important skills such as time management, decision making, and effective study techniques that help to promote academic success. Lubin freshmen work with experienced Lubin faculty and staff who serve as both their UNV 101 Professor and academic adviser for the entire first year. They also work with an upper class business major who is their UNV 101 peer leader and provides assistance and support from a student perspective and helps students to become involved with various student activities and organizations. Emphasis is also placed on helping freshmen, especially those who have not yet declared a major, to explore various major programs and related careers. UNV 101 is a pass/fail course and may be used to satisfy one credit of open elective.

### **The Lubin Homepage**

Visit the Lubin Homepage ([www.pace.edu/lubin](http://www.pace.edu/lubin)) for upcoming special events, student activities, organizational meetings, career workshops, academic information sessions, and other events of interest.

### **The Lubin Listserv**

All Lubin students are connected automatically to the Lubin Listserv when they enroll in the Lubin School. Be sure to stay connected throughout your Lubin career. The Lubin Listserv gives Lubin students access to information, news, and other opportunities. The Lubin listserv is one way that Lubin students can:

- Learn about what is happening at Lubin and Pace that is of particular interest to Lubin students;
- Receive weekly updates of events and activities being sponsored by the Lubin professional student organizations;
- Find out about scholarships, grants, and other opportunities;
- Keep up-to-date on the latest information regarding business career seminars, career fairs, internship opportunities and other special events;
- Find out about special programs such as the Executive and Entrepreneur in Residence Programs;
- Receive invitations to networking events where they will have opportunities meet executives working in their chosen field.



## Special Programs and Events

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### Business Honors Program

The Business Honors Program (BHP) at Pace University uniquely prepares our most outstanding undergraduate students for leadership roles in global business. Through a special partnership with Pace University's Pforzheimer Honors College, business majors on both our New York City and Westchester campuses who are admitted into the Pforzheimer Honors College are automatically enrolled in the BHP. Students pursue an innovative cross-functional curriculum to build critical competencies and apply knowledge across business disciplines (accounting, finance, law, management, and marketing) and other academic areas. In addition, they are able to hone their leadership skills through specially-designed international field studies, service learning engagements, and advanced seminars. Students' core education is enhanced with speakers and briefings, professional networking events, hands-on skill-building workshops, and opportunities for executive mentoring. BHP students complete a capstone year-long honors thesis experience working one-on-one with a faculty mentor in their major area and customized towards their particular interests and career objectives. Students who graduate from Pforzheimer Honors College and the Business Honors Program receive special recognition at the Lubin Awards Ceremonies and in the Commencement Program. Completion of the BHP requirements will satisfy all the course requirements for Pforzheimer Honors College. For more information about the BHP, please go to [www.pace.edu/lubin/bhp](http://www.pace.edu/lubin/bhp).

### Lubin Professional Experience at Pleasantville

The Lubin Professional Experience (LPE) is a dynamic new co-curricular program introduced in September 2013 for Lubin students on the Pleasantville campus. It provides a uniquely integrated educational experience in and out of the classroom that incorporates professional work in fields related to students' academic and career goals. The LPE at PLV builds on Pace's outstanding internship program, which is the largest in the New York Metropolitan area, and Lubin's experience in integrating real world practical experiences into the classroom.

Beginning with the Fall 2013 entering class, all Lubin students enrolled on the Pleasantville campus will be required to complete the Lubin Professional Experience Program as a requirement for graduation. This structured and integrated approach to educating students for careers in business will enable Lubin students to have career relevant professional experiences while pursuing their business degree and be prepared to enter the workforce upon graduation. The LPE includes the following three requirements:

1. **One Career Course:** All students will take BUS 255, Professional Planning and Practice for Internships and Careers, a one-credit course dedicated to professional skills development focusing on career preparation through interpersonal communication, resume development, interviewing skills, professional behavior, networking and excellence in on the job performance.
2. **Professional Behavior Standards** promoted and practiced in all Lubin classes.
3. **Two Required Professional Experiences:** Students are required to complete two Professional Experiences. One must be an approved on or off campus internship or on-campus work experience. Students may choose to fulfill the second professional experience by completing one of the following:
  - LPE Qualifying Course. These are courses offered by Lubin departments which provide students with hands on practical experience and are usually in the students' major field.
  - LPE qualifying co-curricular activity. These may include leadership roles in student organizations, participation in the Setter's Leadership Program, or serving as an Orientation leader.
  - Second internship on or off campus or on-campus work experience.

### Executive and Entrepreneur in Residence Programs

The Lubin Executive in Residence Program and Entrepreneur in Residence Program provide students with a unique opportunity to meet face-to-face with leaders of industry and entrepreneurs. Top corporate executives interact with Lubin students and faculty, both in the classroom and in informal settings.

### Annual Lubin Awards and Beta Gamma Sigma Induction Ceremonies

The Annual Lubin Awards and Beta Gamma Sigma Induction Ceremonies are held every May on the New York City and Pleasantville campuses to recognize the accomplishments of outstanding graduates of each major program, graduates receiving Latin baccalaureate honors, transfer students graduating with distinction, and students being inducted into Beta Gamma Sigma. In addition to the academic department awards, graduating students are recognized for their leadership and contributions to co-curricular activities as recipients of the Lubin Alumni Association Award and other special awards given by the Lubin academic departments.

## Lubin Internship Program

Lubin students have an opportunity to earn academic credit for approved Internships. Students with strong academic records who have a minimum CGPA of 3.00 may apply to undertake a carefully planned work experience, under the supervision of a faculty adviser that will demonstrate the practical application of their classroom learning. Internship credit courses are offered in accounting, finance, law, management, international management, marketing and taxation for students who have achieved junior standing and have completed at least the first course in the discipline. Students are generally awarded 3 credits for an internship in their major, which may be used to satisfy a major concentration or major elective requirement. It may also be taken as an open elective.

Students in their sophomore year who have completed BUS 150 and have a minimum CGPA of 2.50 are eligible to take BUS 294 Business Internship for one credit. Students are responsible for finding their own internships either through the Career Services Cooperative Education Internship Program or other contacts. Students are required to obtain approval to undertake a credit internship from the Lubin academic department offering the course and the Lubin Associate Dean's Office. Students may apply a maximum of 6 credits earned through internships to their degree.

## Lubin Alumni Mentoring Program

The Lubin Alumni Mentoring Program connects students with Lubin alumni for career guidance and professional networking. Using LinkedIn, students can contact volunteer alumni mentors for real-world advice on career opportunities, resume critiques, referrals, and more.

## International Exchanges and Study Abroad Opportunities

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### International Field Study Courses

The Lubin School offers short-term international field study courses for credit that give students the opportunity to experience another culture and to observe foreign government, education, and commerce firsthand. Students participating in international field studies have recently traveled to Brazil, Belgium, China, Denmark, England, France, India, Ireland, Italy, Japan, Russia, Sweden and Vietnam. (See Center for Global Business Programs for more information.)

### Worldwide Study Abroad Opportunities

Lubin students may study abroad for up to one year at one of many overseas institutions affiliated with Pace University. For a current list of options along with information and assistance with the application process, interested students should contact the Study Abroad Office located on each campus. The Lubin School also has exchange partnerships with the following schools: BI Norwegian Business School (Norway); EM Strasbourg Business School (France); Hong Kong Baptist University (China); Lingnan University (China); MICEFA (France); Nova School of Business and Economics (Portugal); PUC-Rio (Brazil); Regent's University (England); Sophia University, Tokyo (Japan); SRH Hochschule Berlin (Germany); University of Adelaide (Australia); University College of Cork (Ireland); University of Mannheim (Germany); Universidad del Pacifico (Chile); University of Technology, Sydney (Australia); and Zurich University of Applied Sciences (Switzerland).

## Lubin Centers

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### Center for Global Business Programs

The mission of the Center for Global Business Programs is to enhance the global capabilities of Lubin students and faculty by providing high-quality academic and professional experiences, facilitating learning, and supporting applied research in the global environment.

#### Custom Programs

The Center for Global Business Programs provides international and domestic institutions an opportunity to differentiate their offerings through a New York City-based module. Institutions chose from a variety of international programs that fit their needs and provide their students with an "only in New York" experience. Custom programs range from a few weeks to a full academic year and are offered during all semesters, including the summer. The Center delivers a dynamic New York City experience that includes company visits and cultural events.

## International Field Study Courses

International field study courses provide students with the opportunity to gain international academic experience. Along with pre-trip classroom sessions, students travel abroad for up to two weeks, participating in corporate visits, meetings with governmental leaders and roundtable workshops with globally recognized academics. Destinations include countries throughout Europe, Asia, South America, and Africa.

## International Travel Scholarships

The Center for Global Business Programs offers scholarships to Lubin students who are enrolled in international field study courses. These scholarships are made available through the Figueroa Family Fund and the Nancy and Gene Celentano Fund, and are awarded during the fall and spring semesters. To date, the Center has awarded over \$525,000 in scholarships to eligible students based upon demonstrated need and academic achievement.

## Center for Excellence in Financial Reporting

The mission of the Center for Excellence in Financial Reporting is to encourage continuous improvements in financial reporting for the benefit of the investing public. The Center stimulates discussion about current issues in financial reporting – in the broadest sense of the term - through conferences and other gatherings, as well as other activities aimed at identifying best practices and promoting enhancements in reporting. The Center provides commentary and analysis on financial reporting matters, with the goal of identifying ways to meet investor needs in a cost-effective manner.

Leslie F. Seidman, former Chairman of the Financial Accounting Standards Board, is the Executive Director of the Center. She is a guest lecturer and mentor to advanced accounting students at Lubin, as well as a consultant to faculty on relevant research and curricular topics. She speaks at industry forums and serves as an ambassador to other organizations in the field on behalf of the Lubin School of Business.

## Center for Global Governance, Reporting and Regulation

The Center for Global Governance, Reporting and Regulation (CGGRR) sponsors research and discussion on the development and implementation of global financial reporting standards, regulatory compliance and governance. It also offers programs to develop proficiencies and expertise in these areas, and hosts conferences and events on relevant topics featuring leaders in these fields.

The Center was originated as the Center for the Study of International Accounting Standards, and evolved into its current iteration as a natural progression. Reporting standards alone are not sufficient in the current global business environment; governance and regulatory compliance are essential in international business.

The CGGRR offers the Certified Compliance Regulatory Professional (CCRP®) regulatory certification program. This program was created as a joint venture with the Association of International Bank Auditors (AIBA), the exclusive partner in offering this certificate program with the Lubin School of Business. The CGGRR has also developed other offerings, including corporate "boot camps" as well as "distance learning" modules. More information about the CGGRR is available at <http://www.pace.edu/lubin/departments-and-research-centers/center-for-global-governance-reporting-and-regulation>

## Entrepreneurship Lab

The Entrepreneurship Lab (eLab), which was launched in February 2012, is a collaborative workspace designed to bring together students from all of Pace's schools and colleges in order to promote cross-disciplinary problem solving, experiential learning and the development of an entrepreneurial mindset. It is staffed by highly motivated personnel and offers a variety of technology resources, including high-performance computers, sophisticated software, a professional video studio, a surface computer, and a 3D printer; as well as a wide variety of desktop, laptop and tablet computers. The Entrepreneurship Lab's dedicated facilities include a private meeting room, a collaborative work studio, casual work space, and a classroom.

In addition, the Entrepreneurship Lab organizes a wide variety of events and activities. These include competitions, such as the Pitch Contest, Business Plan Competition and Mobile App Design Contest, as well as social and networking events with guest speakers, workshops and mentoring programs. The eLab has space for students to launch and manage a new venture, and serves as a 'home base' for those wishing to explore entrepreneurship. For more information about the eLab, please visit [www.pace.edu/elab](http://www.pace.edu/elab).

## Small Business Development Center

The Small Business Development Center (SBDC) was established at Pace University in October of 1986 as an integral part of the Lubin School's economic development program. The SBDC is jointly funded by Pace University, the U.S. Small Business Administration, the Research Foundation of the State University of New York and private donors. Now a part of Lubin's

Management and Management Science Department, in addition to its traditional offerings, the SBDC anticipates its services being closely aligned with those of the Entrepreneurship Lab (eLab). Since inception, the SBDC has provided over 133,000 hours of direct management and technical assistance, via one-on-one counseling, to more than 15,000 entrepreneurs and small business owners. In addition, it has also sponsored well in excess of 500 workshops attended by 17,000 attendees, and documented almost \$160,000,000 of funding and investment, which led to the creation or retention of almost 7,000 jobs.

## Technology Enhanced Instructional Facilities

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### Computer and Internet Resources

Pace University's PACENet connects all building on all campuses and offers a high-speed link to the Internet as well as other internal University resources. Wired and wireless network access is available in the dormitories, library, student union, classrooms, and other locations throughout the university. Computer labs, called Computer Resource Centers (CRCs) are open access rooms dedicated to student coursework and faculty research. CRCs on each campus offer a host of services including Web access, e-mail accounts, and self-paced documentation. CRCs are supported, day and evening, by full-time staff and part-time student consultants.

### Smart Classrooms

All labs and classrooms have full access to the Internet. Classrooms are equipped with computers and interfaces for students to plug their laptops in when doing class presentations.

### Accounting Labs

Accounting Labs are located on the New York City and Pleasantville campuses, and are used to supplement accounting course instruction and by accounting students to complete their course assignments. The labs are equipped with the latest accounting software and have scheduled open hours, which allow students to use them when not in use for classes or tutoring sessions. In Pleasantville, the EY Accounting lab is staffed by peer tutors who provide assistance in the foundation and upper-level accounting courses by working either individually or in small group tutorials with the students. In New York, similar peer tutoring is provided in most accounting subjects through the Tutoring Center at the Center for Academic Excellence.

### Global Portfolio Analysis Center (G-PACT)

The Global Portfolio Analysis Center (G-PACT) is a fully equipped computer classroom on the New York City Campus that provides students with the software and other technology to support their finance courses. It contains 30 PCs, equipped with various statistical and analytical software and a Trans-Lux 64 character LED Jet and a 12 lines x 32 Character Datawall for up-to-date Stock and News Information. The G-PACT room is used for many finance courses including FIN 357 Student Managed Investment Portfolio, a course in which students manage an actual portfolio sponsored by Pace. Through the G-PACT room, students have access to Wharton Research Data Services, where they can access Compustat, CRSP, Global Insight, Audit Analytics, First Call and other cutting-edge financial databases. In addition, there are nine Bloomberg terminals for use by students for course-related assignments or self-directed learning.

### Marketing Labs

#### Marketing and Consumer Behavior Lab

State-of-the-art Marketing Labs, located on the New York City and Pleasantville campuses, are equipped with the latest computer equipment and software, including Adobe Photoshop and the full Microsoft software collection. The Marketing Labs enable students to be on the cutting edge of computer technology and are used extensively by Ad Teams on both campuses to prepare professional quality materials for the annual American Advertising Federation's National Student Advertising Competition and by PUMA (Pace University Marketing Association) students participating in the American Marketing Association International Collegiate Competition.

#### Interactive and Direct Marketing (IDM) Lab

The IDM Lab is a student-run and managed direct and interactive marketing agency on both the Pleasantville and New York City campuses. Students learn to apply classroom theory to achieve client goals. Under the supervision of marketing faculty, internships are available to qualified undergraduate and graduate students who work on real time, real life client marketing challenges. Students also compete in an International Direct and Interactive Marketing Collegiate ECHO plan development challenge sponsored by the Direct Marketing Educational Foundation. Labs are equipped with state of the art computers, specialized market research tools and software. The IDM Lab sponsors guest speakers at regularly scheduled events on career

development and marketing opportunities. For more information, please contact the IDM Lab website: ([www.pace.edu/idmlab](http://www.pace.edu/idmlab))

## Degree Programs

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### Accounting

#### Combined BBA/MBA and BBA/MS Degree Programs - CPA Qualifying

##### Combined Degree Programs

The Accounting department in conjunction with the Finance and Legal Studies and Taxation departments offers three accelerated Combined Bachelor's /Master's degree programs for highly qualified students who wish to prepare for the public accounting profession and earn both the BBA and either the MBA or MS degree in less time than is normally required. The first is the BBA/MBA Program in Public Accounting in which students earn both the BBA and MBA in Public Accounting. The two BBA/MS programs combine the BBA in Public Accounting with either the MS in Financial Management or the MS in Taxation. All three Combined Bachelor's/Master's programs are registered with the New York State Education Department as meeting the 150-credit hour education requirements for CPA licensure. These programs also meet the educational requirements for admission to the CPA examination in most other states. Full-time students will be able to complete the requirements for any of the three Combined Degree Programs in five years, or four years with additional summer study.

##### Admission Requirements

Admission to the Combined BBA/MBA or BBA/MS Programs originates at the undergraduate level. Candidates may be admitted conditionally to the program directly from high school. In order to qualify for direct admission, candidates are required to have a minimum high school average of 90% and a combined SAT score of 1150 or an equivalent score on the ACT. Students wishing to transfer into the program from another college or university must have achieved at least a 3.20 CGPA at their previous school, in addition to the other admission requirements. All transfer students will be required to fulfill a residency requirement of at least 32 credits at the undergraduate level. Continuing students applying to change their major to one of the Combined Programs are required to have at least a 3.20 CGPA for 30 credits completed at Pace University. Admission to the Master's program requires a minimum CGPA of 3.20 for all undergraduate course work completed at Pace, a 3.00 GPA for all Pace Accounting courses and a 520 score on the Graduate Management Admission Test (GMAT).

##### Conferring of Degrees

Students will be awarded both the BBA and MBA or MS upon completion of the Combined Program. A student who does not finish the MBA or MS requirements may apply any graduate credits earned toward completion of a BBA program.

#### Accounting, Combined BBA/MBA Program in Public Accounting

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The Combined BBA/MBA Program in Public Accounting provides students with an excellent preparation for the CPA Profession through specialized study in accounting within the broader context of global strategy, global markets and data-driven decision making. Students benefit from taking additional graduate courses required as part of the MBA Core that develop their managerial and decision-making skills and provide a global perspective for the study of accounting. In addition, students also take two courses in another business discipline at the graduate level to satisfy their Breadth Elective requirements, giving them an opportunity to focus in a second business area.

#### Undergraduate BBA Requirements (104 Credits)

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##### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

##### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics:	3
	Macroeconomics	

ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

#### **Business Core (14 Credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
LAW 101	Business Law I	3
MGT 250	Managerial and Organizational Concepts	3

(See Business Core Requirements. MAR 250, FIN 260, MGT 355 and MGT 490 are satisfied in the MBA portion of the Program.)

#### **Major Requirements (15 Credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4
ACC 375	Accounting Information Systems	3

(ACC 203 and ACC 204 (8 credits) are applied toward the Business Core.)

#### **Auxiliary Courses (10 Credits)**

LAW 360	Advanced Business Law	4
TAX 310	Federal Income Taxation I	3
TAX 311	Federal Income Taxation II	3

#### **Open Electives (12 Credits)**

Includes UNV 101 (1 credit) for all first-year students.

### **Graduate MBA Requirements (47-48 Credits)**

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Business Writing Proficiency Requirement: Satisfactory performance as demonstrated with a score of 4.5 or higher on the Analytical Writing Assessment (AWA) portion of the GMAT. A student whose grade on the AWA demonstrates weakness in writing is required to complete and pass a seven-week, pass/fail course in Business Communications (BUS 043).

#### **MBA Prerequisite Course (0-1 Credit)**

BUS 043	Business Writing	1
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#### **CPA Review Courses: (Non-credit) Highly Recommended**

ACC 060A	CPA Review - Financial Accounting Reporting (FAR)	
ACC 060B	CPA Review - Auditing and Attestation	

#### **Foundation Courses (12 Credits)**

MBA 642	Marketing Management	3
MBA 646	Data Analysis for Decision Making	3
MBA 647	Decision Modeling for Management	3
MBA 648	Managerial Finance	3

#### **Professional Core Courses (9 Credits)**

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
MBA 674	Globalization, The New Economy and Ethics	3

#### **Required Specialization Courses (11 Credits)**

ACC 620	Accounting Entities	3
ACC 632	Auditing	3

ACC 635	Advanced Auditing Practices	2
ACC 649	Contemporary Accounting Issues	3

**Specialization Electives (6 Credits)**

Choose two of the following courses

ACC 638	Forensic Accounting and Fraud Examination	3
ACC 675	International Accounting	3
ACC 681	Financial Reporting and Capital Markets	3
ACC 692Q	Research Project	3
TAX 612	Taxation of Entities for Accountants	3

**Breadth Electives (6 Credits)**

Select two graduate 600 level courses from a discipline outside of Accounting offered by the Lubin School. MBA 676 and MBA 678 may also be taken to satisfy this requirement. MBA 640 and MBA 644 may not be taken since they duplicate ACC 203 - ACC 204 and ECO 105 - ECO 106 completed as a part of the BBA Requirements.

**Capstone Course (3 Credits)**

MBA 688	Business Strategy and Stakeholder Responsibility	3
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**Total Credit Hours: 151-152**

## Accounting, Combined BBA Public Accounting/MS Financial Management Program

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The Combined BBA Public Accounting/MS Financial Management Program is intended for students planning careers in accounting with a focus on financial management. It provides students with the coursework required to become a CPA and combines this preparation with an in-depth study of financial management. Students graduate with a strong background in both accounting and financial management and are well prepared for careers as financial managers and to advance to leadership positions in global corporations and financial institutions. In addition, students will cover a substantial amount of the material required to prepare them for the Chartered Financial Analyst (CFA) designation. The program gives students a thorough understanding of financial and managerial accounting, taxes, capital budgeting, cash flow valuation, risk management, capital structure, dividend policy, mergers and acquisitions and more.

## Undergraduate BBA Requirements (113 Credits)

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**University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (20 Credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
LAW 101	Business Law I	3
FIN 260	Financial Management	3

MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3

(See Business Core Requirements.) (MGT 355 and MGT 490 are satisfied in the MS portion of the program.)

#### Major Requirements (15 Credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4
ACC 375	Accounting Information Systems	3

(ACC 203 and ACC 204 (8 credits) are applied toward the Business Core.)

#### Auxiliary Courses (13 Credits)

FIN 320	Corporate Finance	3
LAW 360	Advanced Business Law	4
TAX 310	Federal Income Taxation I	3
TAX 311	Federal Income Taxation II	3

#### Open Electives (12 Credits)

Includes UNV 101 (1 credit) for all first-year students

### Graduate MS Requirements (41- 42 Credits)

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Business Writing Proficiency Requirement: Satisfactory performance as demonstrated with a score of 4.5 or higher on the Analytical Writing Assessment (AWA) portion of the GMAT. A student whose grade on the AWA demonstrates weakness in writing is required to complete and pass a seven-week, pass/fail course in Business Communications (BUS 043).

#### MS Prerequisite Course (3- 4 Credits)

BUS 043	Business Writing	1
MBA 646	Data Analysis for Decision Making	3

#### CPA Review Courses: (Non-credit) Highly Recommended

ACC 060A	CPA Review - Financial Accounting Reporting (FAR)	
ACC 060B	CPA Review - Auditing and Attestation	

#### Graduate Public Accounting Courses (11 Credits)

ACC 620	Accounting Entities	3
ACC 632	Auditing	3
ACC 635	Advanced Auditing Practices	2
ACC 649	Contemporary Accounting Issues	3

#### MS Core Courses (18 Credits)

ACC 645	Theory and Analysis of Financial Statements	3
FIN 644	Money and Capital Markets	3
FIN 647	Advanced Corporate Finance	3
FIN 649	International Corporate Finance	3
FIN 667	Valuation of the Firm	3
FIN 689	Financial Analysis and Policy	3

#### Specialization Electives (6 Credits)

Choose two of the following courses

FIN 634	Entrepreneurial Finance	3
FIN 648	Mergers and Acquisitions	3
FIN 661	Corporate Financial Risk Management	3
FIN 677	Contemporary Topics in Financial Management	3
FIN 680	Contemporary Economic and	3



FIN 692Q	Financial Topics Research Project	3
MBA 673	Applying Financial Modeling to Decision Making	3

**Capstone Course (3 Credits)**

MBA 688	Business Strategy and Stakeholder Responsibility	3
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**Total Credit Hours: 154-155****Accounting, Combined BBA Public Accounting/MS Taxation Program**

The Combined BBA Public Accounting/MS Taxation Program is intended for students planning careers in accounting with a focus on tax and for others who require an in-depth understanding of both financial accounting rules and federal tax law. The accounting coursework provides a thorough understanding of how financial information is used by management, the government, and the public. In the MS part of the program, students learn how to quantify risk and predict shifts in the tax environments that affect industry. This Combined Program prepares students to become successful CPAs and provides them with the additional knowledge and tax skills necessary to succeed in a competitive business environment.

**Undergraduate BBA Requirements (108 Credits)****University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (20 Credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
LAW 101	Business Law I	3
FIN 260	Financial Management	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3

(See Business Core Requirements.) (MGT 355 and MGT 490 are satisfied in the MS portion of the program.)

**Major Requirements (15 Credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4
ACC 375	Accounting Information Systems	3

(ACC 203 and ACC 204 (8 credits) are applied toward the Business Core.)

**Auxiliary Courses (8 Credits)**

LAW 360	Advanced Business Law	4
TAX 310	Federal Income Taxation I Business or CIT Elective	3 1

**Open Electives (12 Credits)**

Includes UNV 101 (1 credit) for all first-year students.

**Graduate MS Requirements (44-45 Credits)**

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Business Writing Proficiency Requirement: Satisfactory performance as demonstrated with a score of 4.5 or higher on the Analytical Writing Assessment (AWA) portion of the GMAT. A student whose grade on the AWA demonstrates weakness in writing is required to complete and pass a seven-week, pass/fail course in Business Communications (BUS 043).

**MS Prerequisite Course (3-4 Credits)**

BUS 043	Business Writing	1
MBA 646	Data Analysis for Decision Making	3

**CPA Review Courses: (Non-credit) Highly Recommended**

ACC 060A	CPA Review - Financial Accounting Reporting (FAR)	
ACC 060B	CPA Review - Auditing and Attestation	

**Graduate Public Accounting Courses (11 Credits)**

ACC 620	Accounting Entities	3
ACC 632	Auditing	3
ACC 635	Advanced Auditing Practices	2
ACC 649	Contemporary Accounting Issues	3

**MS Core Courses (15 Credits)**

TAX 625	Tax Practice, Procedure and Research	3
TAX 627	Advanced Concepts of Taxation	3
TAX 639	Tax Accounting	3
TAX 656	Advanced Corporate Income Taxation I	3
TAX 696Q	Research Project	3

**Specialization Electives (12 Credits)**

Choose four of the following courses:

TAX 633	Taxation of Employee Benefits	3
TAX 634	Tax Problems of Engaging in Interstate Commerce	3
TAX 638	International Taxation	3
TAX 642	Estate Planning I	3
TAX 643	Estate Planning II	3
TAX 646	Tax Problems of Partnership Organizations	3
TAX 653	Seminar in Taxation	3
TAX 659	Advanced Corporate Income Tax II	3

**Capstone Course (3 Credits)**

MBA 688	Business Strategy and Stakeholder Responsibility	3
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**Total Credit Hours: 152-153**

**Accounting, Public Accounting Major**

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**Bachelor of Business Administration**

The major in Public Accounting is intended to prepare students for careers as public accountants in business, government and the nonprofit sector. It satisfies the 150 credit hour requirement to take the CPA exam in New York State, as well as other states.

Students are encouraged to use their business and open elective credits to specialize or minor in another business area or declare a second major.

### Admission Requirements

Students may be admitted to the BBA in Public Accounting major either as freshmen or transfer students provided all the normal requirements for admission to Pace University and the Lubin School of Business are met. In order to continue in or join the public accounting major in the junior and senior years, students will be required to have a minimum CGPA of 2.5. Students who do not meet this academic standard will be required to change their major to General Accounting or another major better suited to their academic talents and interests.

## Requirements

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### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (13 credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Business Core (26 Credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

See Business Core Requirements.

### Major Requirements (31 Credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4
ACC 333	Advanced Accounting	4
ACC 375	Accounting Information Systems	3
ACC 461	Auditing I	3
ACC 462	Auditing II	3
ACC 470	Accounting Research Project OR	3
ACC 495	Business Honors Program Senior Thesis in Accounting Accounting Elective	3

(ACC 203 and ACC 204 (8 credits) are applied toward the Business Core.)

**Auxiliary Courses (12 Credits)**

CIS 122L	Advanced Spreadsheet Skills - Test Prep	2
LAW 360	Advanced Business Law	4
TAX 310	Federal Income Taxation I	3
TAX 311	Federal Income Taxation II	3

**Business Electives (12 Credits)**

Students may take courses from any business discipline (except Accounting), Economics, Computer Information Technology (CIT) and Computer Science to satisfy this requirement.

**Open Electives (16 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**CPA Review Courses: (Non-credit) Highly Recommended**

ACC 060A	CPA Review - Financial Accounting Reporting (FAR)
ACC 060B	CPA Review - Auditing and Attestation

**Total Credit Hours: 150**

## Accounting, General Accounting Major

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**Bachelor of Business Administration**

The General Accounting major is designed to provide students with a broad-based course of study in accounting and an opportunity to develop, through the use of electives, a specialization in such areas as information systems, finance, or managerial accounting. This program is not intended to prepare students for the CPA examination.

### Requirements

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**University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3

MGT 490	Business Strategy	3
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(See Business Core Requirements.)

#### Major Requirements (22 credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4
ACC 333	Advanced Accounting	4
ACC 375	Accounting Information Systems	3
	Accounting Elective	3

(ACC 203 and 204 (8 credits) are applied toward the Business Core.)

#### Auxiliary Courses (8-9 Credits)

CIS 122L	Advanced Spreadsheet Skills - Test Prep	2
LAW 312	Business Law II OR	3
LAW 360	Advanced Business Law	4
TAX 310	Federal Income Taxation I	3

#### Open Electives (15-16 Credits)

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## Finance

### Finance Major, BBA

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#### Bachelor of Business Administration

The objective of the BBA Finance major is to provide students with the conceptual background and analytical tools necessary for sound financial decision-making in a global economy. Finance graduates are prepared for financial positions in corporations, financial institutions, government, and nonprofit organizations.

#### Requirements

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##### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

##### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

##### Business Core (29 Credits)

(See Business Core Requirements.)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

#### Major Requirements (24 Credits)

FIN 260	Financial Management	3
FIN 320	Corporate Finance	3
FIN 340	Valuation of the Firm	3
FIN 351	Principles of Investment	3
FIN 358	International Finance	3
	Finance Electives	9

#### Choose ONE of the following two courses

FIN 352	Risk Management	3
FIN 356	Options, Futures and Swaps	3

(FIN 260 (3 credits) is applied toward Business Core).

#### Auxiliary Course (2 Credits)

CIS 122L	Advanced Spreadsheet Skills - Test Prep	2
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#### Open Electives (20 Credits)

Includes UNV 101 (1 credit) for first-year students

**Total Credit Hours: 128**

## Information Systems

### Information Systems Major, BBA

#### Bachelor of Business Administration

The major in Information Systems is predicated on the belief that information is an essential decision-making resource for all organizations. The Information Systems major is designed to develop the student's ability to understand and develop computer-based information systems that provide accurate, timely, consistent and integrated data for effective management. It is also intended to prepare students for careers in telecommunications, database administration, internet technologies, and systems analysis and design.

#### Requirements

##### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

##### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
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ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

#### **Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

#### **Major Requirements (24 Credits)**

CIS 101	Introduction to Computing	3
CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 241	Database Management	4
CIT 312	Introduction to Programming I	4
CIT 342	Systems Analysis and Design	4
CIT 300	CIT 300-Level Elective Course OR	4
CIT 400	CIT 400-Level Elective Course	4

(CIS 101 (3 credits) is applied toward University Core).

#### **Open Electives (22 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## **Management**

### **Bachelor of Business Administration**

The Management major is intended for students who want a flexible curriculum and opportunity to specialize in one of five concentrations: Arts and Entertainment Management, Business Management, Entrepreneurship, Health Care Management, Hospitality and Tourism Management and Human Resources Management. Through formal and systematic study of management, students will learn methods of directing and motivating group efforts toward achieving an organization's primary objective, the optimal allocation of resources. It will provide students with the managerial context within which to develop a concentration and to prepare for careers in a variety of corporate and other organizational settings.

Students are required to choose ONE of the SIX concentrations. Only one concentration may be officially declared, although students may take additional management courses as open electives.

### **Management Major, BBA - Arts and Entertainment Management (NYC)**

The Arts and Entertainment Management concentration prepares students for careers in theatre companies, museums, dance companies, art galleries, talent representation and management companies, and television production firms, as well as related support services. Students learn how to analyze and respond as managers to such environmental factors as changing laws, economic challenges, technological changes, union activities, cultural issues, and domestic and international trends in arts and entertainment. Further, Lubin leverages its New York City connections to bring award-winning, directors, producers, and entertainment managers into the classroom.

## Requirements

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### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

### Major Requirements (21 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 322	Organizational Behavior	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(MGT 250, MGT 355, and MGT 490 (9 credits) are applied to the Business Core.)

### Arts and Entertainment Management Concentration (18 Credits)

#### Required Concentration Courses (9 Credits)

MGT 235	Arts and Entertainment Management	3
MGT 370	Managing Creativity	3
MGT 470	Entertainment Management Seminar	3

#### Required International Management Course (3 Credits)

Select ONE course from the following:

MGT 340	International Management	3
MGT 341	Comparative Management Systems	3
MGT 342	The Human Dimension in International Management	3
MGT 347	International Management Field Study	3



**Elective Concentration Courses (6 Credits)**

Select TWO courses from the following:

MGT 312	Event Management	3
MGT 371	Managing Entertainment Projects	3
MGT 372	Governance and Stakeholder Management in the Arts	3
MGT 373	Technology Innovation and the Arts	3
MGT 394A	Management Internship	3

**Open Electives (25 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

**Management Major, BBA - Business Management Concentration (NYC and PLV)**

The Business Management concentration gives students the flexibility to select from a wide array of management and related business courses to build a concentration which is tailored to their individual academic and career interests. Students are required to take at least two general management courses as part of Group I and two courses may be selected from Group II, which allows for specialization in a specific management or related business area. One course in International Management is also required.

**Requirements****University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

**Major Requirements (18 Credits)**

MGT 250	Managerial and Organizational Concepts	3
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MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3
MGT 322	Organizational Behavior	3

(MGT 250, MGT 355, and MGT 490 (9 credits) are applied to the Business Core.)

### **Business Management Concentration (15 Credits)**

#### **Required International Management Course (3 Credits)**

Select ONE course from the following:

MGT 340	International Management	3
MGT 341	Comparative Management Systems	3
MGT 342	The Human Dimension in International Management	3
MGT 347	International Management Field Study	3

#### **Elective Concentration Courses (12 Credits)**

Select at least TWO courses (6 credits) from Group I.

The remaining TWO courses (6 credits) may be taken from Group I or Group II.

#### **Group I: General Management Courses**

MGT 316	Venture Initiation and Entrepreneurship	3
MGT 330	Business and Society	3
MGT 357	Project Management for Business	3
MGT 362	Human Resources Management	3
MGT 364	Organizational Theory and Development	3
MGT 365	Managerial Negotiations	3
MGT 366	Leadership Principles and Practice	3

MGT 340 if not used to satisfy International Management Course requirement.

#### **Group II: Specialized Business Courses**

MGT 307	Hotel Management	3
MGT 308	Travel and Tourism Management	3
MGT 309	Restaurant and Foodservices Management	3
MGT 312	Event Management	3
MGT 315	Small Business Management	3
MGT 353	Advanced Data Analysis for Business Decisions	3
MGT 394A	Management Internship	3
FIN 352	Risk Management	3
LAW 310	Employment Law	3
LAW 318	Intellectual Property Law	3
MAR 331	Managerial Marketing	3
MGT 343	International Management Environments: Asia	3
	OR	
MGT 344	International Management Environments: Latin America	3
	OR	
MGT 345	International Management Environments: Europe	3

MGT 341, MGT 342, or MGT 347 if not used to satisfy International Management Course Requirement.

Only one of the International Management Environments courses listed above (MGT 343, MGT 344 or MGT 345) maybe applied to the Business Management Concentration.

MGT 308 satisfies Civic Engagement (CE) requirement.

MGT 312, MGT 343 and MGT 353 are offered on New York City Campus only.

### Open Electives (28 Credits)

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## Management Major, BBA - Entrepreneurship Concentration (NYC and PLV)

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The Entrepreneurship concentration prepares students for careers in entrepreneurship and small business. It focuses on providing students with the skills that they will need to initiate and manage business ventures, including developing new products, drafting a business plan, and forming and running a family business. Other topics covered are financial management, marketing, and human resource management in a small business setting. Students will also learn to analyze consumer and business trends and to use this information in planning and developing a new business venture.

### Requirements

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#### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

#### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

#### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

#### Major Requirements (18 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3
MGT 322	Organizational Behavior	3

(MGT 250, 355 and 490 (9 credits) are applied to the Business Core.)

**Entrepreneurship Concentration (15 credits)****Required Concentration Courses (12 Credits)**

MGT 316	Venture Initiation and Entrepreneurship	3
MGT 319	International Entrepreneurship	3
MGT 416	Business Plan Development	3
MAR 431	New Product Development	3

**Elective Concentration Course (3 Credits)**

Select ONE course from the following:

MGT 309	Restaurant and Foodservices Management	3
MGT 315	Small Business Management	3
MGT 317	Human Capital in Entrepreneurship	3
MGT 320	Entrepreneurial Implementation	3
MGT 365	Managerial Negotiations	3
MGT 370	Managing Creativity	3
MGT 394A	Management Internship	3
MAR 322	Marketing Research	3
MAR 332	Selling and Sales Management	3
MAR 343	Direct Marketing	3
LAW 310	Employment Law	3
LAW 318	Intellectual Property Law	3

**Open Electives (28 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

**Management Major, BBA - Health Care Management Concentration (NYC and PLV)**

The Health Care Management Concentration will provide students with the knowledge and skills needed to succeed in entry level administrative positions in various health care settings including medical practices, hospitals, managed care organizations, long term care programs and ambulatory care organizations. Students will be prepared to plan, organize, direct and control health programs and facilities. The program also provides a solid foundation for graduate study in health administration, business, and related fields.

**Requirements****University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
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ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

#### Major Requirements (24 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 322	Organizational Behavior	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(MGT 250, MGT 355, and MGT 490 (9 credits) are applied to the Business Core.)

#### Health Care Management Concentration (21 Credits)

##### Required Concentration Courses (15 Credits)

MGT 380	The Health Care Environment	3
MGT 381	The Business of Health Care	3
MGT 382	Strategic Analysis in Healthcare	3
MGT 383	Health Care Operations and Administration	3
MGT 480	Advanced Study Project in Health Care Management	3

##### Required International Management Course (3 Credits)

Select ONE course from the following:

MGT 340	International Management	3
MGT 341	Comparative Management Systems	3
MGT 342	The Human Dimension in International Management	3
MGT 347	International Management Field Study	3

##### Elective Concentration Course (3 Credits)

Select ONE course from the following:

MGT 316	Venture Initiation and Entrepreneurship	3
MGT 330	Business and Society	3
MGT 362	Human Resources Management	3
MGT 363	Training and Development	3
MGT 365	Managerial Negotiations	3
MGT 394A	Management Internship	3
MGT 495	Business Honors Program Senior Thesis in Management	3

##### Open Electives (22 Credits)

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

### **Management Major, BBA - Hospitality and Tourism Management Concentration (NYC)**

The Hospitality and Tourism Management concentration prepares students for management careers in the hospitality and tourism industry. Students acquire skills in the areas of hotel, restaurant, and tourism management; business management;

accounting; cost control and analysis; law; human resources; strategy; and e-commerce. They also learn how to analyze and respond as managers to changing laws; union activities; cultural, social, and environmental issues; and domestic and international trends in the hospitality and tourism industry as a whole. Since Hospitality and Tourism Management is a specialized area of study, the requirements for this concentration are more extensive than those for the other management areas.

## Requirements

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### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students p. for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning p. for more details)

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

### Major Requirements (26-27 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(MGT 250, MGT 355 and MGT 490 (9 credits) are applied to the Business Core.)

### Hospitality and Tourism Management (HTM) Concentration (26-27 Credits)

#### Required Concentration Courses (15 Credits)

LAW 316	Legal Environment of Hospitality and Tourism	3
MGT 306	Service Management	3
MGT 307	Hotel Management	3
MGT 308	Travel and Tourism Management	3
MGT 309	Restaurant and Foodservices Management	3

MGT 308 satisfies Civic Engagement CE (AOK I) requirement.

**Elective Concentration Courses (11-12 Credits)**

Select FOUR courses from the following:

MGT 310	Standards of Safety in Hospitality and Tourism	2
MGT 311	Hospitality and Tourism Technology and Design	3
MGT 312	Event Management	3
MGT 313	Cruise Industry Management	3
MGT 347	International Management Field Study	3
MGT 362	Human Resources Management	3
MGT 393	Hospitality and Tourism Management Internship	3
MGT 495	Business Honors Program Senior Thesis in Management	3

**Open Electives (19-20 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

**Management Major, BBA - Human Resources Management Concentration (NYC and PLV)**

The Human Resources concentration prepares students for professional positions in human resources management in such areas as recruitment, selection, training and development, job evaluation, performance assessment, and compensation administration.

**Requirements****University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

**Major Requirements (18 Credits)**

MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3
MGT 322	Organizational Behavior	3

(MGT 250, MGT 355, and MGT 490 (9 credits) are applied to the Business Core.)

**Human Resources Management Concentration (15 Credits)**

**Required Concentration Courses (6 Credits)**

MGT 362	Human Resources Management	3
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**Select ONE of the following International Management Courses:**

MGT 340	International Management	3
MGT 341	Comparative Management Systems	3
MGT 342	The Human Dimension in International Management	3
MGT 347	International Management Field Study	3

**Elective Concentration Courses (9 Credits)**

Select THREE courses from the following:

MGT 330	Business and Society	3
MGT 363	Training and Development	3
MGT 364	Organizational Theory and Development	3
MGT 365	Managerial Negotiations	3
MGT 366	Leadership Principles and Practice	3
MGT 394A	Management Internship	3
MGT 462	Advanced Human Resources Management Applications	3
LAW 310	Employment Law	3
PSY 332	Group Relations and Interviewing Techniques	4

**Open Electives (28 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## International Management

### International Management Major, BBA

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**Bachelor of Business Administration**

The International Management major prepares students for the global world of business through specialized study in a region of the world. Students are required to concentrate in one of the following regions: Region I Asia (p. 290), Region II Europe (p. 291), or Region III Latin America (p. 292). The choice of region will determine the appropriate international management environments course, as well as the courses to be taken to fulfill the foreign language and culture requirement. International Management majors are also encouraged to participate in a study abroad program or field study course related to their regional focus in order to experience first hand the culture, language, and business practices of their region of interest.

**Regional Concentration**

Each Regional Concentration requires a total of 15-21 credits, including 6-12 credits in one language, 6 credits in culture and history, and a 3-credit international management environments course. These credits are applied toward the University Core and major requirements as indicated in the outline of the degree requirements below. Students are required to demonstrate



proficiency at the intermediate level in one language from those approved for their regional concentration. Where appropriate, a second language of the region may be added on an exception basis with the approval of the International Management Program Chair or the Undergraduate Management Program Chair, in consultation with the Department of Modern Languages and Cultures. Students are encouraged to use courses required for their regional concentration to complete a minor in a language or one of the following interdisciplinary areas offered by Dyson College: East Asia Studies, Latin American Studies, French Studies, or Italian Studies.

### Language Exemption for International Students

International students who completed their secondary education in a country where English was not the language of instruction and are fluent in their native language may choose to fulfill their language requirement by studying a second language associated with their regional concentration. They may also qualify for an exemption of the language requirement if their native language is related to their regional area. Students who qualify for the exemption will be required to take 6 credits in history or culture courses and will satisfy the 128 credit graduation requirement by taking 6 additional credits in liberal arts and sciences electives.

## Requirements

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### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 111	Elementary Calculus I	3
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Regional Language Requirement (6-12 Credits)

Students are required to demonstrate proficiency at the intermediate level in one language related to their Regional Concentration in one of the following regions: Asia, Europe or Latin America. The number of courses required will depend upon the student's background in the language selected. Students beginning at the 101 level will be required to take 4 courses (12 credits) in one language and those beginning at the 280 level would normally be required to take 2 courses (6 credits) in one language. Two courses (6 credits) satisfy the Second Language Proficiency requirement in the University Core.

### Regional Culture Requirement (6 Credits)

Two courses in history or culture related to Regional Concentration. Select two courses from the list of approved courses for Regional Concentration selected. ONE course may be applied to Areas of Knowledge requirements in the University Core.

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

**Major Requirements (15 Credits)**

MGT 250	Managerial and Organizational Concepts	3
MGT 322	Organizational Behavior	3
MGT 340	International Management	3
MGT 341	Comparative Management Systems	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(MGT 250, MGT 355 and MGT 490 (9 credits) are applied to the Business Core.)

**International Management Environments Course (3 Credits)**

Select ONE of the following courses related to Regional Concentration:

MGT 343	International Management Environments: Asia	3
MGT 344	International Management Environments: Latin America	3
MGT 345	International Management Environments: Europe	3

**International Management Major Elective (3 Credits)**

Select ONE of the following courses:

LAW 325	International Business Law	3
MGT 342	The Human Dimension in International Management	3
MGT 347	International Management Field Study	3
MGT 349	International Management Seminar	3

(MGT 347 must be related to Regional Concentration.)

**Career Concentration (6 Credits)**

Select two courses (6 credits) from one of the career concentrations listed (p. 292) or design a customized concentration with assistance of the International Management or Undergraduate Management Program Chair.

**Open Electives (19-25 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

**International Management Region I: Asia (NYC)****Requirements****Region I: Asia**

MGT 343	International Management Environments: Asia	3
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*MGT 343 will be offered in NYC every Fall semester.*

**Language and Culture Requirement (12-18 Credits)**

Chinese or Japanese Language	6-12
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Students are required to demonstrate proficiency at the intermediate level in either Chinese or Japanese. Students who begin their language study at the 101 level will be required to complete four courses (12 credits). Those who begin at the 280 level or above will be required to complete two courses (6 credits) and will take an additional 6 credits in Open Electives.

**TWO Courses in Asian History or Culture (6 Credits) from the following list:**

All courses satisfy AOK: World Traditions and Cultures. (WTC, AOK 3)

ART 220	Art History: Aspects of Asian Art	3
HIS 131	The Asian World: A Historical Survey	3
HIS 241	Modern China	3

HIS 242	Modern Japan	3
HIS 296B	Topic: Modern East Asia in Film	3
HIS 296Y	Topic: History of Non-Violent Activism in Modern Asia	3
INT 296	Topics in Interdisciplinary	6
JPN 154	Topic: Modern Japanese Literature and Film in English Translation	3
	One Chinese or Japanese Language Course at the intermediate level or above	3

Other courses may be taken with the approval of the International Management or Undergraduate Management Program Chair.

## International Management Region II: Europe (NYC and PLV)

### Requirements

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#### Region II: Europe

MGT 345	International Management Environments: Europe	3
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*MGT 345 is offered in NYC every Spring and in PLV every three semesters: Spring 2015, Fall 2016 and Spring 2018.*

#### Language and Culture Requirement (12-18 Credits)

French, Spanish, Italian, or Russian Language	6-12
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Students are required to demonstrate proficiency at the intermediate level in one of the languages associated with the region. Students who begin their language study at the 101 level will be required to complete four courses (12 credits). Those who begin their language at the 280 level or above will be required to take a minimum of two courses (6 credits) and will take an additional 6 credits in Open Electives.

#### TWO courses in European History or Culture (6 Credits) from the following list:

All courses satisfy AOK: Western Heritage. (WH, AOK 2)

ART 206	Art History: Renaissance Art in Italy	3
FRE 150	Travel Course to France	6
FRE 154F	Topic: The French Speaking World in Film	3
FRE 154W	Topic The Second Sex: Images of Women in Literature and Film	3
HIS 104	History of Western Civilization 1815 to Present	3
HIS 114	The European Experience: All Themes	3
HIS 207	Europe Since World War I	3
HIS 210	Germany and Central Europe Since 1848	3
HIS 213	Modern Russia	3
HIS 281	European Women and Social Change	3
HIS 296E	Topic: Tolstoy, Turks and Taliban: Russia's "Orient"	3
HIS 297K	Topic: Europe in the Enlightenment and Revolutionary Era	3
INT 196V	Revolutions in Modern French Thought: Philosophical and Literary Perspectives	6
INT 297H	A United States of Europe?	6
INT 297S	Travel Course: Splendors of Spain: Art and Culture	3
ITA 150	Travel Course to Italy	6
ITA 154	Topics from Italian Literature in Translation	3

One regional language course at the intermediate level or above

Other courses may be taken with the approval of the International Management or Undergraduate Management Program Chair.

## International Management Region III: Latin America (NYC and PLV)

### Requirements

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#### Region III: Latin America

MGT 344	International Management Environments: Latin America	3
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*MGT 344 is offered in NYC every Spring and in PLV every three semesters: Fall 2014, Spring 2016 and Fall 2017.*

#### Language and Culture Requirement (12-18 Credits)

Spanish language	6-12
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Students are required to demonstrate proficiency at the intermediate level in Spanish. Students who begin their study of language at the 101 level will be required to complete four courses (12 credits). Those who begin their language at the 280 level or above will be required to take a minimum of two courses (6 credits). They will take an additional 6 credits in Open Electives.

#### TWO courses in Latin American History or Culture (6 Credits) from the following list:

All courses satisfy AOK: World Traditions and Cultures. (WTC, AOK 3)

HIS 133	Latin America: The Colonial Era	3
HIS 134	Modern Latin America	3
HIS 231	Latin America: Century of Social Change and Revolution	3
HIS 234	South American Colossus: The History of Modern Brazil	3
HIS 243	Service and Study in Latin America	3
INT 296L	Mexico, NAFTA, and the Spanish Caribbean as Seen Through History and Literature	6
INT 296D	Costa Rica: Environment, Culture and Creative Expression	6
INT 296R	Literature and Culture of Ireland	6
LAS 150	Modern Latin American Divas: Female Political, Social and Cultural Leadership in the Republican Era	6
LAS 250	History and Environmental Policy: The Case of the South American Rain Forest	3
	One Spanish language course at the intermediate level or above	

Other courses may be taken with the approval of the International Management or Undergraduate Management Program Chair.

## International Management - Career Concentration

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Students are required to take two courses (6 credits) of upper level courses in one of the Career Concentrations listed below.

### 1. Economics

ECO 230	Intermediate Macroeconomics	3
ECO 238	Money and Banking	3
ECO 356	Immigration and Discrimination: Men and Women in the Labor Force	3
ECO 359	Political Economy of Developing Nations	3
ECO 360	International Economics	3
ECO 362	Economic Growth and Development	3
ECO 364	Comparative Economic Systems	3

**2. Entrepreneurship**

MGT 315	Small Business Management	3
MGT 316	Venture Initiation and Entrepreneurship	3
MGT 319	International Entrepreneurship	3
MGT 394A	Management Internship	3
MGT 416	Business Plan Development	3
MAR 431	New Product Development	3

**3. Finance**

FIN 350	Global Money and Capital Markets	3
FIN 351	Principles of Investment	3
FIN 356	Options, Futures and Swaps	3
FIN 358	International Finance	3
FIN 360	International Finance Field Study	3
FIN 394	Finance Internship	3

**4. Hospitality and Tourism Management**

MGT 307	Hotel Management	3
MGT 308	Travel and Tourism Management	3
MGT 309	Restaurant and Foodservices Management	3

**5. Human Resources Management**

LAW 310	Employment Law	3
MGT 342	The Human Dimension in International Management	3
MGT 362	Human Resources Management	3
MGT 363	Training and Development	3
MGT 394A	Management Internship	3
MGT 462	Advanced Human Resources Management Applications	3

**6. Marketing**

MAR 351	International Marketing	3
MAR 352	International Advertising and Promotion	3
MAR 356	International Marketing Field Study	3
MAR 357	International Field Study New York Metro Area	3
MAR 394	Marketing Internship	3
MAR 452	Export and Import Policies and Practices	3

**7. Customized Career Concentration**

Students may also work with their adviser to select related upper level courses from other disciplines to develop a career concentration that meets their individual career interests. The concentration must be approved in advance by the student's Lubin adviser and the Chair or Undergraduate Program Chair of the Management and Management Science Department.

## Quantitative Business Analysis

### Quantitative Business Analysis Major, BBA (NYC)

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**Bachelor of Business Administration**

The Quantitative Business Analysis major (QBA) provides mathematically talented students with cutting-edge, hands-on training in analytical tools and business decision modeling that are in high demand by employers today. The interdisciplinary QBA major consists of courses in data analysis, information technology, quantitative modeling, and mathematics, providing a foundation for analytical careers such as financial engineering, risk management, actuarial science, market research, and management consulting. Students are required to take 8 credits in additional mathematics courses in calculus and statistics which increases the University Core requirement from 53 to 61 credits. An important part of the QBA major is the career concentration in a business functional area such as finance or marketing. This offers students sufficient flexibility to build a minor or a second major.

## Requirements

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### University Core (61 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (14 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge. QBA majors take additional courses in mathematics which increases the total number of credits required in the University Core to 61 credits for most students.

(See University Core Requirements for Lubin Students for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (14 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (14 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 131	Calculus I	4
MAT 117	Elementary Statistics	4

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Advanced Mathematics Requirement (7 Credits)

QBA majors are required to complete an additional two courses (7 credits) in mathematics. Both courses are applied to the University Core as Liberal Arts and Sciences Electives.

MAT 132	Calculus II	4
MAT 218	Intermediate Statistics	3
	OR	
MAT 222	Applied Multivariable Statistical Methods	3

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements)

### Major Requirements (18 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3
MGT 225	Business Applications of Data Analysis	3
MGT 353	Advanced Data Analysis for Business Decisions	3
MGT 356	Simulation Techniques	3
MGT 357	Project Management for Business	3
MGT 456	Advanced Operations Research Models	3
	International Course in a Business Discipline	3

(MGT 250, MGT 355 and MGT 490 (9 credits) are applied to the Business Core.)

### Auxiliary CIT Course (4 Credits)

Select ONE course from the following:

CIT 241	Database Management	4
CIT 312	Introduction to Programming I	4

### Career Concentration (6 Credits)

See Quantitative Business Analysis Career Concentrations (p. 295)

### Open Electives (10-19 Credits)

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## Quantitative Business Analysis - Career Concentration

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Students are required to take two upper-level courses (6 credits) in one of the career concentrations listed below.

### 1. Accounting

ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 305	Internal Auditing I	3
ACC 306	Internal Auditing II	3
ACC 319	Cost Accounting	4
ACC 366	Forensic Accounting	3
ACC 375	Accounting Information Systems	3

### 2. Finance

FIN 320	Corporate Finance	3
FIN 325	Data Analysis in Finance	3
FIN 340	Valuation of the Firm	3
FIN 351	Principles of Investment	3
FIN 352	Risk Management	3
FIN 356	Options, Futures and Swaps	3

### 3. Economics

ECO 240	Quantitative Analysis and Forecasting	3
ECO 357	Managerial Economics	3
ECO 380	Mathematical Economics	3
ECO 381	Applied Game Theory	3
ECO 385	Econometrics: Models and Organizations	3

### 4. Entrepreneurship

MGT 315	Small Business Management	3
MGT 316	Venture Initiation and Entrepreneurship	3
MGT 319	International Entrepreneurship	3
MGT 416	Business Plan Development	3

### 5. Hospitality and Tourism Management

MGT 307	Hotel Management	3
MGT 308	Travel and Tourism Management	3
MGT 309	Restaurant and Foodservices Management	3

### 6. Human Resources Management

MGT 322	Organizational Behavior	3
MGT 362	Human Resources Management	3
MGT 363	Training and Development	3
MGT 365	Managerial Negotiations	3
MGT 462	Advanced Human Resources	3

## Management Applications

**7. Information Technology**

CIT 231	Web Authoring and Digital Media	4
CIT 241	Database Management	4
CIT 312	Introduction to Programming I	4
CIT 314	Introduction to Programming II	4
CIT 346	Database Programming	4
CIT 348	Data Mining	4

**8. Law**

LAW 303	Constitutional Law	3
LAW 310	Employment Law	3
LAW 312	Business Law II	3
LAW 320	Cyberlaw: Legal Issues in Information Technology	3
LAW 360	Advanced Business Law	4

**9. Marketing**

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 322	Marketing Research	3
MAR 331	Managerial Marketing	3
MAR 344	Customer Relationship Management	3
MAR 443	Database Marketing	3

**10. Mathematics**

MAT 137	Introduction to Discrete Mathematics	4
MAT 236	Multivariable Calculus	4
MAT 238	Linear Algebra	4
MAT 257	Mathematics of Finance	3

**11. Customized Career Concentration**

Students may also work with their adviser to select related upper level courses from other disciplines to develop a career concentration that meets their individual career interests. The concentration must be approved in advance by the student's faculty adviser and the Chair or Undergraduate Program Chair of the Management and Management Science Department.

## Marketing

**Bachelor of Business Administration**

The purpose of the Marketing major is to provide students with an understanding of the marketing process and enable them to develop skills in product planning, distribution, pricing, promotion, and related marketing activities. Building on a broad-based marketing core curriculum, students have the opportunity to concentrate in one of three areas: Advertising and Integrative Marketing Communications (IMC), Global Marketing Management or Sports Marketing. All marketing majors or students considering a major in marketing should consult with their Lubin adviser or Marketing Department Chair or Undergraduate Program Chair for advisement before beginning their junior year.

Students are required to choose ONE of the THREE Concentrations. Only one may be officially declared, although students may take additional marketing courses as open electives.

### Marketing Major, BBA - Advertising and Integrated Marketing Communications (IMC) Concentration

The Advertising and IMC Concentration prepares students for careers in advertising and integrated marketing communications, account management, marketing analysis and research, product or brand management, product planning, customer analysis, promotion management, social and traditional media, public relations and Internet marketing.

#### Requirements

**University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the



University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details)

### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 117	Elementary Statistics	4
	One Elective Course in Mathematics or Economics	3
		<b>Credits</b>

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

### Major Requirements (24 Credits)

#### Marketing Core (9 Credits)

MAR 250	Principles of Marketing	3
MAR 322	Marketing Research	3
MAR 499	Advanced Marketing Management	3

(MAR 250 (3 credits) is applied toward the Business Core).

### Advertising and Integrated Marketing Communications (IMC) Concentration (18 credits)

#### Required Concentration Courses (9 Credits)

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 345	Media Planning and Buying	3

#### Choose ONE of the following two courses:

MAR 323	Consumer Behavior	3
MAR 331	Managerial Marketing	3

#### Required International Marketing Course (3 Credits)

Select ONE course from the following:

MAR 351	International Marketing	3
MAR 352	International Advertising and Promotion	3
MAR 356	International Marketing Field Study	3
MAR 357	International Field Study New York Metro Area	3
MAR 459	International Marketing Seminar	3

### Senior Advertising Requirement (6 Credits)

Choose ONE of the following two options:

MAR 346	Advertising Team Workshop I	3
MAR 348	Advertising Team Workshop II	3
	OR	
MAR 445	Advertising and Communications Strategy and Marketing Elective	3

**Open Electives (22 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## Marketing Major, BBA- Global Marketing Management Concentration

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The Global Marketing Management Concentration provides students a solid foundation in managerial marketing. This concentration gives students the skills and knowledge to pursue careers in digital and traditional marketing areas such as interactive and direct marketing, special event planning, product and brand management, product planning and development, merchandising, professional selling and sales management, marketing research, customer relationship management, and services marketing.

### Requirements

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**University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements outlined on p. including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details.)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 117	Elementary Statistics	4
	One Elective Course in Mathematics or Economics	3
		Credits

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

**Major Requirements (24 Credits)**

**Marketing Core (9 Credits)**

MAR 250	Principles of Marketing	3
MAR 322	Marketing Research	3
MAR 499	Advanced Marketing Management	3

(MAR 250 (3 credit) is applied toward the Business Core).

**Global Marketing Management Concentration (18 Credits)****Required Concentration Courses (9 Credits)**

MAR 331	Managerial Marketing	3
MAR 332	Selling and Sales Management	3

**Choose ONE of the following two courses:**

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 323	Consumer Behavior	3

**Required International Marketing Course (3 Credits)**

Select ONE course from the following:

MAR 351	International Marketing	3
MAR 352	International Advertising and Promotion	3
MAR 356	International Marketing Field Study	3
MAR 357	International Field Study New York Metro Area	3
MAR 459	International Marketing Seminar	3

**Elective Concentration Courses (6 Credits)**

Select any TWO other Marketing courses.

**Open Electives (22 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

**Marketing Major, BBA- Sports Marketing Concentration**

The Sports Marketing Concentration is designed to provide students with the skills and tools needed to succeed in the global sports industry. Students will be introduced to the business of sports from a strategic marketing perspective, both in the classroom and through internships.

**Requirements****University Core (53 Credits)**

Lubin majors are required to complete the Foundation Requirements outlined on p. including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core Areas of Knowledge (AOK) requirement as an In-depth Sequence in Quantitative Reasoning, and MAT 117 satisfies one course in AOK- HSN (AOK5). Therefore, Lubin majors are required to complete only one course from each of the four Areas of Knowledge.

(See University Core Requirements for Lubin Students for more details.)

**Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)**

The Lubin Foundation Requirement in Quantitative Reasoning is made up of the four courses (13 credits) in mathematics and economics listed below. All courses are applied to University Core as indicated above.

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 117	Elementary Statistics	4
	One Elective Course in Mathematics or Economics	3 Credits

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

**Business Core (29 Credits)**

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

**Major Requirements (24 Credits)**

**Marketing Core (9 Credits)**

MAR 250	Principles of Marketing	3
MAR 322	Marketing Research	3
MAR 499	Advanced Marketing Management	3

(MAR 250 (3 credit) is applied toward the Business Core).

**Sports Marketing Concentration (18 Credits)**

**Required Concentration Courses (12 Credits)**

MAR 363	Special Events Marketing for Arts, Entertainment and Sports	3
MAR 364	Sports Marketing	3
MAR 366	Sports Sponsorship	3

**Choose ONE of the following two courses:**

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 342	Public Relations	3

**Required International Marketing Course (3 Credits)**

Select ONE course from the following:

MAR 351	International Marketing	3
MAR 352	International Advertising and Promotion	3
MAR 356	International Marketing Field Study	3

**Elective Concentration Course (3 Credits)**

Select ONE course from the following:

MAR 331	Managerial Marketing	3
MAR 332	Selling and Sales Management	3
MAR 343	Direct Marketing	3
MAR 394	Marketing Internship	3
LAW 317	Sports and Entertainment Law	3
MGT 316	Venture Initiation and Entrepreneurship	3
MGT 365	Managerial Negotiations	3
MGT 371	Managing Entertainment Projects	3

MAR 321 or MAR 342 if not used to satisfy concentration requirement above.

**Open Electives (22 Credits)**

Includes UNV 101 (1 credit) for first-year students.

**Total Credit Hours: 128**

## Degree Programs for Adult Students

The Lubin School of Business offers two programs for adult students who already have work experience and are returning to school to continue their education and complete a BBA degree. The requirements for both programs are listed below.

### iPace BBA in Business Studies

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#### Bachelor of Business Administration

The iPace Business Studies major is an accelerated online degree completion program designed for students who need the convenience and flexibility of an online program and can only pursue a degree on a part-time basis. The program builds on a student's prior educational experience and requires for admission completion of an Associate degree or its equivalent (63credits) which includes foundation course work in English, mathematics and economics and other liberal arts and science subjects. Students are required to complete at Pace OSI 101 Lubin iPace Online Student Seminar (1 credit), the Lubin Business Core taken by all Lubin majors, and a professional concentration in either Marketing and Management or Accounting and Internal Auditing for a total of 57 credits.

Up to 12 additional transfer credits for a total of 75 transfer credits may be accepted and applied to the iPace Business Studies major. No more than three transfer courses or 12 credits completed at other institutions or earned through CLEP or other testing may be used to satisfy Business Core requirements. A minimum of 45 credits must be completed at Pace including OSI 101 Lubin iPace Online Student Seminar (1 credit) , and MGT 490 Business Strategy (3 credits).

All iPace classes are online with optional on campus opportunities. Students will be required to take a minimum of two courses per semester and follow a set schedule of classes. This will enable them to complete the program and receive the BBA degree in three years. Students transferring in with fewer than 63 credits will be required to take additional courses in business, computing or the liberal arts and sciences at Pace in order to satisfy the degree requirements for the BBA in Business Studies. Please see the Lubin iPace Transfer Credit Policy outlined earlier in the Lubin section of this catalog and the iPace website for more information.

#### Prior College Level Coursework: 63-75 Transfer Credits

#### iPace Requirements for BBA in Business Studies (45-57 Credits)

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OSI 101	Lubin iPace Online Student Seminar	1
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#### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
FIN 260	Financial Management	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

#### Statistics Requirement (4 Credits)

MAT 117	Elementary Statistics	4
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#### Option #1: Marketing and Management Concentration (23 Credits)

##### Required Concentration Courses (15 Credits):

MGT 322	Organizational Behavior	3
MGT 340	International Management	3
MAR 331	Managerial Marketing	3
MAR 342	Public Relations	3
MAR 349	Strategic Internet Marketing	3

##### Elective Concentration Courses (8 Credits):

- MGT/MAR Electives (6 credits)
- MAR 394 Marketing Internship OR MAR 395 Independent Study (2 credits)

**Option #2: Accounting and Internal Auditing Concentration (23 Credits)****Required Concentration Courses (23 Credits):**

ACC 301	Intermediate Accounting I	4
ACC 305	Internal Auditing I	3
ACC 306	Internal Auditing II	3
ACC 319	Cost Accounting	4
ACC 347	Periodic Financial Reporting	3
ACC 366	Forensic Accounting	3
ACC 375	Accounting Information Systems	3

ACC 347 or ACC 301 is prerequisite for ACC 375.

**Total Credit Hours: 120**

**General Business Major, BBA****Bachelor of Business Administration**

The General Business major is intended for adult students who are already established in their careers and are returning to school to complete a BBA degree. It can be completed on a full or part-time basis. Most of the classes are offered on campus, although students may take online classes when they are offered to fulfill their requirements. It provides students with flexibility within the University Core and in the design of a business concentration, which can be tailored to meet individual academic and career interests. With the guidance of a Lubin academic adviser, students develop a 12-credit career concentration in one of the approved business areas or in an interdisciplinary area, which may include related course work from outside the business school. All students are also required to complete one course in an international business subject, which can be in the same discipline as the concentration or another business area. The following University Core and Business Core courses may not be applied toward the concentration: ACC 203, ACC 204, CIS 101, ECO 105, ECO106, FIN 260, LAW 101, MAR 250, MGT 250, MGT 355, MGT 490. Students are required to meet with a professional Lubin academic adviser in the Lubin Office of Undergraduate Academic Advisement either prior to enrolling in the General Business major or during their first semester of study.

**Earning Credit for Prior Learning**

Students who have accumulated considerable knowledge as a result of their work experience or other opportunities for learning outside of a formal academic setting may be eligible to receive college credits for their experiential learning. Students interested in exploring this option should meet with a Lubin professional academic adviser to determine if they are eligible to participate in the Experiential Learning Assessment (ELA) process. Students who are recommended to participate in ELA process will be given approval to register for the two-credit Prior Learning Assessment Seminar (INT 196B). This course will guide the student in the writing of a portfolio that will be submitted for evaluation to the appropriate Pace academic department to determine whether college-level learning is demonstrated and academic credit can be awarded. Students may apply a maximum of 36 credits earned through the ELA process toward the General Business major. Credit may also be earned through CLEP (College Level Examination Program) and other recognized college-level examinations. For further information about the ELA process, CLEP, and other prior learning assessment options, please contact Adult and Continuing Education in the Office of Undergraduate Admission.

**Career Concentrations****Required Courses**

Accounting

ACC 301, ACC 302

Finance

FIN 351

Information Systems

CIT 211, CIT 312

Law

LAW 312 or LAW 360

Management

MGT 322

Marketing

MAR 322

Interdisciplinary\*

\*Requirements will vary depending upon areas selected for interdisciplinary concentration.

## Requirements

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### University Core (53 Credits)

Lubin majors are required to complete the Foundation Requirements including MAT 104, and CIS 101 or TS 105. The four courses (13 credits) required as part of the Lubin Foundation Requirement in Quantitative Reasoning are applied to the University Core.

(See University Core Curriculum Requirements for Lubin Students for more details.)

### Lubin Foundation Requirement in Quantitative Reasoning (13 Credits)

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 117	Elementary Statistics	4
	One Elective Course in Mathematics or Economics	3
		Credits

(See Lubin Foundation Requirement in Quantitative Reasoning for more details)

### Business Core (29 Credits)

BUS 150	Contemporary Business Practice	3
ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
FIN 260	Financial Management	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3
MGT 355	Management Science and Production Management Concepts	3
MGT 490	Business Strategy	3

(See Business Core Requirements.)

### Major Requirements (15 Credits)

	One International Course in a Business Discipline	3
	Career Concentration	12

### Open Electives (23-26 Credits)

**Note:** BUS 150 Contemporary Business Practice is waived for students who receive 45 credits or more toward the BBA degree for courses completed at other colleges or universities, through successful performance on recognized college-level examinations such as CLEP, and the experiential learning assessment process. General Business majors who are not required to take BUS 150 will take an additional three credits of Open Electives.

**Total Credit Hours: 120**

## Minors

Students with sufficient open elective credits in their major program may wish to minor in an academic area of special interest. The Lubin School of Business offers the following minors. Some minors, as noted, are restricted to Lubin majors or to students majoring in specified non-business areas.

## Policy on Lubin Specialized Minors

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Minors in specialized business areas such as Arts and Entertainment Management, Sports Marketing, and Entrepreneurship may be taken by Lubin students with a major in the same general discipline as the minor. Students will be required to complete all the requirements for the minor and take at least 12 credits in courses which are over and above the requirements for the major. This is in addition to complying with University policy, which requires completion of at least one-half of the coursework for a minor at Pace and a minimum overall GPA of 2.00 for all courses required for a minor. In instances where there is an overlap of one or two courses with the major, students will be required to substitute other appropriate courses as approved by the Department or Undergraduate Program Chair to satisfy the 12-credit requirement. The first Business Core course required for the minor (e.g. MGT 250, MAR 250, FIN 260) may be counted toward fulfilling both the major and minor requirements.

*(This policy does not apply to the following Lubin minors which may be taken only by students majoring in areas outside of the minor field: Accounting Minor, Finance Minor, Management Minor, Marketing Minor and Quantitative Business Analysis (QBA) Minor.)*

## Business Minor for Non-Business Students

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This minor may be taken in conjunction with any non-business major. The list of subjects may be extended or substitutions may be made depending on the student's interests. Upper-sophomore standing (completion of 48 college credits) is a prerequisite for MAR 250 and MGT 250. Students successfully completing this minor with a minimum grade of "B" in each course will satisfy the foundation courses in accounting and economics required for the MBA at Pace University and many other institutions.

*Not Open to Lubin Majors.*

### Required Courses (30 Credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
CIS 101	Introduction to Computing	3
ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
MAT 104	Finite Mathematics	3
MAT 117	Elementary Statistics	4
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3

**Total Credit Hours: 30**

## Accounting Minor

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The Accounting minor is designed to enable non-accounting Lubin majors to achieve a level of competency in accounting that will enhance their major program and broaden their career preparation.

### Required Courses (14-16 Credits)

ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4

### Select TWO courses from the following:

ACC 319	Cost Accounting	4
ACC 333	Advanced Accounting	4
ACC 340	Internal and External Auditing	3
ACC 354	International Accounting	3
ACC 375	Accounting Information Systems	3
ACC 461	Auditing I	3

**Prerequisites:** ACC 203, ACC 204, ECO 105, ECO 106, Statistics (MAT 117 or MAT 134 or MAT 234), and Calculus (MAT 111 or MAT 131)

**Total Credit Hours: 14-16**



## Internal Auditing Minor

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Since Sarbanes-Oxley, the demand for internal auditors has expanded. As a result, internal auditors are in high demand and the field of internal auditing is one of the top five growing professions.

Students in this minor will learn the fundamental role of internal auditing in a free-market environment and the importance of that role to corporate governance. They will develop audit judgment and an ethical framework to guide actions; understand the client's business environment and how to apply the risk assessment model to each audit; and master advanced audit techniques that simulate the real world. Specific attention is also given to concepts surrounding the auditing of information systems, privacy and security issues, and fraud auditing.

The Internal Auditing minor is open to accounting majors and is an attractive option for other Lubin business majors and students majoring in fields such as information systems and economics.

### Required Courses (20-21 Credits)

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 305	Internal Auditing I	3
ACC 306	Internal Auditing II	3
ACC 366	Forensic Accounting	3
ACC 375	Accounting Information Systems	3
	OR	
CIT 342	Systems Analysis and Design	4

NOTE: Accounting majors must take CIT 342; non-accounting majors must take ACC 375.

**Total Credit Hours: 20-21**

## Finance Minor

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The Finance minor is intended to provide non-finance majors with a specialization in finance which will complement their major coursework. It is open only to non-finance Lubin majors and students enrolled in the following non-business majors: information systems, computer science, economics, and mathematics.

### Required Courses (15 Credits)

FIN 260	Financial Management	3
FIN 320	Corporate Finance	3
FIN 351	Principles of Investment	3
FIN 358	International Finance	3

Note: Economics majors may substitute ECO 360, ECO 362, or ECO 364 for FIN 358.

### Select ONE course from the following:

Any 300 level Finance course not listed above		
ECO 238	Money and Banking	3
ECO 240	Quantitative Analysis and Forecasting	3
ECO 325	Money and Capital Markets	3
ECO 327	Economics of Financial Institutions	3
CIT 312	Introduction to Programming I	4
CIT 221	Global Networking Technology	4
MGT 356	Simulation Techniques	3
MAT 255	Numerical Methods	3

**Prerequisites:** ACC 203, ACC 204, ECO 105, ECO 106, Statistics (MAT 117 or MAT 134 or MAT 234), and Calculus (MAT 111 or MAT 131)

**Total Credit Hours: 15**

## Pre-Law Minor

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This interdisciplinary Pre-Law minor is intended for all undergraduate students considering a legal career. Through study in law as well as many liberal arts subjects, students develop critical thinking and communication skills, and an awareness of ethical considerations that are important for success in the study of law and in the legal profession. Admission to law school generally requires a high grade point average, as well as satisfactory performance on the Law School Admission Test (LSAT). While law

schools usually do not prescribe any one particular undergraduate course of study for admission, students should obtain information on the specific admission requirements for the schools that they plan to attend. Legal Studies faculty members are available to advise students considering a legal career. See section on Pre-Law Advisers below.

### Required Courses (15 Credits)

Select ONE course from the following:

LAW 101	Business Law I	3
LAW 214	Introduction to Law and the American Legal System	3

Select ONE course from four of the areas listed below:

#### Business Law

LAW 245	Mock Trial Seminar	3
LAW 310	Employment Law	3
LAW 312	Business Law II	3
LAW 316	Legal Environment of Hospitality and Tourism	3
LAW 318	Intellectual Property Law	3
LAW 320	Cyberlaw: Legal Issues in Information Technology	3
LAW 322	Marketing Law	3
LAW 325	International Business Law	3
LAW 360	Advanced Business Law	4
LAW 396	Special Topics in Law	3

Note: LAW 101 is a prerequisite for LAW 312 and LAW 360.

#### Constitutional Law or History

LAW 303	Constitutional Law	3
HIS 260	Constitutional History of the United States	3

#### Communications

COM 119	Organizational Communication	3
SPE 203	Persuasive Speaking	3

#### Logic

PHI 152	Critical Thinking	3
PHI 253	Logic	3

#### Ethics

PHI 115	Normative Ethics: Contemporary Moral Problems	3
PHI 121	Ethics in the Workplace	3

#### History/Politics

HIS 113F	The American Experience: The American Constitution and the Presidency	3
POL 111	American Government and Political Institutions	3
HIS 215	American Social and Cultural History	3
HIS 216	History of Human Rights	3
HIS 264	History of the American Presidency 1900 - Present	3

Note: HIS 264 offered on the Pleasantville campus only.

**Total Credit Hours: 15**

### Law Minor

The Law minor emphasizes the study of legal cases and systems and is intended for both business and non-business students who wish additional concentrated study in law. Students may begin their studies with Law 101, Business Law I, or with Law 214, Introduction to Law and the American Legal System. The courses offered in this minor help students to develop rigorous critical

thinking and advanced communication skills. Admission to law school generally requires a high grade point average, as well as satisfactory performance on the Law School Admission Test (LSAT). While law schools usually do not prescribe any one particular undergraduate course of study for admission, students should obtain information on the specific admission requirements for the schools that they plan to attend. Legal Studies faculty members are available to advise students considering a legal career.

### Required Courses (3 Credits)

Select ONE course from the following:

LAW 101	Business Law I	3
LAW 214	Introduction to Law and the American Legal System	3

### Elective Courses (12 Credits)

Select FOUR courses from the following:

LAW 245	Mock Trial Seminar	3
LAW 303	Constitutional Law	3
LAW 310	Employment Law	3
LAW 312	Business Law II	3
LAW 316	Legal Environment of Hospitality and Tourism	3
LAW 318	Intellectual Property Law	3
LAW 320	Cyberlaw: Legal Issues in Information Technology	3
LAW 322	Marketing Law	3
LAW 325	International Business Law	3
LAW 360	Advanced Business Law	4
LAW 394	Law Internship	3 - 6
LAW 396	Special Topics in Law	3
CRJ 305	Criminal Law	3
TAX 310	Federal Income Taxation I	3

Note: LAW 101 is a prerequisite for LAW 312 and LAW 360.

**Pre-Law Advisers:** The following Legal Studies faculty are registered with the Law School Admission Council (LSAC) and available to provide guidance and advice on the Law School application process and answer questions about legal careers: New York City Campus: Professor Jessica A. Magaldi (jmagaldi@pace.edu), Professor Richard J. Kraus (rkraus@pace.edu); Westchester Campus: Professor Roy J. Girasa (rgirasa@pace.edu), Professor Richard J. Kraus (rkraus@pace.edu)

**Total Credit Hours: 15**

## Management Minor

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The Management minor is designed to give non-management majors exposure to management topics useful for career preparation in a variety of organizational settings. By selecting suitable electives in consultation with an adviser, students can explore topics such as human resources management, hospitality and tourism management, entrepreneurship, or international management.

### Required Courses (6 Credits)

MGT 250	Managerial and Organizational Concepts	3
MGT 322	Organizational Behavior	3

### Elective Courses (9 credits)

Select any THREE 300-level Management elective courses

Note: Business majors may not apply MGT 355 and MGT 490, which are required as part of the Business Core, to the Management Minor.

**Total Credit Hours: 15**

## Arts and Entertainment Management Minor (NYC)

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New York City is one of the world's great epicenters for arts and entertainment. If your goal is to work in these industries, the Arts and Entertainment Management minor is an excellent way to boost your competitiveness in this field. This minor is designed

for students with an interest in pursuing a career in the arts or entertainment industries. It is open to students in any major, but is particularly suited to performing arts students who want to learn the business side of the industry; media and communication students who want to develop industry-specific business skills; and business majors who want to learn more about this particular set of industries. The program leverages our New York City location as one of the arts and entertainment capitals of the world.

**Required Courses (6 Credits)**

MGT 235	Arts and Entertainment Management	3
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**Select one of the following courses:**

BUS 150	Contemporary Business Practice	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3

*BUS 150 is required for non-Lubin majors only.*

**Elective Courses (9 credits)**

Select THREE courses from the following:

MGT 312	Event Management	3
MGT 370	Managing Creativity	3
MGT 371	Managing Entertainment Projects	3
MGT 372	Governance and Stakeholder Management in the Arts	3
MGT 373	Technology Innovation and the Arts	3
MGT 394A	Management Internship	3

**Total Credit Hours: 15**

## Entrepreneurship Minor

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This minor prepares students for careers in entrepreneurship and small business. It focuses on providing students with the skills that they will need to initiate and manage business ventures, including developing business concepts and investigating the feasibility of those ideas.

**Required Courses (6-9 Credits)**

BUS 150	Contemporary Business Practice	3
MGT 250	Managerial and Organizational Concepts	3
MGT 316	Venture Initiation and Entrepreneurship	3

(BUS 150 is required for non-Lubin majors only.)

**Elective Courses (9 Credits)**

Select THREE courses from the following:

MGT 315	Small Business Management	3
MGT 317	Human Capital in Entrepreneurship	3
MGT 319	International Entrepreneurship	3
MGT 320	Entrepreneurial Implementation	3
MGT 365	Managerial Negotiations	3

**Total Credit Hours: 15-18**

## Quantitative Business Analysis (QBA) Minor (NYC)

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The Quantitative Business Analysis minor is designed to enable non-QBA majors to achieve competency in quantitative modeling and data analysis that will enhance their career preparation. This minor will provide students with the tools and skills needed to use quantitative data effectively in making business decisions in any field.

**Required Courses (15 Credits)**

MGT 355	Management Science and Production Management Concepts	3
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**Select THREE courses (9 credits) from the following:**

MGT 225	Business Applications of Data Analysis	3
MGT 353	Advanced Data Analysis for Business Decisions	3
MGT 356	Simulation Techniques	3
MGT 357	Project Management for Business	3
MGT 456	Advanced Operations Research Models	3

**Elective Course**

Select ONE course from the following:

One of the above MGT courses not already selected

ACC 319	Cost Accounting	4
ACC 375	Accounting Information Systems	3
CIT 241	Database Management	4
CIT 312	Introduction to Programming I	4
ECO 240	Quantitative Analysis and Forecasting	3
FIN 320	Corporate Finance	3
MAR 322	Marketing Research	3
MAT 137	Introduction to Discrete Mathematics	4

**Total Credit Hours: 15**

**Marketing Minor**

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The Marketing minor allows non-marketing majors to explore topics in various marketing fields. Through the selection of appropriate electives, students can explore a variety of topics, including international marketing, advertising, fashion marketing, sports marketing, or marketing management.

**Required Courses (3 Credits)**

MAR 250	Principles of Marketing	3
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**Elective Courses (12 Credits)**

Select any FOUR Marketing Courses

**Total Credit Hours: 15**

**Fashion Marketing Minor**

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The fashion industry has seen considerable growth in all segments of the retail industry from mass market to luxury and designer retailers. With this in mind, students will explore the core marketing activities surrounding the world of fashion. Students will learn marketing principles, practices, and policies used by fashion manufacturers, wholesalers, and retailers.

**Required Courses (9 Credits)**

MAR 250	Principles of Marketing	3
MAR 361	Retail Management	3
MAR 365	Fashion Marketing	3

**Marketing Electives (6 Credits)**

Select TWO courses from the following:

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 323	Consumer Behavior	3
MAR 332	Selling and Sales Management	3
MAR 362	Buying and Merchandising	3
MAR 363	Special Events Marketing for Arts, Entertainment and Sports	3
MAR 394	Marketing Internship	3

**Total Credit Hours: 15**

## Professional Selling and Sales Management Minor

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This minor will prepare students to initiate customer relationships, approach customers, deliver sales presentations, as well as be prepared to utilize sales methodologies appropriate for direct interaction with customers, team selling, and various activities that support the sale of goods and services.

### Required Courses (12 Credits)

MAR 250	Principles of Marketing	3
MAR 323	Consumer Behavior	3
MAR 332	Selling and Sales Management	3
MAR 343	Direct Marketing	3

### Marketing Elective (3 Credits)

Select ONE course from the following:

MAR 331	Managerial Marketing	3
MAR 342	Public Relations	3
MAR 344	Customer Relationship Management	3
MAR 394	Marketing Internship	3

**Total Credit Hours: 15**

## Sports Marketing Minor

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The Sports Marketing Minor is designed to provide students with the skills and tools needed to succeed in the global sports industry. Students will be introduced to the business of sports from a strategic marketing perspective, both in the classroom and through internships.

### Required Courses (9 Credits)

MAR 250	Principles of Marketing	3
MAR 364	Sports Marketing	3
MAR 366	Sports Sponsorship	3

### Elective Courses (6 Credits)

Select TWO courses from the following:

MAR 321	Fundamentals of Advertising and Promotion	3
MAR 331	Managerial Marketing	3
MAR 332	Selling and Sales Management	3
MAR 342	Public Relations	3
MAR 343	Direct Marketing	3
MAR 351	International Marketing	3
MAR 363	Special Events Marketing for Arts, Entertainment and Sports	3
LAW 317	Sports and Entertainment Law	3
MAR 394	Marketing Internship	3
MGT 316	Venture Initiation and Entrepreneurship	3
MGT 365	Managerial Negotiations	3
MGT 371	Managing Entertainment Projects	3

LAW 371, MGT 316, MGT 365 and MGT 371 require non Marketing courses as prerequisites. Consult Schedule Explorer for specific courses.

**Total Credit Hours: 15**

## Special Events Marketing Minor

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The minor in Special Events Marketing provides students with specialized knowledge and a broad background in marketing that will prepare them for careers in special events marketing and planning. The minor is open to non-marketing majors in Lubin as well as to Dyson majors and other non-business students.

### Required Courses (12 Credits)

MAR 250	Principles of Marketing	3
MAR 321	Fundamentals of Advertising and	3

	Promotion	
MAR 342	Public Relations	3
MAR 363	Special Events Marketing for Arts, Entertainment and Sports	3

**Marketing Elective (3 Credits)**

Select ONE course from the following:

The courses listed below are recommended. Other marketing courses may be taken to satisfy this requirement.

MAR 322	Marketing Research	3
MAR 343	Direct Marketing	3
MAR 349	Strategic Internet Marketing	3
MAR 394	Marketing Internship	3

**Total Credit Hours: 15**

**Tax Minor**

The Tax Minor is designed for students interested in the challenging and rewarding field of taxation. While it is open to all students, it is very well suited for accounting majors in the 150-credit BBA Public Accounting major, which is a CPA qualifying program. The Tax Minor provides CPA majors with an area of study related to their accounting major and prepares them for careers in tax accounting, an area where many CPAs specialize.

**Required Courses (9 Credits)**

TAX 310	Federal Income Taxation I	3
TAX 311	Federal Income Taxation II	3
TAX 315	Federal Tax Practice, Procedure and Research	3

**Tax Elective Courses (6 Credits)**

Select TWO courses from the following:

TAX 313	Federal Corporate Taxation	3
TAX 314	Federal Taxation of Flow-Through Entities	3
TAX 327	State and Local Taxation	3
TAX 328	International Taxation	3
TAX 394	Taxation Internship	3

**Total Credit Hours: 15**

**Certificate Programs in Business**

The Lubin School of Business offers a number of certificate programs for students whose educational objectives can best be met by short-term concentrated study in business.

**Admission Requirements:** The certificate programs are open to non-degree adult students only. Admission to the certificate programs in business, with the exception of the certificate program in general business, requires junior standing (the completion of 64 college credits) or the equivalent. Completion of ENG 110-120 or the equivalent is a prerequisite for all certificate programs in business. Some certificate programs require students to also meet specific course prerequisite requirements. In special cases, prerequisites may be waived for students who have equivalent knowledge or preparation.

**Transfer Credits:** Students may transfer only one course (excluding ENG 110-120) completed with a grade of "C" or better to a certificate program. The acceptance of transfer credit for a specific certificate program is determined by the appropriate Lubin department

**Requirements:** Students are required to complete all course requirements for the certificate chosen and achieve a minimum cumulative GPA of 2.00 in order to receive a certificate. Application for the certificate should be made to the Office of Student Assistance (OSA) prior to completion of the program. In general, courses completed for a business certificate program may be applied to a BBA degree program in a related area.

**Academic Advisement:** Students who have questions about the certificate programs or need assistance in determining whether they qualify for admission should contact the Lubin Office of Undergraduate Academic Advisement located on the New York City and Pleasantville campuses.

Certificate Programs are offered in the following business areas:

### Basic Accounting Certificate

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**Required Courses (20 credits)**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
ACC 301	Intermediate Accounting I	4
ACC 302	Intermediate Accounting II	4
ACC 319	Cost Accounting	4

**Total Credit Hours: 20**

### General Business Certificate

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**Required Courses (19 credits)**

ACC 203	Financial Accounting	4
CIS 101	Introduction to Computing	3
ECO 105	Principles of Economics: Macroeconomics	3
LAW 101	Business Law I	3
MAR 250	Principles of Marketing	3
MGT 250	Managerial and Organizational Concepts	3

**Prerequisite:** MAT 103 or the equivalent. Upper sophomore standing (completion of 45 college credits) or a minimum of three years of relevant work experience is a prerequisite for MAR 250 and MGT 250.

**Total Credit Hours: 19**

### Human Resources Management Certificate

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**Required Courses (15 credits)**

MGT 250	Managerial and Organizational Concepts	3
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**Select FOUR courses (12 credits) from the following:**

LAW 310	Employment Law	3
MGT 322	Organizational Behavior	3
MGT 362	Human Resources Management	3
MGT 363	Training and Development	3
MGT 364	Organizational Theory and Development	3
MGT 366	Leadership Principles and Practice	3

**Total Credit Hours: 15**

## Faculty

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### Accounting Full-Time Faculty

Arnold L. Berman, Professor; LL.M., New York University School of Law; CPA

Roberta J. Cable, Professor; PhD, Columbia University; CMA

Kam C. Chan, Professor; Ernst and Young Scholar, PhD, University of South Carolina

Myojung Cho, Assistant Professor; PhD, University of Maryland

Kwang-Hyun Chung, Professor; PhD, Baruch College, City University of New York



Joseph C. DiBenedetto, Professor; JD, Brooklyn Law School; CPA, CMA  
 Bairj Donabedian, Associate Professor; PhD, Columbia University  
 Samir M. El-Gazzar, KPMG Professor of Accounting; PhD, Baruch College, City University of New York  
 Barbara R. Farrell, Professor; EdD, Columbia University; CPA  
 Philip M. Finn, Associate Professor; PhD, Baruch College, City University of New York; CPA  
 Patricia Healy, Associate Professor, Undergraduate Program Chair; MBA, Rutgers University; CPA, CMA  
 Rudolph A. Jacob, Professor, Graduate Program Chair; PhD, New York University  
 John Y. Lee, Schaeberle Professor of Accounting; PhD, Louisiana State University  
 Picheng Lee, Professor; PhD, Rutgers University  
 Chunyan Li, Assistant Professor; PhD, Rutgers University  
 Steven Mezzio, Clinical Assistant Professor of Accounting; MS, University of Miami; CPA, CIA  
 Bernard H. Newman, Professor Emeritus; PhD, New York University; CPA  
 Susanne O'Callaghan, Professor, Anthony Pustorino Scholar; PhD, University of Cincinnati; CPA, CIA  
 Mary Ellen Oliverio, Professor Emeritus of Accounting; PhD, Columbia University; CPA  
 John Paul, Esq., Clinical Assistant Professor; DPS, Pace University; CPA  
 Raymond Reisig, Assistant Professor; MBA, Pace University; CPA, CFE  
 Matthew Reidenbach, Assistant Professor of Accounting; PhD, Drexel University  
 Kaustav Sen, Associate Professor; PhD, Rutgers University  
 Charles Y. Tang, Associate Professor; Department Chair; PhD, Baruch College, City University of New York  
 Michael Ulinski, Assistant Professor; PhD, New York University; CPA  
 Ping Wang, Assistant Professor; PhD, Baruch College, City University of New York  
 Robert P. Zwicker, Assistant Professor; Ed.D., University of Bridgeport; CPA

## **Finance and Economics Full-Time Faculty**

Niso Abuaf, Clinical Professor; PhD, University of Chicago  
 Lewis J. Altfest, Associate Professor; PhD, Baruch College, City University of New York; CFA  
 Arthur L. Centonze, Associate Professor, Dean Emeritus; PhD, New York University  
 Burcin Col, Assistant Professor of Finance; PhD, McGill University  
 Ronald Filante, Associate Professor; PhD, Purdue University  
 Natalia Gershun, Associate Professor; PhD, Columbia University  
 Elena Goldman, Associate Professor, Undergraduate Program Chair; PhD, Rutgers University  
 Aron Gottesman, Professor, Department Chair; PhD, York University  
 Iuliana Ismailescu, Associate Professor; PhD, University of Massachusetts  
 Padma Kadiyala, Professor; PhD, Ohio State University  
 Maurice Larrain, Associate Professor; PhD, Columbia University  
 Raymond H. Lopez, Professor; PhD, New York University  
 Edmund Mantell, Professor; PhD, Wharton School, University of Pennsylvania  
 Matthew R. Morey, Professor, New York Stock Exchange Scholar; PhD, University of California at Irvine  
 Jouahn Nam, Associate Professor; PhD, Georgia State University  
 Richard E. Ottoo, Associate Professor; Director of Professional Certifications in Finance; PhD, Baruch College

Joseph T. Salerno, Professor; PhD, Rutgers University

Michael Szenberg, Professor Emeritus; PhD, City University of New York

P. V. Viswanath, Professor; Director, Global Portfolio Analysis Center, Graduate Program Chair; PhD, University of Chicago

Thomas J. Webster, Professor; PhD, City University of New York

Berry K. Wilson, Associate Professor; PhD, New York University

Kevin J. Wynne, Associate Professor; Academic Director, Masters in Finance for Professionals; PhD, Fordham University

## **Legal Studies and Taxation - Full Time Faculty**

Walter G. Antognini, Associate Professor, Graduate Program Chair; JD, LL.M., New York University; CPA

Todd W. Barnett, Associate Professor; JD, Brooklyn Law School

Vincent R. Barrella, Professor, Department Chair; JD, Fordham University; LL.M., New York University; CPA

Philip Cohen, Associate Professor; LL.M., New York University Law School

Peter M. Edelstein, Professor; JD, Boston University; LL.M., New York University

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Richard J. Kraus, Professor; Undergraduate Program Chair; JD, PhD, Fordham University

Jessica Magaldi, Clinical Associate Professor; Director, Business Honors Program, New York City Campus; JD, New York University

John Treu, Assistant Professor; LL.M., New York University

Robert S. Wiener, Associate Professor; JD, New York University

Martin H. Zern, Professor; JD, Brooklyn Law School; LL.M., New York University; CPA

## **Management and Management Science Full-Time Faculty**

Uzoamaka P. Anakwe, Associate Professor; PhD, Drexel University

Bruce Bachenheimer, Clinical Professor; Director, Entrepreneurship Lab; M.B.A., Australian Graduate School of Management

Daniel M. Baugher, Professor; Associate Dean and Director of Graduate Programs; PhD, Rutgers University

Narendra C. Bhandari, Professor; PhD, University of Georgia

Vasanthakumar N. Bhat, Associate Professor; PhD, Yale University

Lawrence G. Bridwell, Professor; Undergraduate Program Chair; PhD, Baruch College, CUNY

John C. Byrne, Professor, Graduate Program Chair; PhD, Stevens Institute of Technology

E. Susanna Cahn, Associate Professor; PhD, Columbia University

Melissa S. Cardon, Professor; Director, Business Honors Program, Pleasantville Campus; PhD, Columbia University

John C. Carter, Professor; PhD, Columbia University

Imran Chowdhury, Assistant Professor; PhD, ESSEC Business School

Andrew O. Coggins, Clinical Professor; Associate Director, Business Honors Program; PhD, Virginia Polytechnic Institute & State University

Robert Dennehy, Professor Emeritus; PhD, New York University

John P. Dory, Associate Professor, Director, Doctoral Program; DBA, Harvard University

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Julia Eisenberg, Assistant Professor; PhD, Rutgers University

Casey Frid, Assistant Professor; PhD, Clemson University

Barry A. Gold, Associate Professor; PhD, Columbia University

Claudia G. Green, Associate Professor; Director, Hospitality and Tourism Management Program; PhD, Virginia Tech

M. Peter Hoefler, Professor; PhD, City University of New York Graduate Center

Alvin Hwang, Professor; Director, AACSB Accreditation and National Rankings; International Business and International Management Program Chair; PhD University of California, Los Angeles

Eric H. Kessler, Professor; Henry George Scholar; PhD, Rutgers University

Chu-Hua Kuei, Professor; PhD, Baruch College, City University of New York

Theresa K. Lant, Associate Professor; Faculty Director, Arts and Entertainment Management Program; PhD, Stanford University

Christian N. Madu, Professor; Research Scholar; PhD, Baruch College, City University of New York

Patrick McGuigan, Clinical Professor; DPS, Pace University

Ira J. Morrow, Associate Professor; PhD, New York University

Joseph M. Pastore, Jr., Professor Emeritus; PhD, St. Louis University

Noushi Rahman, Professor; PhD, Baruch College, City University of New York

Chris Ramos, Clinical Assistant Professor; MPA, Pace University

Katherine M. Richardson, Assistant Professor; PhD, Baruch College, City University of New York

James W. Russell, Professor Emeritus; PhD, New York University

Peter Seldin, Distinguished Professor Emeritus of Management; PhD, Fordham University

Fred N. Silverman, Professor Emeritus; PhD, Columbia University

Ibraiz Tarique, Associate Professor; Director, Strategic Global Human Resource Management - MS Program; PhD, Rutgers University

Ellen Weisbord, Professor; Academic Director, Executive MBA Program; PhD, City University of New York

Janice K. Winch, Associate Professor; PhD, Rutgers University

Jack Yurkiewicz, Professor; Director, Advanced Graduate Certificate Program; PhD, Yale University

## **Marketing - Full Time Faculty**

Karen A. Berger, Professor; Associate Dean and Director of Undergraduate Programs; PhD, New York University

Larry Chiagouris, Professor; PhD, Bernard M. Baruch College, City of New York

Canan Corus, Assistant Professor; PhD, Virginia Tech

Deborah Fain, Clinical Assistant Professor; DBA, Boston University

David Gertner, Associate Professor; PhD Northwestern University

Pradeep Gopalakrishna, Professor; Undergraduate Program Chair; PhD, University of North Texas

James S. Gould, Professor; PhD, Cornell University

Paul Kurnit, Clinical Professor; MA, Queens College, City University of New York

Vishal Lala, Associate Professor; PhD, Oklahoma State University

Charles Lawry, Assistant Professor; PhD, University of Arizona

Mary M. Long, Professor; Department Program Chair; PhD, Baruch College, City University of New York

Carl I. Malinowski, Associate Professor; PhD, City University of New York

Harvey B. Markovitz, Clinical Associate Professor; MS, New York University

Conrad Nankin, Clinical Assistant Professor of Marketing; MBA, Baruch College, City University of New York

Randi L. Priluck, Professor; Director of Assessment; PhD, Drexel University

Ipshtita Ray, Associate Professor; Graduate Program Chair; PhD, University of Connecticut, Storrs

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Martin T. Topol, Professor; PhD, City University of New York

Robert G. Vambery, Professor; PhD, Columbia University

Kathryn F. Winsted, Associate Professor; PhD, University of Colorado, Boulder

## Lubin Advisory Board

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Paula L. Summa, BBA '78, MBA '84, General Manager, ibm.com, IBM Corporation

Marie. J. Toulantis, BBA '81, Former Chief Executive Officer, BarnesandNoble.com

Peter E. Tryhane, BBA/MBA '80, Partner, Ernst & Young LLP

# Seidenberg School of Computer Science and Information Systems

## Administration

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### Office of the Dean

**Amar Gupta**, BS, MS, PhD

Dean

**Jonathan Hill**, BA, MBA, DPS

Associate Dean and Director of Special Programs and Projects

**Bernice J. Houle**, BS, MEd, PhD

Associate Dean

**Andreea Cotoranu**, BS, MS

Director of Assessment

**Deth Sao**, BA, JD  
Director of Development

### **Academic Departments**

**Li-Chiou Chen**, BBA, MBA, MS, PhD  
Chair, Information Technology (Westchester)

**Catherine Dwyer**, BA, MA, MS, PhD  
Chair, Information Technology (New York City)

**Lixin Tao**, BSE, MSE, MSE, PhD  
Chair, Computer Science (Westchester)

**Christelle Scharff**, BS, MS, PhD  
Chair, Computer Science (New York City)

The Seidenberg School of Computer Science and Information Systems participates in the mission of Pace University with a commitment to excellent teaching, scholarly activity, and service to the community.

## **Accreditation and Affiliation**

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The faculty within the school are active members of the Association for Computing Machinery (ACM) and the Institute of Electrical and Electronics Engineers, Inc. (IEEE). The school sponsors a chapter of the Upsilon Pi Epsilon (UPE) Honor Society for the Computing and Information Disciplines.

The bachelor of science program in computer science is accredited by the Computing Accreditation Commission (CAC) of ABET, Inc., [www.abet.org](http://www.abet.org)

Pace University is a designated National Center of Academic Excellence (CAE) in Information Assurance Education (IAE) by the National Security Agency (NSA) and the Department of Homeland Security (DHS). The CAEIAE program is intended to reduce vulnerabilities in the national information infrastructure by promoting higher education in information assurance and producing a growing number of professionals with information assurance expertise in various disciplines. When available, students attending CAEIAE schools are eligible for scholarships and grants through the Department of Defense Information Assurance Scholarship Program (IASP) and the Federal Cyber Service Scholarship for Service Program (SFS).

## **Mission: Seidenberg School of Computer Science and Information Systems**

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The Seidenberg School of Computer Science and Information Systems aspires to innovative leadership in preparing men and women for meaningful work, lifelong learning and responsible participation in a new and dynamic information age. The school does this through a broad spectrum of educational programs on campuses in New York City and Westchester County, and at other locations with corporate partners from the local and global community.

The school has a unique role: it provides professional education in the computing disciplines, supporting education for programs in the other schools, general education for all students, and continuing education. Because change characterizes information technology, programs build upon a strong foundation in the arts and sciences, and emphasize competency in the theory and methodology of the computing disciplines. At the same time, programs are responsive to the rapid pace of technological development.

The school was founded in 1983 in creative response to the educational challenge and opportunity inherent in emerging disciplines, and is characterized by its core values:

- Excellent teaching that is informed by scholarship, professional practice and community service,
- The integration of theory and practice in teaching and scholarly activity,
- Currency in new technology and its application,
- Creative programs and partnerships with the local and global community,
- Attentiveness to professional and social responsibility.

The school values diversity and welcomes qualified students of various experiences and origins, whether regional, national, or international. It provides excellent service to students both within and outside the classroom. It uses the power of technology to

offer broad opportunity to students and to enable them to achieve excellence. Throughout its programs and services, the Seidenberg School of Computer Science and Information Systems consistently recognizes that information technologies are tools for the empowerment of people.

## Objectives of Seidenberg Programs

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Consistent with the Pace tradition, the Seidenberg School seeks to integrate theory and practice in its programs and research. The design, development, analysis, application, and management of computers, and communication and information systems comprise the broad spectrum over which the Seidenberg School creates, interprets, criticizes, and applies knowledge with strict attention to academic standards. Change characterizes information technology; of particular importance, therefore, is the development of competency in the foundation and methodologies of the discipline, in order to enable ongoing learning and effective response to change.

The Seidenberg School is dedicated to the service of men and women of all ages of every race and culture through educational programs that develop skills, enhance individual and community effectiveness, extend knowledge, and enhance critical understanding of the culture. The educational process is undertaken with concern for the development of personal, professional, and social responsibility.

The Seidenberg School offers undergraduate programs in computer science (BS and BA), information systems (BS), information technology (BS), professional computer studies (BS), professional technology studies (BS), and applied information technology (AS). Graduates of all programs are prepared for a variety of professional positions, including those in programming, software development, systems analysis and design, and a number of specialized positions that would depend upon the student's concentration and elective choices. In addition to these majors, the Seidenberg School offers minors and certificates in computer science, information technology, Web media, information assurance for the criminal justice system, and computer forensics.

The BS program in Computer Science is a professional program that is accredited by the Computing Accreditation Commission (CAC) of ABET. The curriculum is based upon algorithms and data structures, the principles of programming languages, computer architecture, data communications, and theoretical foundations. It includes advanced work in various areas including software engineering, security, operating systems, compilers, artificial intelligence, and graphics. Program requirements include the liberal arts core and other academic requirements that specifically apply to the Bachelor of Science degree.

The BS program provides excellent preparation for graduate study in computer science or for professional placement. The BA program in computer science shares the computer science core with the BS program and is structured in a way that allows more program diversity for the student who wishes to pursue a minor in information technology, Web media, information assurance for the criminal justice system, business or one of the arts and sciences.

The BS program in Information Systems is designed to provide the student with current technical skills and knowledge of those information systems concepts that remain constant in the face of technological change, as well as detailed awareness of a cohesive body of knowledge to prepare students to function effectively as an IS professional in the IS environment. The continual appearance of new and increasingly powerful software tools for applications development, as well as the availability of low-cost hardware (personal computers), has created new organizational approaches to building computer information systems.

The Seidenberg School of Computer Science and Information Systems has responded to the growing market for competent information technology (IT) professionals by developing the BS in Information Technology. First offered in fall 2010, this rapidly growing program is characterized by flexibility, hands-on practical projects, and a real-world internship option. The program allows students to combine an area of personal interest with a solid foundation in IT in preparation for careers that are satisfying, financially rewarding and in demand.

The BS in Professional Computer Studies has been developed for those computer professionals with considerable on-the-job experience who would benefit from having a baccalaureate degree in computing and would most likely be interested in pursuing a master's degree in a computer-related field once the undergraduate requirements are completed. This degree program supplements the regular baccalaureate offerings in computer science, information systems, and information technology.

The BS in Professional Technology Studies is an online accelerated degree program designed to prepare students for successful professional careers in a global economy in the midst of rapid technological change. There are two concentrations from which to choose: Telecommunications and Computer Forensics. The Telecommunications concentration is primarily for individuals already working within the telecommunications industry. Computer Forensics is for those interested in preparing to enter this in-demand field. The BS program in professional technology studies is an innovative, online accelerated degree program for adults who have experience in the workplace and an AS or AA degree or the equivalent (64 credits).

All of the Seidenberg programs are supported by a broad range of state-of-the-art computer facilities. They are complemented by fully equipped PC and Mac laboratories. Academic Computing laboratories are located at several sites throughout the University. Peer consultants offer individual assistance to students using lab equipment and software.

# Degree Programs

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## Combined Degree Programs

Combined degree programs enable the strong undergraduate student to complete both a bachelor's and a master's degree in less time than it would take to complete each one individually. Students pursuing combined degrees build on the solid foundation obtained in the first two years of study and advance to graduate-level coursework in their junior and senior years. Up to 12 credits may be earned in this manner.

## Computer Science, BA/ Computer Science, MS

### Undergraduate Requirements

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#### University Core (44)

(See University Core Curriculum section)

#### Foundation Requirements

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
MAT 131	Calculus I	4
CS 121	Computer Programming I	4
Lab	ENV 222/CHE/PHY/BIO	4
Science		
Foreign	Two subsequent 3-credit courses	6
Language	from the list below	
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

#### Areas of Knowledge (AOK) (24)

See list on Web & schedule which satisfy AOK Core Areas.

#### Western Heritage- WH (AOK 2)

Two Courses

#### World Traditions & Cultures- WTC (AOK3)

Two Courses

#### Humanistic & Creative Expressions - HCE (AOK 4)

Two Courses

#### Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)

MAT 234	Introduction to Probability and Statistical Analysis	4
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Two Courses

#### Major Courses (34)

(3 credits satisfy the Core requirement in Computing)

CS 121	Computer Programming I	4
CS 113	Mathematical Structures for Computer Science	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4

CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4
CS 271	Fundamentals of UNIX and C Programming	2
CS 488	Computer Networks and the Internet	4
CS	Advanced Electives	8

**Mathematics and Science Courses (20)**

MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4
CHE/PHY/BIO	Lab Science	4

**Minor/Concentration Courses (15-19)****Open Electives (11-15)****Graduate Requirements**

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**Core Courses (12)**

CS 608	Algorithms and Computing Theory	3
CS 610	Introduction to Parallel and Distributed Computing	3
CS 612	Concepts and Structures in Internet Computing	3
CS 623	Database Management Systems	3

**Concentration Options – (9)**

(Artificial Intelligence, Mobile Computing, Internet Computing, Web Security, Network Security)

**Computer Science Electives (3-12)****Capstone Project (6)**

CS 691	Computer Science Project I and	3
CS 692	Research Project OR	3
CS 693	Thesis I and	3
CS 694	Thesis II	3

**Computer Science, BA/ Telecommunications Systems and Networks, MS****Undergraduate Requirements**

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**University Core (44)**

(See University Core Curriculum section)

**Foundation Requirements**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
CHE/PHY/BIO	Lab Science	4
MAT 131	Calculus I	4
CS 121	Computer Programming I	4
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	



POR Language Course  
 RUS Language Course  
 SPA Language Course

### Areas Of Knowledge AOK (24)

See list on Web & schedule which satisfy AOK Core Areas.

### Western Heritage- WH (AOK 2)

Two Courses

### World Traditions & Cultures- WTC (AOK3)

Two Courses

### Humanistic & Creative Expressions - HCE (AOK 4)

Two Courses

### Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)

Two Courses

### Major Courses (34)

(3 credits satisfy the Core requirement in Computing)

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4
CS 271	Fundamentals of UNIX and C Programming	2
CS 488	Computer Networks and the Internet	4
CS	Advanced Electives in CS	8

### Mathematics And Science Courses (20)

20 credits (Three credits satisfy the Core requirement in Mathematics and three credits satisfy the Core requirement in Laboratory Science)

CS 113	Mathematical Structures for Computer Science	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4
CHE/PHY/BIO	Lab Science	4

### Minor/Concentration Courses (15-19)

### Open Electives (11-15)

### Graduate Requirements

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#### Core Graduate Courses (24)

CS 607	Simulation and Computer Network Analysis	3
CS 633	Data Communications and Networks	3
CS 636	Optical Communications and Networks	3
CS 637	Wireless Communications	3
CS 654	Security in Computer Networking	3
IS 650	Telecommunications Management	3
IS 652	Telecommunications Policy and Environment	3
IS 654	Cases in Telecommunication Systems	3

**Recommended Electives (12)****Computer Science, BA/ Information Systems, MS****Undergraduate Requirements**

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**University Core (44)**

(See University Core Curriculum section)

**Foundation Requirements**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
CHE/PHY/BIO	Lab Science	4
CS 121	Computer Programming I	4
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

**Areas Of Knowledge AOK (24)**

See list on Web &amp; schedule which satisfy AOK Core Areas.

**Western Heritage- WH (AOK 2)**

Two Courses

**World Traditions & Cultures- WTC (AOK3)**

Two Courses

**Humanistic & Creative Expressions - HCE (AOK 4)**

Two Courses

**Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)**

Two Courses

**Major Courses (34)**

(Three credits satisfy the Core requirement in Computing)

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4
CS 271	Fundamentals of UNIX and C Programming	2
CS 488	Computer Networks and the Internet	4
CS	CS Courses Numbered 301 or Greater	8

**Mathematics and Science Courses (20)**

(Three credits satisfy the Core requirement in Mathematics and three credits satisfy the Core requirement in Laboratory Science)

CS 113	Mathematical Structures for Computer Science	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4

MAT 234	Introduction to Probability and Statistical Analysis	4
CHE/PHY/BIO	Lab Science	4

**Minor/ Concentration Courses (15-19)****Open Electives (11-15)****Graduate Requirements**

---

**Foundation (6)**

IS 613	Database Management Systems	3
IS 632	Business Telecommunications	3

**Core Requirements (12)**

IS 623	Information Systems Design and Development	3
IS 637	Information Systems Project and Change Management	3

**Two from the following:**

IT 603	Overview of Information Security	3
IS 620	Information Systems and Organizational Strategy	3
IS 639	Information Systems Planning and Policy	3

**Knowledge Area (9)**

MS/IS Knowledge area (database, telecom, management)

**Electives (6)****Capstone (3)**

IS 692	Research Project Seminar	3
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**Computer Science, BS/ Software Development and Engineering, MS****Undergraduate Requirements**

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**University Core (44)**

(See University Core Curriculum section)

**Foundation Requirements**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
MAT 131	Calculus I	4
CS 121	Computer Programming I	4
Lab	ENV 222/CHE/PHY/BIO	4
Science		
Foreign	Two subsequent 3-credit courses	6
Language	from the list below	
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

**Areas of Knowledge (AOK) (24)**

See list on Web & schedule which satisfy AOK Core Areas.

**Western Heritage- WH (AOK 2)**

Two Courses

**World Traditions & Cultures- WTC (AOK3)**

Two Courses

**Humanistic & Creative Expressions - HCE (AOK 4)**

Two Courses

**Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)**

MAT 234	Introduction to Probability and Statistical Analysis	4
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One Course

**Major Courses (46)****Knowledge Area (9)**

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4
CS 271	Fundamentals of UNIX and C Programming	2
CS 361	Programming Languages and Implementation	4
CS 371	Operating Systems and Architecture I	4
CS 389	Software Engineering	4
CS 488	Computer Networks and the Internet	4

**Mathematics (16)**

(Three credits satisfy the University Core requirement in Mathematics)

CS 113	Mathematical Structures for Computer Science	4
MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4

**Science and Technology (15)**

(Three credits satisfy the Core requirement in Laboratory Science)

CS 312	Research Methods in Computers and Society	3
Science	CHE 111/PHY 111/BIO 101	4
		Credits
Science	CHE 112/PHY 112/BIO 102	4
		Credits
Lab Science	ENV 222/CHE/PHY/BIO	4

**Minor/ Concentration Courses (15-19)****Open Electives (11-15)****Graduate Requirements****Core Requirements (18)**

SE 616	Introduction to Software Engineering	4
SE 673	Software Design Methodologies	4
SE 675	Requirements Engineering	3
SE 677	Software Reliability & Quality Assurance	3

SE 679	Contemporary Software Engineering Theory and Practice	4
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**Software Engineering Electives (12)**

SE 700	Independent Study	1 - 4
SE 735	Data & Document Representation and Processing	3
SE 761	Human Factors & Usability Metrics	3
SE 765	Distributed Software Development	3
SE 796	Software Research Seminar	3
SE 741	Formal Software Development	3
SE 745	Concurrent Software Development	3
SE 751	Software Validation & Verification Techniques	3
SE 760	Intro to Human-Computer Interaction	3
SE 770	Software Risk Management	3
SE 780	Software Develop Process Improvement	3
SE 790	Topics in Software Development/HCI/Software Management	3

**Other Electives**

IS 637	Information Systems Project and Change Management	3
IS 639	Information Systems Planning and Policy	3
CS 639	Mobile Application Development	3
CS 653	Cryptography and Computer Security	3
IT 660	Network Security	3
IT 662	Web and Internet Security	3

**Capstone (6)**

SE 785	Software Engineering Studio OR	3
SE 701	Software Development Thesis I	3
SE 702	Software Development Thesis II OR	3
SE 000	Advanced Elective	3

**Business Administration in Information Systems**

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(See Lubin School of Business Section)

**Computer Science Major B.A.**

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**Bachelor of Arts****University Core (45-55)**

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(See University Core Curriculum section)

**Foundation Requirements**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
CHE/PHY/BIO	Lab Science	4
MAT 131	Calculus I	4
CS 121	Computer Programming I	4
Foreign Language	Two subsequent 3-credit courses from the list below	6

CHI Language Course  
 FRE Language Course  
 ITA Language Course  
 JPN Language Course  
 POR Language Course  
 RUS Language Course  
 SPA Language Course

### Areas Of Knowledge AOK (Minimum of 24 credits)

See list on Web & schedule that satisfy AOK Core Areas.

#### Western Heritage- WH (AOK 2)

Two Courses

#### World Traditions & Cultures- WTC (AOK3)

Two Courses

#### Humanistic & Creative Expressions - HCE (AOK 4)

Two Courses

#### Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)

Two Courses

### Computing Core

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#### 26 Credits

CS 121	Computer Programming I	4
CS 113	Mathematical Structures for Computer Science	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4
CS 271	Fundamentals of UNIX and C Programming	2

### Advanced Required Courses

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#### 4 Credits

CS 488	Computer Networks and the Internet	4
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### Advanced Electives

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#### 8 Credits

CS	Advanced Electives in CS	8
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### Mathematics

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#### 12 Credits

MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4

\* MAT 131 is shared with the University Core.

### Minor/Concentration (15 – 18)

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**MINOR/CONCENTRATION COURSES:** Students in the BA/CS program will enhance their major with a minor/concentration offered by Pace University. For the purpose of illustration, we detail minors in Information Technology, Computer Information Technology, Information Assurance for the Criminal Justice System, and Web Media. Other minors may be elected from one of

the many disciplines of the arts and sciences. The minor (for example, mathematics) can be satisfied in part by the required supporting courses; there should be at least one additional course. With permission of the chair, students may substitute a departmentally approved concentration instead of the minor. Once the minor/concentration requirement is fulfilled, the completion of 128 credits can be satisfied through elective courses.

### Sample Minors for the BA in Computer Science

Due to similar required coursework in the major component of the BA/CS, these minors may vary for CS majors from those described elsewhere in this catalog for other students.

#### IT Minor for CS Students

CIT 342	Systems Analysis and Design	4
CIT 344	Project Management	4
CIT 346	Database Programming	4
CIT 251	Computer Security Overview	4

#### Computer Information Technology Minor

Select four of the following

CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 251	Computer Security Overview	4
CIT 241	Database Management	4

#### Information Assurance for the Criminal Justice System Minor

CRJ 150	Introduction to Criminal Justice	3
CRJ 247	Introduction to Private Security	3
	OR	
CRJ 346	Terrorism and Society	3
CIT 251	Computer Security Overview	4
CIT 352	Network and Internet Security	3
CIT 354	Computer Forensics	3

#### Web Media Minor

CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 251	Computer Security Overview	4
CIT 336	Web Scripting	4

### Free Electives

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#### 19-22 Credits

UNV 101	First-Year Seminar: Introduction to University Community	1
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UNV 101 Freshmen Seminar is required for all new freshmen.

*\*Note: ENG 105 C&D, MAT 100, and MAT 103 cannot be used towards the 120 credits for graduation*

**Total Credit Hours: 120**

## Computer Science Major B.S.

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### Bachelor of Science

#### University Core (47-56)

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(See University Core Curriculum section)

#### Foundation Requirements

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
MAT 131	Calculus I	4

CS 121	Computer Programming I	4
Lab	ENV 222/CHE/PHY/BIO	4
Science		
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

**Areas of Knowledge (AOK) (24)**

See list on Web & schedule which satisfy AOK Core Areas.

**Western Heritage- WH (AOK 2)**

Two Courses

**World Traditions & Cultures- WTC (AOK3)**

Two Courses

**Humanistic & Creative Expressions - HCE (AOK 4)**

Two Courses

**Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)**

MAT 234	Introduction to Probability and Statistical Analysis	4
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One Course

**Computing Core**

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**18 Credits**

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 271	Fundamentals of UNIX and C Programming	2

**Advanced Required Courses**

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**20 Credits**

CS 242	Algorithms and Computing Theory	4
CS 361	Programming Languages and Implementation	4
CS 371	Operating Systems and Architecture I	4
CS 389	Software Engineering	4
CS 488	Computer Networks and the Internet	4

**Advanced Electives**

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**8 Credits**

CS	Advanced Electives in CS	8
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**Mathematics**

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**16 Credits**

CS 113	Mathematical Structures for Computer Science	4
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MAT 131	Calculus I	4
MAT 132	Calculus II	4
MAT 234	Introduction to Probability and Statistical Analysis	4

MAT 131 and MAT 234 are shared with the University Core.

## Science and Technology

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### 15 Credits

Science	CHE 111/PHY 111/BIO 101	4
		Credits
Science	CHE 112/PHY 112/BIO 102	4
		Credits
Lab Science	ENV 222/CHE/PHY/BIO	4
CS 312	Research Methods in Computers and Society	3

## Free Electives

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### 2-11 Credits

UNV 101	First-Year Seminar: Introduction to University Community	1
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UNV 101 Freshmen Seminar is required for all new freshmen.

*\*Note: ENG 105 C&D, MAT 100, and MAT 103 cannot be used towards the 120 credits for graduation*

**Total Credit Hours: 120**

## Information Systems Major BS

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### Bachelor of Science

### University Core (44-53)

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(See University Core Curriculum section)

#### Foundation Requirements

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
MAT 111	Elementary Calculus I	3
CIS 101	Introduction to Computing	3
	Approved Topics Course	3
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

### Areas of Knowledge (AOK) (25)

See list on Web & schedule which satisfy AOK Core Areas.

### Western Heritage- WH (AOK 2)

Two Courses

### **World Traditions & Cultures- WTC (AOK3)**

Two Courses

### **Humanistic & Creative Expressions - HCE (AOK 4)**

Two Courses

### **Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)**

ECO 106	Principles of Economics: Microeconomics	3
MAT 234	Introduction to Probability and Statistical Analysis	4

## **Information Systems Core**

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### **32 Credits**

CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 241	Database Management	4
CIT 312	Introduction to Programming I	4
CIT 314	Introduction to Programming II	4
CIT 322	Distributed Computing	4
CIT 342	Systems Analysis and Design	4
CIT 481	Capstone in Information Technology OR	4
CIT 471	Information Technology Internship	4

## **Advanced Electives**

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### **11- 12 Credits**

The student will select three (3) of the following courses by advisement:

CIT 231	Web Authoring and Digital Media	4
CIT 251	Computer Security Overview	4
CIT 316	Visual Basic Programming	4
CIT 332	Multimedia and User Interface Design	4
CIT 336	Web Scripting	4
CIT 344	Project Management	4
CIT 346	Database Programming	4
CIT 348	Data Mining	4
CIT 352	Network and Internet Security	3
CIT 354	Computer Forensics	3
CIT 356	Operating Systems Concepts	4

## **Mathematics**

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### **4-11 Credits**

MAT 233	Mathematical Structures and Models	4
MAT 111	Elementary Calculus I	3
MAT 234	Introduction to Probability and Statistical Analysis	4

MAT 111 and MAT 234 are shared with the University Core.

## **IS Environment**

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### **17 Credits**

ACC 203	Financial Accounting	4
ACC 204	Managerial Accounting	4
MGT 250	Managerial and Organizational	3

	Concepts	
MAR 250	Principles of Marketing	3
ECO 105	Principles of Economics: Macroeconomics	3

## Free Electives

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### 2-12 Credits

UNV 101	First-Year Seminar: Introduction to University Community	1
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UNV 101 Freshmen Seminar is required for all new freshmen.

\* Note: ENG 105 C&D, MAT 100, and MAT 103 cannot be used towards the 120 credits for graduation.

**Total Credit Hours: 120**

## Information Systems Major BBA

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(See Lubin School Of Business Section)

## Information Technology Major BS

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### Bachelor of Science

### University Core (44-53)

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(See University Core Curriculum section)

#### Foundation Requirements

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
MAT 104	Finite Mathematics	3
	Approved Foundation Sci Course	3
CIT 110	Introduction to Information Technology	3
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

#### Areas of Knowledge (AOK) (Minimum of 25 credits)

See list on Web & schedule which satisfy AOK Core Areas.

#### Western Heritage- WH (AOK 2)

Two Courses

#### World Traditions & Cultures- WTC (AOK3)

Two Courses

#### Humanistic & Creative Expressions - HCE (AOK 4)

Two Courses

#### Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)

MAT 117	Elementary Statistics	4
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One Course

## IT Foundation

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### 27 Credits

CIT 110	Introduction to Information Technology	3
CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 241	Database Management	4
CIT 251	Computer Security Overview	4
CIT 481	Capstone in Information Technology	4
	OR	
CIT 471	Information Technology Internship	4

## IT Career Focus Areas

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### 10 -12 Credits

Choose one focus area with a minimum of 3 courses.

#### Security Focus

CIT 312	Introduction to Programming I	4
CIT 352	Network and Internet Security	3
CIT 354	Computer Forensics	3
CIT 356	Operating Systems Concepts	4

#### Web and Digital Media Focus

CIT 322	Distributed Computing	4
CIT 332	Multimedia and User Interface Design	4
CIT 344	Project Management	4

#### Networking Focus

CIT 312	Introduction to Programming I	4
CIT 322	Distributed Computing	4
CIT 352	Network and Internet Security	3

#### Information Management Focus

CIT 342	Systems Analysis and Design	4
CIT 344	Project Management	4
CIT 346	Database Programming	4
CIT 348	Data Mining	4

#### Computer Forensics Focus

CIT 361	Forensic Investigation, Acquisition, and Analysis of Digital Evidence	4
CIT 363	Computer Forensics, Cyberlaw and Evidence Admissibility	4
CIT 365	Mobile Device Forensics	4

#### Interdisciplinary Focus – (9)

Design a 3-course sequence from any discipline, with the approval of the department chair, totaling a minimum of 9 credits. For example, two possibilities are:

#### Criminal Justice

CRJ 150	Introduction to Criminal Justice	3
CRJ 247	Introduction to Private Security	3
CRJ 346	Terrorism and Society	3

#### Management Science

MGT 355	Management Science and Production Management Concepts	3
MGT 356	Simulation Techniques	3

MGT 456	Advanced Operations Research Models	3
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## Free Electives

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### 19-30 Credits

UNV 101	First-Year Seminar: Introduction to University Community	1
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UNV 101 Freshmen Seminar is required for all new freshmen.

*\*Note: ENG 105 C&D, MAT 100, and MAT 103 cannot be used towards the 120 credits for graduation .*

**Total Credit Hours: 120**

## Professional Computer Studies Major BS

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### Bachelor of Science

The BS in Professional Computer Studies is offered by the Seidenberg School of Computer Science and Information Systems with supporting services provided by Pace University's Division of Adult Enrollment Services. This division has traditionally been responsible for lending support to the adult undergraduate student and for evaluating life experience for academic credit.

Students enrolling in the program will be permitted to convert their practical experience into Life Experience Learning (LEL) credits. LEL credits can be applied to both the computer studies concentration and elective components of the curriculum. The application of LEL credits will be determined by the faculty of the Seidenberg School of Computer Science and Information Systems with the assistance of the Division of Adult Enrollment Services.

### University Core (44-53 Credits)

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(See University Core Curriculum section)

#### Foundation Requirements

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Approved MAT Course	3
	Approved Foundation Sci Course	3
CIS 101	Introduction to Computing	3
	OR	
TS 105	Computers for Human Empowerment	4
Foreign Language	Two subsequent 3-credit courses from the list below	6
	CHI Language Course	
	FRE Language Course	
	ITA Language Course	
	JPN Language Course	
	POR Language Course	
	RUS Language Course	
	SPA Language Course	

#### Areas of Knowledge (AOK) (24 credits)

See list on Web & schedule which satisfy AOK Core Areas.

#### Western Heritage- WH (AOK 2)

Two Courses

#### World Traditions & Cultures- WTC (AOK3)

Two Courses

#### Humanistic & Creative Expressions - HCE (AOK 4)

Two Courses

**Analysis of Human, Social, and Natural Phenomena - HSN (AOK 5)**

Two Courses

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**Computing Concentration**

**24 Credits**

(At Least 12 credits have to be taken at Pace)

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**Free Electives**

**44 Credits**

UNV 101	First-Year Seminar: Introduction to University Community	1
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*\*Note: ENG 105 C&D, MAT 100, and MAT 103 cannot be used towards the 120 credits for graduation.*

**Total Credit Hours: 120**

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**Professional Technology Studies**

**Bachelor of Science**

The BS in professional technology studies is an accelerated degree program designed to prepare students for successful professional careers in a global economy in the midst of rapid technological change. It incorporates a concentrations in either Web and Digital Media or Computer Forensics with courses in the liberal arts and sciences. The program is for adults who have experience in the workplace and an AS or AA degree or the equivalent (64 credits).

The BS in professional technology studies is offered through the Seidenberg School of Computer Science and Information Systems and supported by Pace University's Division of Adult Enrollment Services. This division has traditionally been responsible for lending support to the adult undergraduate student, evaluating prior college-level credit, and evaluating life experience for academic credit.

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**Web and Digital Media Concentration (120)**

**Transfer Credits (56-64)**

**Required Major Courses:**

9 courses

**IT Foundation (35)**

5 courses

CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 241	Database Management	4
CIT 251	Computer Security Overview	4

**Career Focus: Web and Digital Media**

4 courses

CIT 332	Multimedia and User Interface Design	4
CIT 334	Technical Writing	4
CIT 336	Web Scripting	4
MAR 349	Strategic Internet Marketing	3

**Liberal Arts and Science Electives (21-29)**

Subtotal: 120

## Computer Forensics Concentration (120)

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Program takes 2 1/2 years to complete and is comprised of seven 12-week terms.

This program is offered through the iPace Online Degree Completion program. This degree from Pace's Seidenberg School of Computer Sciences and Information Systems offers a concentration in Computer Forensics.

### Transfer Credits (56-64)

#### Computer Forensic Courses – (56)

AIT 103	Online Seminar	1
CIS 101	Introduction to Computing	3
MAT 125	Technical Math 1	4
CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 241	Database Management	4
CIT 251	Computer Security Overview	4
CIT 361	Forensic Investigation, Acquisition, and Analysis of Digital Evidence	4
CIT 363	Computer Forensics, Cyberlaw and Evidence Admissibility	4
CIT 365	Mobile Device Forensics	4
CRJ 346	Terrorism and Society	3
CRJ 242	Crime and Public Policy	3
	Elective Credit	1

#### Arts and Science Electives (8)

Recommended Liberal Arts Electives (choose 8 credits from the courses listed below)

LIT 343A	Contemporary American Literature	4
HIS 113W	The American Experience: Wealth and American Culture	3 - 4
PSY 260	Critical Thinking and Problem Solving	4
SCI 230	Environmental Science	4
Subtotal: 120		

## Minors

### Computer Science

#### Minor Requirement

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##### 20 Credits

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4

### Computer Information Technology

#### Minor Requirement

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##### 15 or 16 Credits

##### Option 1

	Select 4	
CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4

CIT 241	Database Management	4
CIT 251	Computer Security Overview	4

**Option 2**

	Select 1	
CIS 102Q	Problem Solving Using LEGO Robotics	3
CIS 102T	Intergenerational Computing	3
CIS 102W	Web Design for Non-Profit Organizations	3
CIS 102X	Information Technology for Strategic Community Planning	3
CIT 110	Introduction to Information Technology And Select 3	3
CIT 211	Introduction to Computer Systems	4
CIT 221	Global Networking Technology	4
CIT 231	Web Authoring and Digital Media	4
CIT 251	Computer Security Overview	4

**Information Assurance in the Criminal Justice System****Minor Requirement**

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**18 Credits**

CRJ 150	Introduction to Criminal Justice	3
CRJ 247	Introduction to Private Security	3
	OR	
CRJ 346	Terrorism and Society	3
CIT 251	Computer Security Overview	4
CIT 352	Network and Internet Security	3
CIT 354	Computer Forensics	3

**Web Media Minor****Minor Requirement**

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**16 Credits**

CIT 231	Web Authoring and Digital Media	4
CIT 332	Multimedia and User Interface Design	4
CIT 221	Global Networking Technology And Select 1	4
CIT 334	Technical Writing	4
CIT 251	Computer Security Overview	4
CIT 335	Creating with the Interactive Web	3
CIT 336	Web Scripting	4

**Certificates****Applications Programming****16 - 19 Credits**

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There is an increasing need for information systems specialists in the New York Metropolitan area; articles about the shortage of qualified individuals appear regularly. This certificate program will enable interested students to either explore the field of



information systems before committing to a master's degree or to incorporate information systems principles into their current line of work.

#### Courses

CIS 101	Introduction to Computing	3
CIT 211	Introduction to Computer Systems	4
CIT 312	Introduction to Programming I	4
CIT 314	Introduction to Programming II	4
CIT 342	Systems Analysis and Design	4

ENG 110 and ENG 120 or equivalent required.

## Computer Programming

### 20 Credits

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There is an increasing need for information systems specialists in the New York Metropolitan area; articles about the shortage of qualified individuals appear regularly. This certificate program will enable interested students to either explore the field of information systems before committing to a master's degree or to incorporate information systems principles into their current line of work.

#### Courses

Students with little or no computer experience or with a deficiency in mathematics will be advised to take a preparatory course. All students intending to enter the program are required to contact the Department of Computer Science for advisement. For those with advanced preparation, other courses from the accredited program may be substituted for the above five with the permission of the department.

ENG 110 and ENG 120 or equivalent required.

CS 121	Computer Programming I	4
CS 122	Computer Programming II	4
CS 232	Computer Organization	4
CS 241	Data Structures and Algorithms	4
CS 242	Algorithms and Computing Theory	4

## Information Systems

### 16 Credits

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There is an increasing need for information systems specialists in the New York Metropolitan area; articles about the shortage of qualified individuals appear regularly. This certificate program will enable interested students to either explore the field of information systems before committing to a master's degree or to incorporate information systems principles into their current line of work.

#### Courses

Students with a background in information systems may substitute other CIT courses for those within the certificate program with the approval of the department chair.

ENG 110 and ENG 120 or equivalent required.

CIT 211	Introduction to Computer Systems	4
CIT 312	Introduction to Programming I	4
CIT 342	Systems Analysis and Design	4
CIT 221	Global Networking Technology	4

# School of Education

## General Information: School of Education

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### Administration - School of Education

Andrea (Penny) M. Spencer, PhD, Dean  
Annjanet Woodburn, EdD, Associate Dean and Certification Officer  
Roberta Wiener, EdD, Faculty Chair & Professor of Education, Westchester Campus  
Brian Evans, EdD, Faculty Chair & Professor of Education, NYC Campus  
Clarissa Cylich, MBA, Director of Budget & Contracts  
Sofia Dupi, MS, Communications Coordinator  
Anna Fishman, BA, Administrative Director  
Pat Parrilla, MS, Director, Teacher Opportunity Corps, Center for Urban Education  
Mariajosé Romero, PhD, Coordinator of Assessment & Planning  
Jermain Smith, Director of Tech Support  
Phyllis Glassman, EdD, Coordinator of Professional Development  
Linda Hamell, MFA, Director of Student Support Services, Westchester  
Rita Murray, Assistant Director of Student Support Services & Program Coordinator for the New York City Teaching Fellows, NYC  
Patricia Kobetts, MA, Director of School Partnerships, NYC  
Hasna Muhammad, EdD, Director of School Partnerships, Westchester

### Accreditation and Affiliations - School of Education

The following School of Education programs are nationally recognized by the national professional associations listed:

Teaching Adolescents Biology National Science Teachers Association  
Teaching Adolescents Chemistry National Science Teachers Association  
Teaching Adolescents Earth Science National Science Teachers Association  
Teaching Adolescents English National Council of Teachers of English  
Teaching Adolescents Mathematics National Council of Teachers of Mathematics  
Teaching Adolescents Physics National Science Teachers Association  
Teaching Adolescents Social Studies National Council for Social Studies  
Teaching Children (Childhood Education) Association for Childhood Education International

All Pace School of Education teacher certification programs are registered with and approved by the New York State Education Department. The Pace University School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). Pace University is also Middle States Accredited.

### Vision Statement: School of Education

The vision of the Pace University School of Education is to accomplish significant educational reform by preparing professional educators to serve as agents for positive change. To accomplish this vision, we seek to be the regional school of choice for professional educators, while expanding the school's state, national, and international reputation as a school of excellence.

### Mission and Conceptual Framework: School of Education

The mission of the School of Education is to affect quality teaching and learning in public and private early childhood, childhood, secondary, and non-school settings by preparing educators who are reflective professionals who promote social justice, create caring classroom and school communities, and enable all students to be successful learners.

The School of Education believes that a fundamental aim in education is to nurture the development and growth of human potential within a democratic community. Therefore, we prepare graduates of our programs to be:

- **reflective professionals who**
- **promote social justice,**
- **create caring classroom and school communities and**
- **enable all students to be successful learners.**

These themes form the conceptual framework for the outcomes of the School of Education Programs and guide every aspect of preparing educators for K-12 settings through planning, assessment and evaluation at both candidate and program levels.

As **reflective professionals**, our candidates learn to appreciate the continuity between theory and practice, and seek an understanding of themselves in relation to others as part of an evolving historical process. Our candidates are expected to take multiple perspectives, and to become self-conscious about their own learning. At Pace, we understand that reflective practice is the lens through which teacher educators and candidates see our professional lives. The reflective process is promoted through class discussions, course readings and assignments, case studies, field experiences, self-assessment, and student teaching.

To become professionals who **promote justice**, our candidates learn to address justice and equity in the following areas: protection under the law, distribution and use of material and other resources and access to opportunities within and among nations. As we understand it, justice also implies a balance between the rights of individuals and the needs of society. Through challenging coursework and varied field experiences our candidates are provided with multiple opportunities to recognize injustice and to learn how they can promote justice both within and without their classrooms.

**Caring classrooms and school communities** are seen as places where an "ethic of care" is developed and as places for instructional excellence. At Pace, we draw on our own experience of working in a caring community among faculty, staff, and candidates to model and nurture our candidates by coming to know, respect, and learn from one another. We see our classrooms as places where mutual respect and learning provides candidates with a framework for future practice.

Our fourth theme is both the culminating framework element for all our programs and the ultimate goal of our School of Education. **Enabling all students to be successful learners** conveys our awareness of the diversity within American schools and our respect for each student's prior experience and personal background. When we say **successful learners** we refer to students who develop active habits of questioning and inquiry; who are self-initiating problem posers and problem solvers; who seek to construct deep understandings about complex situations, based on prior knowledge; and who obtain the knowledge, skills, and dispositions to succeed in an ever-changing world. We expect our graduates to facilitate their students' application of multiple alternative strategies for coping with novel situations and enhance their ability to make connections across different experiences, events, information and time periods, and to reflect on their own learning processes.

The School of Education is charged with the responsibility of preparing educators who will embrace and promote teaching and learning as lifelong priorities. Through the work of our faculty and graduates, equipped with sound and rigorous knowledge, skills, dispositions, and a rich practice base, we can prepare professional educators who exemplify these themes.

## School-Based Experiences and Centers for Professional Development

The Pace School of Education uses a unique design for providing school-based experiences for candidates through school partnerships called Centers for Professional Development. Candidates begin to spend time in the public schools of New York City or Westchester County with their first education course, TCH 201. At the point of admission to the School, candidates become part of a cohort group (typically 8-12 students per cohort) assigned to a Center for Professional Development (CPD) where they will have all of their school-based "field experiences," including student teaching, with the same two teachers. Each Center is in a public school serving a diverse population, responsive to our conceptual framework and in keeping with our vision of what it means to become a teacher prepared at Pace University. In the Childhood program, candidates are assigned to two mentor teachers, one who teaches students in grades 1-3 and one who teaches students in grades 4-6. In the Adolescent program, candidates are assigned to one mentor teacher who teaches students in grades 7-9 and one who teaches students in grades 10-12. Candidates return to the same school and the same two teachers for at least four semesters, until they graduate, gradually increasing both the time they spend in the CPD and the responsibilities they undertake.

A Pace clinical faculty member is assigned to each CPD cohort and remains on-site in the school with the candidates until they complete the program, acting as a liaison between the candidates and their mentor teachers, between the cohort and their Pace education course professors, and between the CPD and the School of Education. Coursework links directly to these field experiences through readings, assignments, and class discussions; and teaching faculty and clinical faculty work together to help candidates apply the theories of learning and teaching to school practice. Teaching faculty assign experiences for candidates to complete in the CPD and design rubrics and checklists that the clinical faculty use to assess the candidates' knowledge, skills, and dispositions. Teaching faculty visit the CPD sites and meet with the mentor teachers at least once during each semester.

In addition to structured field experiences linked to courses and student teaching, there are many other opportunities for students to spend extensive time in school settings doing meaningful work. Many of these opportunities also provide candidates with financial support for their study.

## Center for Urban Education

The Center for Urban Education has programs to assist under-served people of all ages. Since 1986, CUE has been dedicated to improving the lives of low-income, first generation, college-bound students and new immigrant youth by offering educational opportunities.

CUE's programs include:

- Teacher Opportunity Corps (TOC) – A personalized mentoring program that supports the retention and professional development of future teachers studying at Pace University. The program supports the preparation of teacher candidates to become classroom educators and leaders who enable and empower students to learn and achieve, regardless of perceived limitations of abilities or environment, and celebrate the dynamic relationship between schools, families and communities to ensure the promise and integrity of students' aspirations.
- Teacher Leader Quality Partnership (TLQP) – The Pace Inquiry learning Collaborative, funded by the New York State TLQP grant, develops capacity of high-need school partners to create communities that develop teachers' skills in creating inquiry opportunities for students in all subject areas. In addition, the program also looks to formalize ways for teachers to 'own' inquiry-based learning work and adapt it to students at all learning levels.
- Liberty Partnerships Program (LPP) – The Liberty Partnerships Program at Pace University's School of Education is committed to opening a world of opportunity to approximately 250 high school students from under-resourced schools and communities in New York City. By providing a broad range of academic support services, workforce preparation, family engagement, enrichment activities, mentorship and college counseling, LPP makes success a reality for high school students identified as at-risk for academic failure, and allows these students to develop the skills necessary to fulfill their goal of attending college.
- Upward Bound Program (UBP) – The Upward Bound (UB) program, based in the School of Education, is an academic program designed to generate and enhance the skills and motivation necessary for success not only in high school, but in higher education as well. The Upward Bound program is part of the US Department of Education's TRIO program, which is a set of federally-funded college opportunity programs for students from disadvantaged backgrounds.

## The Center for Literacy Enrichment

The Center for Literacy Enrichment is a division of the School of Education at Pace University, and a full-service educational enhancement provider specializing in reading, writing, and literacy. The Center provides:

- Developmental reading for pre-K, elementary, and middle school students
- Language skills for middle school ESL students

Students at the Center for Literacy Enrichment are evaluated and programs are designed to meet their individual needs. The program emphasizes a skills-based approach with an emphasis on literature, and reinforces literacy skills for parents and children at home. Elementary and middle school students, both US and foreign-born, receive instruction in small groups or in private sessions to improve reading skills. Sister St. John Delany, PhD, is the Director of The Center for Literacy Enrichment.

## Center for Teaching and Research in Autism (TARA)

The Center for Teaching and Research in Autism (TARA) opened in January 2006 on Pace University's New York City campus. The mission of TARA is to conduct research in autism and to support professional development activities that will lead to an improvement in the quality of education and related services for individuals with Autism Spectrum Disorders. The TARA Center also administers the OASIS Program at Pace University, a comprehensive academic and social instructional support program for students with autism, autism spectrum disorders, Asperger Syndrome, learning disabilities, nonverbal learning differences and related challenges.

## School of Education Facilities

The School of Education occupies two buildings on the Pleasantville campus (Buchsbaum House and Wright Cottage), as well as the 11th floor and part of the 16th floor at 163 William Street on the New York City campus. In addition to these facilities, our Center for Literacy Enrichment occupies Education House on the White Plains law school campus.

On the Pleasantville campus, Buchsbaum House contains faculty and department offices, a video conferencing room, computer stations and resource materials for lesson plan preparation, and a classroom, while Wright Cottage houses the offices of the Dean of the School of Education, the Associate Dean and the Dean's staff.

The New York City faculty and staff are located on the 11th floor of 163 William Street.

## Academic Policy

### Entry into the School of Education

Upon acceptance to Pace University, students who indicate their interest in teacher preparation become designated as Pre-Teach students. In their first semester, students take a special section of UNV 101: Introduction to the Pace Community, taught by a staff member from the School of Education. In the Pre-Teach phase of the programs, students also complete three Professional Seminars and one or two Education courses.

Before students advance into the Teach phase of the program and take any additional courses from the School of Education, they must apply and be formally admitted to the School. Students apply to the School of Education during the semester in which they have completed their 45 credits, including TCH 201 and TCH 211A. School of Education faculty and staff assist students with all aspects of the application. Once accepted, students become designated as Teaching Candidates.

All applicants must receive a positive recommendation from the TCH 201 professor to be eligible for formal admission to the School of Education. This recommendation is an internal process; students are not required to seek a formal recommendation from their TCH 201 professor.

Consistent with its mission and motto of *Opportunitas*, Pace University provides prospective teachers with multiple paths, assessments and support for meeting the high standards of entry into the School of Education. Students are required to meet the Program Admission Requirements outlined below. However, students who may not meet one or more of the admission requirements are provided with a variety of alternative ways to demonstrate that they meet or exceed the program entrance criteria. Students who do not meet the requirements for full admission but who do meet conditional entry requirements will complete a Competency Contract outlining an Action Plan for demonstrating competence in any knowledge-base or skill identified as below criteria. For example, if an applicant receives a grade below B- in ENG 110, the applicant will be provided with a variety of options to meet this standard. These options would include demonstrating the knowledge or skill through a) portfolio, b) examination, c) some other means detailed in the Action Plan, or d) earn a grade of B- or better in ENG 120.

Additional individual assistance in meeting entrance standards is available through Pre-Teach courses and seminars and through the University Center for Academic Excellence and the School of Education Office of Student Support Services. Applicants may be admitted conditionally to the School of Education for one semester. Applicants who do not meet all standards for full admission by the end of that semester will have their academic record reviewed by the Student Affairs Committee with the potential outcome that they will not be allowed to continue in the School of Education.

## Admission Criteria Summary

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Most education majors file a formal application to the School of Education in the first semester of their sophomore year, upon completion of approximately 45 credits, including TCH 201. Students who have completed less than 45 credits should contact the Director of Student Support Services before filing the application. The specific deadline for filing the application will vary from year to year, but typically the application period closes at the end of December of the sophomore year.

Internal and external transfer students who transfer into the School of Education as juniors must file a formal application for transfer students at the end of their first semester, typically no later than December 1. Students who transfer into the School of Education as sophomores will file the application during the regularly scheduled application period in the spring semester.

Any student who fails to file a completed application by the stated deadline will not be allowed to continue in the School of Education, unless the Student Affairs Committee determines that there were extenuating circumstances preventing the student from meeting the deadline. It is the student's responsibility for completing the application by the stated deadline.

### What's Included in the Application

A completed application includes the following items:

- The **Formal Application** with all indicated areas completed and the application signed;
- A typed, double-spaced "**Statement of Intent**" of no more than 200 words, that is both spell-checked and edited, in which the student makes clear why he or she wants to become a teacher;
- **Three Letters of Recommendation** from Dyson or CSIS professors. Transfer students may ask professors from their transfer institution to complete the recommendation form;
- **Pace Transcripts** printed out from the student's Pace portal. Transfer students must also include transcripts from their transfer institution. Student copies are acceptable;
- **Completed Student Information Fieldwork Form**; and
- **On-Demand Writing Sample**. Students should be prepared to sit down and write a 250-word essay when they come to Buchsbaum House to submit the completed application. The essay topic will be drawn from issues addressed in TCH 201 and will demonstrate effective writing skills on demand. Applicants with weak writing skills will be referred to the Pace Writing Center.

### Where to Submit the Application

Completed applications may be submitted to the Office of Student Support Services in Buchsbaum House in Pleasantville anytime during the application period but no later than the posted application deadline. Junior transfer students will submit their completed application at the end of the first semester, on or around December 1. All supporting documents must be submitted at this time and the student must be able to sit for the on-demand writing sample. Incomplete applications will not be accepted.

### Questions

Any questions regarding the application process should be directed to the Office of Student Support Services at Buchsbaum House on the Pleasantville campus in advance of the application deadline.

## Transfer Students

To be eligible for admission to Pace University as an education major, the transfer student must have a minimum cumulative GPA of 2.85 from the transfer institution(s). Education majors at Pace move through the program as a "cohort," with specific education courses offered only in specific semesters. Once the Transfer Credit Evaluation form has been completed and the transfer student's total transfer credits have been tallied, the transfer student will be placed in a freshman, sophomore or junior level cohort, defined as below:

- Freshman: 0-32 credits
- Sophomore: 33-64 credits
- Junior: 65-96 credits

A transfer student within six credits of the next cohort level may petition to be placed in the higher cohort, with a written plan demonstrating how the credit deficiencies will be met by the end of the junior year. This plan will be reviewed by the Director of Student Support Services and a determination made.

Transfer students with less than a 2.85 cumulative GPA from the transfer institution(s) are encouraged to pursue Core requirements as an "Undecided" major at Pace. If the transfer student is successful at raising their grade point in the first or subsequent semesters at Pace, the student may apply for permission to declare an Education major.

The School of Education recommends that students transferring to Pace with significantly more than 65 credits complete an undergraduate major in Liberal Arts & Sciences (for those who ultimately want to get certified in Childhood Education) or the subject area (e.g., Math, English, etc.) for those who want certification in Adolescent Education. Once the undergraduate degree is earned, the student may then apply for admission to the Masters of Science for Teachers (MST) program. This route delays certification until the graduate level and eliminates the expense of additional undergraduate semesters while meeting a state requirement for earning a Master's degree.

## Formal Admissions Process

All education students, whether they come to Pace as first-year students or later as transfer students from another institution, must go through a formal admissions process to the School of Education. For most students, this is the second semester of the sophomore year. However, transfer students who are admitted to Pace as education majors in their junior year are granted automatic "conditional admit" status for the first junior semester. And at the end of that first semester, the junior-level transfer student will file a formal application to the School of Education.

## Academic Standing Regulations

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### Professional Behaviors and Dispositions

As a school preparing future educators, we have specific expectations for the professional dispositions and behaviors exhibited by our teaching candidates both in and out of the classroom. In addition to consistently meeting our academic standards, we require all of our teaching candidates to meet the professional standards outlined below in order to be admitted to the School of Education and to remain in good standing. We believe that these standards are essential to good teaching, and work to promote them in ourselves as well as our candidates. The professional standards are as follows:

- Teacher candidates must exhibit a respect for the opinions and feelings of others, and value diversity of thoughts and ideas.
- Teacher candidates must take responsibility for their own actions, and recognize the value of intrinsic motivation for themselves and others.
- Teacher candidates must commit to the creation of a positive learning environment for themselves and those around them.
- Teacher candidates must be thoughtful and responsive communicators, both in speaking and listening roles.
- Teacher candidates must exhibit promptness, consistent attendance and follow-through in relation to School of Education and field-work requirements and procedures.
- Teacher candidates must exhibit an openness and receptivity to constructive criticism and feedback.
- Teacher candidates must use discretion, and respect the confidentiality of their peers, as well as any children with whom they might be working.
- Teacher candidates must present themselves in ways that positively reflect Pace University and the School of Education, and that are consistent with the School's commitment to social justice and caring classrooms.

Due to the tremendous responsibility with which teachers are entrusted, we strongly believe in the absolute necessity that our students meet high academic as well as dispositional standards. Failure to meet these standards may result in either failure to be admitted to or dismissal from the School.

### Maintaining Good Standing in The School of Education

Once admitted to the School of Education, the applicant is considered a candidate for teacher certification and is, therefore, subsequently referred to as a candidate. To remain in good standing and progress through a School of Education program, a

candidate must maintain a QPA of at least 3.0, must earn a grade of B or higher in each education course, and must meet the disposition and performance expectations of the School.

### Summary of Criteria For Program Continuation, Completion, and Eligibility for Teacher Certification

Once admitted, teacher candidates must continue to demonstrate success in each of the essential aspects of the teacher preparation program:

- understanding the theories presented in coursework;
- practicing teaching skills during fieldwork in the Centers for Professional Development (CPD);
- demonstrating the knowledge base of the program in course work and examinations; and
- evidencing the dispositions required for teaching.

While successful teachers merge theoretical understandings and skills of practice in their classrooms daily, candidates preparing to be teachers must sometimes demonstrate their knowledge and skills separately. It is possible to be successful in coursework and not in fieldwork, or the reverse, or to be successful in both but not demonstrate the dispositions required to teach. Since teachers must be strong in knowledge, skills and dispositions, candidates who are permitted to continue in the program must demonstrate their abilities in educational theory and practice as well as their content knowledge in the liberal arts and their certification area(s). In student teaching, the components of content knowledge, educational theory, practice and appropriate dispositions are combined. Successful completion of student teaching and passing scores on the New York State Teacher Certification Examinations (NYSTCE) are required before a candidate is eligible for certification.

**1. Success in coursework is defined as:**

- An overall QPA of 3.0.
- A grade of B or better in each education course.
- A QPA of 3.0 in the academic major/concentration.

**2. Success in fieldwork is defined as:**

- A grade of P (passing) from the CPD clinical faculty member. A grade of P in the CPD means that candidates have met all of the applicable CPD performance indicators at a level of competent (2) or exceeds expectations (3) for that semester.

**3. Success in student teaching is defined as:**

- Meeting the performance indicators for student teaching throughout the semester as defined on the assessment matrix.
- A grade of P in student teaching.
- A positive recommendation from both the Pace Supervisor and the Mentor Teacher.
- A passing capstone project as defined in the guidelines.

**4. Success with the NYSTCE is defined by the scores established by New York State on the following tests:**

- Teacher Performance Assessment (EdTPA),
- Educating All Students Test (EAS),
- Academic Literacy Skills Test (ALST), and
- Content Specialty Test(s) (CST) in the certificate field(s).

### Student Teaching Capstone Requirement

All candidates must successfully complete a capstone project as part of the teacher preparation program. The portfolio requirements will be introduced to the candidates early in the program, and the project itself will be due prior to program completion. Rubrics defining successful completion of the capstone are available in the SOE capstone guidelines document.

## Academic Probation and Dismissal Policy

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Once admitted to the School of Education, the applicant is considered a candidate for teacher certification. To remain in good standing and progress through a School of Education program, a candidate must maintain the same standards as those for admission throughout the program.

Prior to admission to the School of Education (SOE), University probation and dismissal policies apply. Upon admission to the School of Education the following probation policy applies:

SOE candidates will be placed on probation when:

- The candidate's overall QPA falls below 3.0.
- The candidate's QPA falls below 3.0 in the major (Dyson concentration or SOE major(s)).
- The candidate receives a grade below "B" in any education course.

In the first semester that a candidate is placed on academic warning, he or she is required to meet with an adviser to develop an Action Plan to return to good standing. Probationary status may include restrictions on the type or number of courses that the candidate will be allowed to register for, and/or referral to the Center for Academic Excellence, or other support centers, for academic skill development. A candidate may also be required to retake courses. At the end of the academic warning period, the candidate must either achieve the academic requirements or show significant academic improvement in order to continue in the School of Education.

If students at the candidate level fail to achieve the required QPA or grades after the academic warning period, they may not continue in the School of Education. Candidates may appeal their dismissal from the School of Education by sending a written appeal to the Associate Dean of the School of Education no later than two weeks from the receipt of written notification of removal from the School of Education. Students may not continue in the School of Education if they fail to meet the academic requirements for more than two semesters (consecutive or nonconsecutive). Candidates who are not allowed to continue in a School of Education program must transfer to another Pace school or college. If the academic record of the candidate prohibits another Pace school or college from accepting the student, then the student may be dismissed from the University.

### Advising

The School of Education Office of Student Support Services assists candidates in achieving their educational and professional goals by providing group and individualized academic advisement. A candidate seeking information and advice about program and degree options, course schedules, transfer credits, teacher certification requirements, or academic concerns is encouraged to contact the Office of Student Support Services on his or her campus at:

#### New York City

163 William St, 11th floor  
(212) 346-1338

#### Pleasantville

Buchsbaum House  
(914) 773-3571

During the fall semester of freshman year, all first year students who enter Pace indicating an interest in teaching are assigned to a designated education section of UNV 101, taught by School of Education staff.

Students will continue to receive group advisement, information about careers in teaching, and assistance with the New York State teacher examination and certification process. Upon formal admission to the School of Education in the sophomore year, candidates are assigned a faculty adviser who continues to provide academic and professional advisement and mentoring throughout the program. Candidates should meet with their faculty adviser at least once each semester to review their academic progress, plan course schedules, and discuss professional plans.

## Student Organizations

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### Future Educators Association

FEA is an organization whose purpose is to unite all students who are interested in education as a profession. Our objective is to assure that those students interested in education can belong to an organization that is tailored to the profession by providing beneficial workshops like Project Learning Tree, and guest speakers discussing up-to-date educational information, skills, and strategies that are necessary to become a successful educator. The FEA is open to undergraduate students on our Pleasantville campus.

FEA is also associated and involved with NEA, National Educators Association, which is a nationwide organization that supports education and its many facets. For more information about FEA, e-mail us at [education@pace.edu](mailto:education@pace.edu).

### Pi Lambda Theta

Pi Lambda Theta (PLT) is an International Honor and Professional Association in Education. Our purpose is to recognize individuals of superior scholastic achievement and high potential for professional leadership, and to stimulate independent thinking educators who can ask critical questions to improve educational decision making. Members of PLT must have a minimum QPA of 3.7 and are either seniors or graduate students obtaining a degree in education. Student member dues are \$27 per year.

For more information about PLT, contact Faculty Advisor, Sister M. St. John Delany ([mdelany@pace.edu](mailto:mdelany@pace.edu)), or Treasurer Anna Fishman ([afishman@pace.edu](mailto:afishman@pace.edu)), Administrative Director in the Office of the Dean School of Education.

## Program Majors

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There are three general options for majors for individuals who seek to work in schools: Childhood Education, Adolescent Education, and Communication Sciences and Disorders.

**Childhood Education (New York City & Westchester):** Candidates preparing to teach children in elementary schools (grades 1-6) major in Childhood Education. Childhood Education majors also complete a 30-credit concentration in Pace's Dyson College of Arts and Sciences in art, biology, earth science, English, history, or mathematics.



**Adolescent Education (New York City & Westchester):** Candidates preparing to teach students in secondary school settings (high school, junior high schools, or middle schools - grades 7-12) complete an arts and sciences major in the specialty field they wish to teach (from Pace's Dyson College of Arts and Sciences) in biology, chemistry, earth science, English, history, mathematics, or Spanish (NYC only). These candidates also complete an Adolescent Education major with the School of Education.

**Teaching Students with Speech and Language Disabilities (NYC campus only):** Candidates preparing to work with students who have speech and language disabilities major in Communication Sciences and Disorders in Pace's Dyson College of Arts and Sciences and complete a concentration in Teaching Students with Speech and Language Disabilities. The courses in that concentration are drawn from a combination of courses from Communication Sciences and Disorders and courses from the School of Education. Students may also complete additional coursework and experiences to qualify for a Bilingual Extension of this certificate. These program concentrations are available on our New York City campus only.

Honors College options are available for all programs. Contact an adviser in the School of Education for information on Honors College requirements for teacher preparation programs.

## State Certification Options

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Pace University programs lead to two different levels of New York State teaching certificates, the Initial Certificate and the Professional Certificate. An Initial Certificate is the minimal certificate required to teach in public schools in the State of New York. The academic requirements for the Initial Certificate are met through all Pace teacher preparation programs. To continue to teach in New York, a student must ultimately obtain a Professional Certificate. One advantage of Pace's Combined Degree Program is that it meets the academic requirements for both the Initial and the Professional Certificate. Additional information regarding New York State Teaching Certificates including time limits and specific criteria can be obtained at [www.nysed.gov](http://www.nysed.gov). For information on certificate requirements in another state, students should contact the teacher certification bureau for that state. Pace programs meet the academic requirements for certification in most other states, especially those states that are, like New York, members of the Interstate Certification Compact.

New York State regulations in effect at the printing of this catalog require that all newly certified teachers complete a master's degree within five years of obtaining the Initial Certificate. Pace University offers two routes to the master's degree. Students may opt to complete the Combined Degree, completing the undergraduate and graduate programs simultaneously in five years, or they may qualify for Initial certification requirements in four years through the undergraduate program, begin teaching, and complete the master's degree part-time while teaching.

## New York State Certification Examinations

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New York State requires that candidates for all teaching certificates successfully complete New York State Teacher Certification Examinations (NYSTCE). Candidates will be required to pass the following exams for initial certification:

- the Teacher Performance Assessment (EdTPA),
- the Educating All Students Test (EAS),
- Academic Literacy Skills test (ALST), and
- the Content Specialty Test(s) (CST) for each certificate area(s) sought.

Pace University integrates information about, and preparation for, these examinations throughout each of our programs. Students seeking certification in other states are required to pass examinations specified by that state. For information on certificate requirements in another state, students should contact the teacher certification bureau for that state.

## Additional Certificates & Extensions

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Additional teaching certificates and extensions allow the holder of a certificate to teach an additional student population, grade, or subject. Each certificate or extension requires additional coursework, field-based experiences and/or certification examination(s). Within Pace University programs, students can become eligible for the following specialty certificates and extensions:

- Bilingual Education Extension (for General Classroom Instruction or for Educational Technology)
- Middle Level Education Extension to Grades 5-6
- Middle Level Education Extension to Grades 7-9

**Bilingual Education Extension:** Individuals who hold Childhood (grades 1-6) certificates take TCH 351 and TCH 453 for the extension. Individuals who hold an Adolescent or Middle Level Certificate (grades 7-12) take TCH 351 and TCH 454. Applicants

for a NYS bilingual education extension to their certificate must also complete field-based experiences in bilingual classrooms and the appropriate NYS examinations in both English and the target language. Individuals seeking bilingual extension for the educational technology specialist certificate must also study methods of providing educational technology services to bilingual English language learners, using the target language and English.

**Middle Level Education Certificates:** Childhood education candidates can be recommended for a Middle School Generalist Certificate after completion of TCH 455 and TCH 456. Adolescent education candidates who are eligible for or hold certificates in teaching biology, chemistry, earth science, English, mathematics, physics, or social studies (grades 7 through 12) can be recommended for a Middle School subject-specific certificate after completion of TCH 455 and TCH 456. All middle level extensions require field-based work in middle-level classrooms and the appropriate certification examination(s).

## Education Programs

### Adolescent Education Major

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#### Bachelor of Arts (PLV & NYC)

Students preparing to teach children in middle or high school complete a **specialized concentration and major at Pace University**. Adolescent students concentrate in the subject area they want to teach plus a major in Adolescent Education. Each of our Adolescent Programs is nationally recognized, and all of our adolescent programs lead to a Bachelor's Degree (BA) and the Initial Teaching Certificate in Adolescent Education (Grades 7-12). In addition, candidates may opt to pursue a Bachelor's Degree (BA) and Masters of Science Education (MSEd) in our **Fifth Year Combined Degree Program** simultaneously.

- Biology
- Chemistry
- Earth Science
- English
- History (a history program major yields Social Studies certification)
- Mathematics
- Spanish (NYC campus only)

#### Testing Out of Classes and Waivers

Students may test out of selected courses including ENG 110, TS 105/CIS 101, or a language requirement. Candidates should discuss these options with their advisers. UNV 101 requirements are waived for all transfer students.

**Please Note:** For teaching candidates, University Core second language requirements must be met by TWO courses in the same language. This requirement may also be met by courses in American Sign Language.

### Adolescent Education Major in Teaching Biology

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#### Bachelor of Arts (PLV & NYC)

#### Requirements

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##### University Core – (60 credits)

##### Foundation Requirements (31-32 Credits)

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 141	Introductory Statistics for the Life Sciences	4
CHE 111	General Chemistry I	4
UNV 101	First-Year Seminar: Introduction to University Community	1

##### One of the following: (3-4)

TS 105	Computers for Human Empowerment	4
CS 109		
CS 121	Computer Programming I	4

CIS 101 Introduction to Computing 3

**Areas Of Knowledge (AOK) - (15 credits)**

**WH: Western Heritage (Formerly AOK Area 2)(3)**

See approved list for AOK 2/WH.

**WTC: World Traditions and Cultures (formerly AOK Area 3) (3)**

See approved list for AOK 3/WTC.

**HCE: Humanistic and Creative Expressions (formerly AOK Area 4) (3)**

See approved list for AOK 4/HCE.

**HSN Analysis of Human, Social and Natural Phenomena (formerly AOK 5) (7)**

SCI 120 History and Philosophy of Science 3

CHE 112 General Chemistry II 4

**In-Depth Sequence in Biology**

BIO 335 Molecular and Cellular Biology 4

BIO 334 General Physiology 4

BIO 490 Introduction to Research in the 3

Biological Sciences

PSY 303 Adolescent Psychology 3

Students completing this program are also eligible for General Science Certification.

**Inquiry and Exploration And Remaining Biology Content Area Requirements (42 credits)**

CHE 223 Organic Chemistry I 5

CHE 224 Organic Chemistry II 5

BIO 101 General Biology I 4

BIO 102 General Biology II 4

BIO 210 Ecology 4

BIO 231 Genetics 4

BIO 251 Principles of Human Anatomy 4

BIO 264 Microbiology 4

BIO 327 Cellular Biochemistry 4

**Adolescent Education Major Requirements (37 credits)**

Students completing this program are also eligible for General Science Certification.

TCH 201 Education I: Understanding Schools 4

TCH 211A Professional Seminar II: Keeping  
Children Safe

TCH 211D DASA Workshop

TCH 215 Curriculum and Teaching -  
Secondary Schools 4

TCH 301 Education II: Understanding  
Learning and Teaching 4

TCH 323 Methods and Models of Teaching  
Adolescents 4

TCH 412 Literacy Instruction in the Secondary  
School 3

TCH 429 Teaching Science to Adolescents 4

TCH 452 Language Acquisition and English  
Learning 3

TCH 475 Special Education in Secondary  
Settings 3

TCH 495 Student Teaching and Seminar in  
the Adolescent Classroom 8

**Open Electives – (0)**

**Required Learning Community Experience:**

**Civic Engagement Requirement**

TCH 201 Education I: Understanding Schools 4

**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools	4
TCH 452	Language Acquisition and English Learning	3

A. To earn a second major in Biology, in addition to the BIO and CHEM courses listed:

1. You must take BIO 480: Research (3 credits)

B. To be eligible for an additional certification in Chemistry, in addition to the BIO and CHEM courses listed:

1. You must take TWO (2) 4-credit Chemistry courses.

**Total Credit Hours: 133-135**

**Adolescent Education Major in Teaching Chemistry**

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**Bachelor of Arts (PLV & NYC)****Requirements**

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**University Core -(60)****Foundation Requirements (31-32 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 131	Calculus I	4
TS 105	Computers for Human Empowerment	4
	OR	
CS 121	Computer Programming I	4
	OR	
CIS 101	Introduction to Computing	3
	And	
CHE 111	General Chemistry I	4
UNV 101	First-Year Seminar: Introduction to University Community	1

**Areas Of Knowledge (AOK) - (15 credits)****WH: Western Heritage (formerly AOK 2) (3)**

See approved list for AOK 2/WH.

**WTC: World Traditions and Cultures (formerly AOK 3)(3)**

See approved list for AOK 3/WTC.

**HCE: Humanistic and Creative Expression (formerly AOK 4) (3)**

See approved list for AOK 4/HCE.

**HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (6)**

SCI 120	History and Philosophy of Science	3
	And	
CHE 112	General Chemistry II	4

**In-Depth Sequence in Chemistry**

CHE 301	Physical Chemistry I: Thermodynamics	4
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CHE 302	Physical Chemistry II	4
CHE 326	Biochemistry	4
PSY 303	Adolescent Psychology	3

**Inquiry and Exploration and Remaining Chemistry Content Area Requirements (42 credits)**

MAT 132	Calculus II	4
BIO 101	General Biology I	4
BIO 102	General Biology II	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4
CHE 223	Organic Chemistry I	5
CHE 224	Organic Chemistry II	5
CHE 221	Analytical Methods and Techniques	4
CHE 331	Instrumental Analysis	4

**Adolescent Education Major Requirements (37 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 429	Teaching Science to Adolescents	4
TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

**Open Electives – (0 credits)****Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
TCH 452	Language Acquisition and English Learning	3

Students completing this program are also eligible for General Science Certification.

**Total Credit Hours: 137-138**

**Adolescent Education Major in Teaching Earth Science****Bachelor of Arts (PLV & NYC)****Requirements****University Core – (60 credits)**

**Foundation Requirements (31-32 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 131	Calculus I	4
CHE 111	General Chemistry I	4
UNV 101	First-Year Seminar: Introduction to University Community	1

**One of the following: (3-4 credits)**

TS 105	Computers for Human Empowerment	4
CS 109		
CS 121	Computer Programming I	4
CIS 101	Introduction to Computing	3

**Areas Of Knowledge (AOK) - (30 credits)****WH: Western Heritage (formerly AOK 2) (4)**

See approved list for AOK 2/WH.

**WTC: World Traditions and Cultures (formerly AOK 3) (3)**

See approved list for AOK 3/WTC.

**HCE: Humanistic and Creative Expression (formerly AOK 4) (3)**

See approved list for AOK 4/HCE.

**Area 5: Analysis of Human, Social, and Natural Phenomena (6)**

SCI 120	History and Philosophy of Science	3
CHE 112	General Chemistry II	4

**In-Depth Sequence in Earth Science**

SCI 243	Historical Geology	3
SCI 340	Climatology	3
SCI 345	Environmental Applications in Geology	4
PSY 303	Adolescent Psychology	3

**Inquiry and Exploration And Remaining Earth Science Content Area Requirements (35 credits)**

MAT 132	Calculus II	4
BIO 123	Biology and Contemporary Society	4
	OR	
BIO 101	General Biology I	4
ENV 211	Environmental Assessment	3
ENV 296	Introduction to Geological Information Systems (GIS)	4
SCI 150	Astronomy	3
SCI 160	Meteorology	3
SCI 240	Physical Geology	3
SCI 101	The Planet Earth	3
SCI 170	Oceanography	3
	OR	
SCI 171	Coastal Oceanography	3

**Adolescent Education Major Requirements (37 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4

TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 429	Teaching Science to Adolescents	4
TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

**Open Electives – (0)****Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
TCH 452	Language Acquisition and English Learning	3

To be eligible for General Science Certification, students must take six additional credits in Biology, Chemistry, or Physics.

**Total Credit Hours: 133-134**

## Adolescent Education Major in Teaching English

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### Bachelor of Arts (PLV & NYC)

### Requirements

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**University Core – (60 credits)****Foundation Requirements (28-31 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
BIO 123	Biology and Contemporary Society or Laboratory Science	4
UNV 101	First-Year Seminar: Introduction to University Community	1
TS 105	Computers for Human Empowerment OR	4
CIS 101	Introduction to Computing	3

MAT: (as determined by proficiency test)

**Areas Of Knowledge (AOK) - (25 credits minimum)**

ONE additional course from any of the AOK areas listed.

**WH: Western Heritage (formerly AOK 2) (3)**

See approved courses for AOK 2/WH.

**WTC: World Traditions and Cultures (formerly AOK 3) (3)**

See approved courses for AOK 3/WTC.

**HCE: Humanistic and Creative Expressions (formerly AOK 4) (3)**

See approved courses for AOK 4/HCE.

**HSN: Analysis of Human, Social and Natural Phenomena (formerly AOK 5)(3)**

Any approved course for AOK 5/HSN.

**In-Depth Sequence in English**

LIT 301	Young Adult Literature	3
ENG 304	Growth of the English Language	3
PSY 303	Adolescent Psychology	3
LIT		3

LIT (Multicultural or World Literature) must be at the 300-level to be eligible for second major.

**Content Area Concentration (27)**

LIT 132	Introduction to Literary Studies	3
LIT 211B	Myth Magic and Legend in Early British Literature	3
	OR	
LIT 212B	British Literature II	3
LIT 212E	American Literature II	3
	OR	
LIT 211E	American Literature I	3
LIT 362	Shakespeare	3
LIT 499	Senior Year Experience: Culture, Creativity, Communication	3
	TWO Additional literature courses that address diversity and/or cultural pluralism	6
	ONE additional literature elective	3

Literature courses outside of the LIT 211 or LIT 212 requirements (that address aspects of British and American literature) must be at the 300-level to be eligible for second major.

**Advanced or Creative Writing**

ENG 322	Advanced Writing	3
	OR	
ENG 306	Writing for the Professions	3
ENG 307	Creative Writing: Fiction	3
ENG 308	Creative Writing: Poetry	3
ENG 309	Creative Nonfiction	3

**Adolescent Education Major Requirements (37 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 426	Teaching English to Adolescents	4



TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

**Open Electives (10-11 credits)****Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirement**

TCH 201	Education I: Understanding Schools And	4
TCH 452	Language Acquisition and English Learning	3

Note: Second Major in English

Candidates who have met the requirements of this program--and have taken the Multicultural or World Literature, the two courses that address diversity and/or cultural pluralism, and the elective at the 300-level or above--are eligible for a second major in English.

**Total Credit Hours: 128**

## Adolescent Education Major in Teaching History

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(For certification in Social Studies)

**Bachelor of Arts (PLV & NYC)**

### Requirements

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**University Core – (60)****Foundation Requirements (28-31 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing	3
	And	
BIO 123	Biology and Contemporary Society	4
	OR	
	Laboratory Science	
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT: (as determined by proficiency test)

**Areas Of Knowledge (AOK) (minimum 24 credits)**

POL 111	American Government and Political Institutions	3
POL 114	Introduction to International	3

	Relations	
POL 118	State and Local Government	3

ONE additional course from any of the listed AOKs in POL SCI:

**WH: Western Heritage (formerly AOK 2) (3)**

SOC 102	Introduction to Sociology	3
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or equivalent approved course (must meet NCSS regulations).

**WTC: World Traditions and Cultures (formerly AOK 3)(3)**

ANT 101	Introduction to Anthropology	3
ANT 108	Global Culture and Local Identities	3
ANT 296F	Topic: Magic and the Spirit World	3

or equivalent approved course (must meet NCSS regulations)

**HCE: Humanistic and Creative Expressions (formerly AOK 4) (3)**

Any approved course for AOK 4/HCE.

**HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)**

ENV 110	Nature and Culture: A Study in Connections	3
ENV 111	Environmental Studies: Economical, Ethical and Political Perspectives	3
ENV 112	Environmental Studies- Basic Issues	3
	OR	
	other approved ENV course	

**In-Depth Sequence in History**

HIS 367	History and Geography of New York	3
HIS 380	Seminar on Historiography	3
HIS 499	Senior Year Experience in History	3
PSY 303	Adolescent Psychology	3

**Content Area Concentration (39 credits)**

ECO 105	Principles of Economics: Macroeconomics	3
ECO 106	Principles of Economics: Microeconomics	3
HIS 107	World Civilization I	3
HIS 108	World History After 1650	3
HIS 111	American Civilization to 1877	3
HIS 112	American Civilization Since 1877	3
HIS 264	History of the American Presidency 1900 - Present	3

**U.S. History**

HIS 268	American Labor History	3
HIS 271	Culture and History of Black America	3
HIS 273	Ethnic and Racial History of the United States	3
HIS 280	History of American Women	3
HIS 302	African-American History Since 1910	3

**African History/Asian History**

HIS 217	Modern East Asia in Film	3
HIS 220	Modern Islamic World: 1850-Present	3
HIS 241	Modern China	3
HIS 242	Modern Japan	3
HIS 270	History of Modern South Africa	3

HIS 274	History of North Africa After 1800	3
HIS 296		
	OR	
HIS 340	Chinese Cultural Tradition	3

**Latin American/Middle Eastern History**

HIS 209	Israel and Palestine: The Heritage and the Challenge	3
HIS 231	Latin America: Century of Social Change and Revolution	3
HIS 232	Caribbean America	3
HIS 234	South American Colossus: The History of Modern Brazil	3
	OR	
HIS 243	Service and Study in Latin America	3

**European History**

HIS 103	History of Western Civilization 1300-1815	3
HIS 104	History of Western Civilization 1815 to Present	3
HIS 207	Europe Since World War I	3
HIS 210	Germany and Central Europe Since 1848	3
HIS 213	Modern Russia	3
HIS 225	The World of the Middle Ages: Byzantium	3
HIS 226	The World of the Middle Ages: The West	3
HIS 281	European Women and Social Change	3

**Adolescent Education Major Requirements (37 Credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 430	Teaching Social Studies to Adolescents	4
TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

**No Electives Needed For Graduation****Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
HIS 367	History and Geography of New York and	3
TCH 452	Language Acquisition and English Learning	3

Note: To earn a second major in History, candidates must take six (6) additional credits as follows:

- one (1) European History course, as listed in Content Area Concentration section; and
- one (1) 200- or 300-level History course from any area.

**Total Credit Hours: 128**

## Adolescent Education Major in Teaching Mathematics

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Bachelor of Arts (PLV & NYC)

### Requirements

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#### University Core: (60 credits)

##### Foundation Requirements (28-31 credits)

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 131	Calculus I	4
TS 105	Computers for Human Empowerment	4
	OR	
CIS 121	Advanced Word Processing Skills And	2
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1

#### Areas Of Knowledge (AOK) (25 credits)

##### WH: Western Heritage (formerly AOK 2) (3)

See approved list for AOK 2/WH.

##### WTC: World Traditions and Cultures (formerly AOK 3)(3)

See approved AOK 3.

##### HCE: Humanistic and Creative Expressions (formerly AOK 4)(3)

See approved list for AOK 4.

##### HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5)

MAT 234	Introduction to Probability and Statistical Analysis	4
PHI 253	Logic	3

##### In-Depth Sequence in Mathematics

MAT 238	Linear Algebra	4
MAT 301	Algebraic Structures	3
MAT 303	Modern Geometry	3
PSY 303	Adolescent Psychology	3

MAT 301: offered spring of even-numbered years

MAT 303: offered spring of odd-numbered years

#### Remaining Mathematics Concentration Requirements (26 credits)

MAT 132	Calculus II	4
MAT 137	Introduction to Discrete Mathematics	4
MAT 236	Multivariable Calculus	4
MAT 253	Differential Equations	4
MAT 260	History of Mathematics	3
MAT 400	Mathematics: Connections, Communications, Research	3

**And one of the following:**

MAT 305	Complex Variables	3
	OR	
MAT 311	Real Analysis	3

**Adolescent Education Major Requirements (37 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 428	Teaching Mathematics to Adolescents	4
TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

**Electives (9-12 credits)****Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools	4
	And	
TCH 452	Language Acquisition and English Learning	3

Note: All candidates who complete this program are eligible to apply for a second major in Mathematics.

**Adolescent Education Major in Teaching Spanish**

Bachelor of Arts (PLV & NYC)

**Requirements****University Core: (60 credits)****Foundation Requirements (28-31 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4

ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing And	3
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1
MAT		4

MAT: (as determined by proficiency test)

### Areas Of Knowledge (AOK) (25 credits)

While meeting the AOK 2 (WH), 3 (WT), and 4 (HCE) requirements, at least one course must be from HIS (or INT from a historical perspective), at least one from ART, and at least one course from a philosophical or social science perspective (drawn from PHI, RES, INT, POL, ANT, SOC, ENV, SCI, or ECO).

#### WH: Western Heritage (formerly AOK 2) (3)

See approved list for AOK 2/WH.

#### WTC: World Traditions and Cultures (formerly AOK 3)(3)

See approved AOK 3/WTC.

#### HCE: Humanistic and Creative Expressions (formerly AOK 4)(3)

See approved list for AOK 4/HCE.

#### HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5)

PSY 303	Adolescent Psychology	3
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#### In-Depth Sequence in Spanish & Culture

Select three (3) courses from listed, or other approved courses. These courses also meet Spanish major requirements. *Study abroad is strongly recommended.*

SPA 310	Introduction to Spanish Culture	3
SPA 316	Masterpieces of Spanish Literature I	3
SPA 317	Masterpieces of Spanish Literature II	3
SPA 380	Spanish Seminar	3

### Remaining Spanish Concentration Requirements (27 credits)

#### Spanish Language

Select FIVE (5) courses from list, with a maximum of SIX (6) credits at the 200-level.

SPA 263	Spanish for Native Speakers	3
SPA 280	Intensive Review of Spanish	3
SPA 282	Intermediate Spanish II	3
SPA 283	Intermediate Spanish Conversation	3
SPA 284	Intermediate Spanish Composition	3
SPA 301	Spanish Conversation, Diction, and Phonetics	3
SPA 302	Advanced Spanish Composition	3
SPA 304	Spanish Translation, Interpretation, and Conversation	3

#### Spanish Culture & Literature

Select THREE (3) courses from list, including SPA 326, or other approved courses. *Study abroad in the freshman or sophomore year or any summer strongly recommended.*

SPA 310	Introduction to Spanish Culture	3
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SPA 311	Introduction to Latin American Culture	3
SPA 316	Masterpieces of Spanish Literature I	3
SPA 317	Masterpieces of Spanish Literature II	3
SPA 319	Masterpieces of Spanish American Literature I	3
SPA 320	Masterpieces of Spanish American Literature II: Dictatorships	3
SPA 321	Literature and Culture of Puerto Rico and the Caribbean	3
SPA 323	Modern Latin American Prose	3
SPA 332	Golden Age Literature in Spain	3
SPA 337	Twentieth Century Spanish Literature	3
SPA 344	The Short Story and Essay in Spanish America	3
SPA 345	Latin American Theatre	3
SPA 347	The Culture of Mexico	3

### Multimedia/Technology or Additional Language

Or additional 300-level language or study in a second language.

SPA 480	Tradition and Change in Latin America: Contemporary Culture in Latin America	3
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### Adolescent Education Major Requirements (34 credits)

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211D	DASA Workshop	
TCH 215	Curriculum and Teaching - Secondary Schools	4
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 323	Methods and Models of Teaching Adolescents	4
TCH 412	Literacy Instruction in the Secondary School	3
TCH 427	Adolescent to Teaching World Languages to Adolescent	4
TCH 452	Language Acquisition and English Learning	3
TCH 475	Special Education in Secondary Settings	3
TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8

### Electives (11-12 credits)

#### Required Learning Community Experience:

#### Civic Engagement Requirement

TCH 201	Education I: Understanding Schools	4
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#### Learning Community (LC) Requirement

#### ONE Learning Community Course

#### Writing Enhanced Courses Requirements

TCH 201	Education I: Understanding Schools And	4
TCH 452	Language Acquisition and English Learning	3

## Childhood Education Major

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### Bachelor of Arts (PLV & NYC)

The Childhood Education major prepares candidates for certification to teach in grades 1-6. Combined-degree programs prepare candidates for certification to teach additional grades, levels, or subjects depending on the selection of program. Candidates with interests in additional certificates or extensions should contact an adviser in the School of Education for program specifics. Honors program option worksheets are available in School of Education offices. In addition, candidates may opt to pursue a Bachelor's Degree (BA) and Masters of Science Education (MSEd) in our **Fifth Year Combined Degree program** simultaneously.

Major in childhood education with required concentration in ONE of the following:

- Art
- Biology
- History (a history program major yields Social Studies certification)
- Earth Science
- English
- Mathematics

### Testing-Out of Classes and Waivers

Students may test out of selected courses including ENG 110, TS 105/CIS 101 or a language requirement. Students should discuss these options with their advisers. UNV 101 requirements are waived for all transfer students.

Note: For teaching candidates, University Core second language requirements must be met by two courses in the same language. This requirement may also be met by courses in American Sign Language.

## Childhood Education Major with Concentration in Art

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### Bachelor of Arts (PLV & NYC)

### Requirements

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#### University Core – (60 credits)

#### Foundation Requirements (29-30 credits)

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing	3
BIO 123	Biology and Contemporary Society	4
	And	
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher (based on placement score of C- in MAT 103)

UNV 101: waived for transfer students

#### Areas Of Knowledge (AOK)

ONE additional course from AOK areas listed.

#### WH: Western Heritage (formerly AOK 2) (3)

HIS 113 The American Experience:  
Changing Roles of Women

#### WTC: World Traditions and Cultures (formerly AOK 3) (3)

Suggested: Art course from WTC/AOK 3.



**HCE: Humanistic and Creative Expression (formerly AOK 4) (3)**

Suggested: Art course from HCE/AOK 4.

**HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)**

Any approved course for AOK 5/HSN.

**In-Depth Sequence and Concentration (9)**

	Any non lab or lab Science	3
HIS 367	History and Geography of New York	3
HIS 111	American Civilization to 1877	3
	OR	
HIS 112	American Civilization Since 1877	3
	And	
	Any Literature course	3
PSY 302	Child Psychology	3

MAT 109B (exempt if Foundations Math was Calculus or higher).

THREE (3) Studio or Art History courses for the In Depth Sequence.

Any FIVE (5) Art courses are required for the 30 credit concentration.

**Childhood Major Requirements (45 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4
TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

**Electives**

As needed to meet required total of 128 credits for degree (after all other requirements are met).

**Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing-Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools	4
	And	
TCH 452	Language Acquisition and English Learning	3
	AND	
HIS 367	History and Geography of New York	3

**Art Minor** requirements include ART 140, 164, and ONE of the following courses: ART 101, 102, 103, 104, 214, plus THREE (3) additional approved courses to total 18 credits.

**Art History Minor** requirements include: ART 102, 103, and FOUR (4) additional approved Art History courses to total 18 credits.

**Total Credit Hours: 128-133**

## Childhood Education Major with Concentration in Biology

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### Bachelor of Arts (PLV & NYC)

#### Requirements

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##### University Core – (60 credits)

##### Foundation Requirements (29-30 credits)

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing And	3
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher (based on placement score or c- in MAT 103).

UNV 101: waived for transfer students

##### Areas Of Knowledge (AOK)

ONE additional course from any AOK area listed.

##### WH: Western Heritage (formerly AOK 2) (3)

HIS 113 The American Experience:  
Changing Roles of Women

##### WT: World Traditions and Cultures (formerly AOK 3) (3)

See approved list for AOK 3/WTC.

##### HCE: Humanistic and Creative Expression (formerly AOK 4) (3)

See approved list for AOK 4/HCE.

##### HSN: Analysis of Human, Social and Natural Phenomena (formerly AOK 5) (3)

See approved list for AOK 5/HSN.

##### In-Depth Sequence and Concentration

HIS 111	American Civilization to 1877 OR	3
HIS 112	American Civilization Since 1877 Any Literature course	3 3
MAT 109B	Principles of Mathematics II	3
PSY 302	Child Psychology	3
HIS 367	History and Geography of New York	3

Any non-lab (or lab) Science (Recommended: BIO course)

THREE (3) additional BIO Courses, with FIVE (5) additional possible as needed to reach 30 credits.

Student will be exempt from MAT 109B is Foundations Math was Calculus or higher.

**Childhood Major Requirements (37 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4
TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

**Electives 0 credits**

Unless student tested out of something in the Foundations section and/or the second Math requirement under I&E.

**Required Learning Community Experience:**

**Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement**

**ONE Learning Community Course**

**Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools	4
	And	
TCH 452	Language Acquisition and English Learning	3
	and	
HIS 367	History and Geography of New York	3

**Middle School Extension** - TCH 455 & TCH 456. To be eligible for additional certification in grades 7-9 via the Middle School Extension, selection of courses in concentration should include general biology, cell and molecular biology, genetics and evolution, human biology, anatomy and physiology, microbiology, plant and animal biology (zoology and/or ecology). May include Biochemistry even if it is listed as a Chemistry course.

**Total Credit Hours: 128-135**

**Childhood Education Major with Concentration in Earth Science**

---

Bachelor of Arts (PLV & NYC)

**Requirements**

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**University Core – (60 credits)**

**Foundation Requirements (29-30 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3

	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment OR	4
CIS 101	Introduction to Computing And	3
SCI 101	The Planet Earth	3
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher, based on placement score or C- in MAT 103.

UNV 101: waived for transfer students

### Areas Of Knowledge (AOK)

ONE additional course from AOK areas listed.

#### WH: Western Heritage (formerly AOK 2) (3)

HIS 113 The American Experience:  
Changing Roles of Women

#### WTC: World Traditions and Cultures (3)

Any approved course from AOK 3/WTC.

#### HCE: Humanistic and Creative Expression (formerly AOK 4) (3)

Any approved course from AOK 4/HCE.

#### HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)

BIO 123 Biology and Contemporary Society 4

#### In-Depth Sequence and Concentration

CHE 101	Introduction to Chemistry I OR	3
CHE 103	Elements of Chemistry I And	4
HIS 111	American Civilization to 1877 OR	3
HIS 112	American Civilization Since 1877 And	3
HIS 367	History and Geography of New York Any Literature course	3 3
PSY 302	Child Psychology	3

MAT 109B (exempt if Foundations Math was Calculus or higher)

EIGHT (8) additional earth science courses, between the In-Depth Sequence and additional courses to complete the 30-credit concentration.

#### Childhood Major Requirements (45 credits)

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4

TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

**Electives (0)**

ZERO (0) credits, unless student tested out of something in the Foundations Sections and/or the second math requirement under I&E.

**Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
HIS 367	History and Geography of New York AND	3
TCH 452	Language Acquisition and English Learning	3

Childhood Majors with an Earth Science Concentration who do not test out of anything in the Foundations Section and who complete 6 credits of Mathematics will need up to 133 credits in this program.

**Middle School Extension** - TCH 455 & TCH 456. To be eligible for certification in grades 7-9 via the Middle School Extension, selection of courses in concentration should include geological, water, atmospheric and space systems. May include other acronyms such as astronomy, chemistry, physical sciences, oceanography, environmental, atmospheric or space science or engineering, given sufficient evidence of earth science content.

**Total Credit Hours: 128-133**

## Childhood Education Major with Concentration in English

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Bachelor of Arts (PLV & NYC)

### Requirements

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**University Core: (60 credits)****Foundation Requirements (29-30 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing And	3
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher (based on placement score or C- in MAT 103)

UNV 101: waived for transfer students

**Areas Of Knowledge (AOK)**

ONE additional course from AOK areas listed.

**WH: Western Heritage (formerly AOK 2) (3)**

HIS 113 The American Experience:  
Changing Roles of Women

**WTC: World Traditions and Cultures (formerly AOK 3) (3)**

Suggested: LIT course from AOK 3/WTC.

**HCE: Humanistic and Creative Expression (formerly AOK 4) (3)**

Suggested LIT course from AOK 4/HCE.

**HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)**

See list for approved AOK 5/HSN.

**In-Depth Sequence and Concentration**

HIS 111	American Civilization to 1877	3
	OR	
HIS 112	American Civilization Since 1877	3
	And	
	Any non lab or lab Science	3
HIS 367	History and Geography of New York	3
PSY 302	Child Psychology	3

MAT 109B (exempt if Foundations Math was Calculus or higher).

THREE (3) 200- or 300-level LIT or ENG courses--must be all ENG or all LIT for completion of In Depth Sequence in English or Literature.

In addition, ANY FOUR (4) LIT or ENG classes, as needed to complete the 30-credit concentration.

**Childhood Major Requirements(45 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4
TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

**Electives**

As needed to bring total credits to 128.

**Required Learning Community Experience:****Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement****ONE Learning Community Course****Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
TCH 452	Language Acquisition and English Learning AND	3
HIS 367	History and Geography of New York	3

**English Minors** may be earned through the concentration with approval from the Chair of the English Department and the following courses:

Writing Concentration - 15 credits to include ONE 300-level Literature course and FOUR courses chosen from the following: ENG 302, ENG 306, ENG 307, ENG 308, ENG 309, ENG 310, ENG 318, ENG 322, ENG 326, ENG 397.

OR

Literature Concentration - 15 credits to include FIVE courses in literature, above the level of LIT 212, Literary Theory and Criticism, to be selected with an English adviser's approval.

**Middle School Extension-** TCH 455 & TCH 456. To be eligible for certification in grades 7-9 via the Middle School Extension, selection of courses in concentration must include a course in each of the following areas in addition to required foundation courses: American Literature, British Literature including Shakespeare, World Literature, Literature of Multiple Cultures/Perspectives, Youth/Children's Literature, and Development/History of English Language.

**Total Credit Hours: 128-136**

## **Childhood Education Major with Concentration in History**

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### **Bachelor of Arts (PLV & NYC)**

#### **Requirements**

---

##### **University Core: (60 credits)**

##### **Foundation Requirements (29-30 credits)**

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment OR	4
CIS 101	Introduction to Computing And	3
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher (based on placement score or C- in MAT 103)

UNV 101: waived for transfer students

##### **Areas Of Knowledge (AOK)**

ONE additional course from AOK areas listed.

**WH: Western Heritage (formerly AOK 2) (3)**

HIS 113 The American Experience:  
Changing Roles of Women

**WTC: World Traditions and Cultures (3)**

Suggested: HIS course from AOK3/WTC.

**HCE: Humanistic and Creative Expression (formerly AOK 4) (3)**

Suggested: HIS course from AOK4/HCE.

**HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)**

**In-Depth Sequence and Concentration**

	Any non lab or lab Science	3
HIS 367	History and Geography of New York	3
HIS 111	American Civilization to 1877	3
	OR	
HIS 112	American Civilization Since 1877	3
	And	
	Any Literature course	3
PSY 302	Child Psychology	3

MAT 109B (exempt if Foundations Math was Calculus or higher).

THREE (3) 200- or 300-level History courses are required for the In Depth Sequence.

FOUR (4) additional History courses, with up to TWO substituted with POL, ECO, SOC or ANT, are required as needed to complete the 30-credit concentration in History.

**Childhood Major Requirements (45 credits)**

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4
TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

**Electives**

As needed to bring total credits to 128.

**Required Learning Community Experience:**

**Civic Engagement Requirement**

TCH 201	Education I: Understanding Schools	4
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**Learning Community (LC) Requirement**

**ONE Learning Community Course**

**Writing Enhanced Courses Requirements**

TCH 201	Education I: Understanding Schools And	4
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HIS 367	History and Geography of New York AND	3
TCH 452	Language Acquisition and English Learning	3

**History Minor** - 15 Credits, required courses include TWO (2) Core History courses and THREE (3) history courses at the 200- or 300-level.

**Middle School Extension**-TCH 455 & TCH 456. To be eligible for certification in grades 7-9 via the Middle School Extension, selection of courses in concentration must include 12 credits of History and Geography of the US and the World, AND at least one course in each of the following areas, in addition to required foundation courses: Anthropology, Economics, Political Science and Sociology.

**Total Credit Hours: 128-136**

## Childhood Education Major with Concentration in Mathematics

---

### Bachelor of Arts (PLV & NYC)

#### Requirements

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##### University Core: (60 credits)

##### Foundation Requirements (29-30 credits)

ENG 110	Composition	3
ENG 120	Critical Writing	4
ENG 201	Writing in the Disciplines	3
COM 200	Public Speaking	3
	Second Language Proficiency (CHI, FRE, ITA, JPN, RUS, or SPA)	6
MAT 109A	Principles of Mathematics I	3
TS 105	Computers for Human Empowerment	4
	OR	
CIS 101	Introduction to Computing And	3
BIO 123	Biology and Contemporary Society	4
UNV 101	First-Year Seminar: Introduction to University Community	1

MAT 109A: or higher (based on placement score or C- in MAT 103)

UNV 101: waived for transfer students

##### Areas Of Knowledge (AOK)

ONE additional course from AOK areas listed.

##### WH: Western Heritage (formerly AOK 2) (3)

HIS 113 The American Experience:  
Changing Roles of Women

##### WTC: World Traditions and Cultures (formerly AOK 3) (3)

See approved list of courses for AOK3/WTC.

##### HCE: Humanistic and Creative Expression (formerly AOK 4) (3)

See approved list of courses for AOK4/HCE.

##### HSN: Analysis of Human, Social, and Natural Phenomena (formerly AOK 5) (3)

Any approved AOK5/HSN course.

##### In-Depth Sequence and Concentration

	Any non lab or lab Science	3
HIS 111	American Civilization to 1877	3
	OR	
HIS 112	American Civilization Since 1877	3

	And	
HIS 367	History and Geography of New York	3
	Any Literature course	3
PSY 302	Child Psychology	3

MAT 109B (Exempt if Foundations Math was Calculus or higher).

THREE (3) MAT courses (not MAT 103) are required for the In Depth Sequence in Math.

An additional FIVE (5) MAT courses (other than MAT 103) may be required to complete the 30-credit concentration in Math (depending on the credit value for each course).

### Concentration (2-15 credits)

Remaining courses to complete the 30 credit arts and sciences concentration.

#### Childhood Major Requirements (45 credits)

TCH 201	Education I: Understanding Schools	4
TCH 211A	Professional Seminar II: Keeping Children Safe	
TCH 211B	Professional Seminar III	0 - 1
TCH 211D	DASA Workshop	
TCH 301	Education II: Understanding Learning and Teaching	4
TCH 302	Introduction to Special Education	4
TCH 310	Emergent and Early Literacy	4
TCH 350	Mathematic Methods: An Integrated Approach	4
TCH 410	Literacy II: Teaching Fluent Readers	4
TCH 420	Science Methods: An Integrated Approach	4
TCH 440	Social Science Methods: An Integrated Approach	4
TCH 490	Language Arts and Children's Literature	4
TCH 498	Supervised Student Teaching and Seminar	8

#### Electives

As needed to bring total credits to 128.

#### Required Learning Community Experience:

##### Civic Engagement Requirement

TCH 201	Education I: Understanding Schools	4
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##### Learning Community (LC) Requirement

##### ONE Learning Community Course

##### Writing Enhanced Courses Requirements

TCH 201	Education I: Understanding Schools	4
	And	
TCH 452	Language Acquisition and English Learning and	3
	and	
HIS 367	History and Geography of New York	3

**Mathematics Minor** - 19-20 Credits. **Required courses:** MAT 131, MAT 132, and MAT 137, plus at least SEVEN (7) credits of mathematics from 200-, 300-, or 400-level courses. Note that appropriate substitutions may be made with approval of the Mathematics Department Chair or Assistant Chair.

**Middle School Extension-** TCH 455 & TCH 456. To be eligible certification in grades 7-9 via the Middle School Extension, concentration must include courses with content in each of the following areas: Calculus, Geometry, Linear Algebra, Logic, Probability, and Statistics.

**Total Credit Hours: 128-136****Adolescent Programs**

---

In the Combined Degree Program, the Bachelor of Arts and Masters of Science in Education are earned concurrently.

- Adolescent Education\* and Educational Technology
- Adolescent Education\* and Special Education
- Adolescent Education\* and Literacy Specialist

\* Must choose a concentration in biology, chemistry, earth science, English, Spanish (New York City campus only), History (for social studies), or mathematics.

**Spring**

---

Undergrad Financial package remains unchanged

**Literacy Specialist**

TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8
ED 650	Research/Theory in Developing Literacy	3
ED 757	Content Area Literacy and Technology: Instructional Models and Methods for Secondary Grades (9-12)	3

8 UG + 6 Grad

**Special Education**

TCH 495	Student Teaching and Seminar in the Adolescent Classroom	8
ED 650	Research/Theory in Developing Literacy	3
ED 672A	Differentiating Instruction in Inclusive Secondary Settings	3

8 UG + 6 Grad

**Educational Technology**

TCH 498	Supervised Student Teaching and Seminar Dyson major course	8
TS 652	Using the Internet as an Instructional Tool	3

TS 652: (online)

Guaranteed + 3 Grad

**Sum I**

---

Summer aid is generally unavailable

**Literacy Specialist**

ED 652	Assessment in Literacy: Grades B - 12	3
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**Special Education**

ED 523	Middle Childhood / Early Adolescence: Community, Culture, and Identity	3
ED 675	Students with Severe Disabilities	3

ED 523: (elective)

**Educational Technology**

ED 615	Assistive Technology for Students with Learning Disabilities	3
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**Sum II**

---

Summer aid is generally unavailable

**Literacy Specialist**

ED 754	Literature and Digital Storytelling	3
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6 Grad

**Special Education**

ED 524	Differentiating Curriculum and Instruction: Middle Childhood Education	3
--------	--	---

ED 524: (elective)

6 Grad

**Educational Technology**

TS 550	The Use and Evaluation of Program Packages	3
--------	--	---

ED 672A	Differentiating Instruction in Inclusive Secondary Settings	3
---------	---	---

TS 550: (online)

9 Grad

**Fall**

---

Graduate eligibility applies for any financial aid

**Literacy Specialist**

2 days/week in Literacy CPD  
Dyson major course

ED 755B	Literacy Instruction and Technological Applications for the Middle Grades (4-8)	3
---------	---	---

ED 758	Writing Process and Media Production (with one unit on animation)	3
--------	---	---

ED 672A	Differentiating Instruction in Inclusive Secondary Settings	3
---------	---	---

ED 677	Literacy for Children with Special Needs	3
--------	--	---

4 UG + 12 Grad

**Special Education**

2 days/week in Special Ed CPD  
Dyson major course

ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	3
--------	--	---

ED 677	Literacy for Children with Special Needs	3
--------	--	---

ED 684	Classroom Management and Collaboration in Inclusive Secondary Schools	3
--------	---	---

12 Grad

**Educational Technology**

2 days/week in Ed Tech CPD

TS 653	Web Authoring and Digital Media	3
ED 616	Curriculum Development and Instructional Planning with Technology	3
TS 642	Computer Hardware, Troubleshooting and Maintenance	3
TS 654	Designing Standards-Based, Technology-Enhanced Curricula	3

ED 616: online

12 Grad

## Spring II

---

Graduate eligibility applies for any financial aid

### Literacy Specialist

ED 692L	Student Teaching in the Adolescent Literacy Classroom	0 - 6
ED 684	Classroom Management and Collaboration in Inclusive Secondary Schools	3
ED 690	Teacher as Researcher	3

9 Grad

### Special Education

ED 692S	Student Teaching in Adolescent Special Education Classroom	0 - 6
ED 685	Methods for Teaching Adolescent Students with Disabilities	3
ED 690	Teacher as Researcher	3

9 Grad

### Educational Technology

ED 692T	Student Teaching in Educational Technology	0 - 6
TS 643	Networking Technologies	3
ED 690	Teacher as Researcher	3

9 Grad

The guaranteed and per credit tuition rates are determined by the students date of admission to Pace, or date of readmission if the student took a semester or year off. Graduate tuition is per credit and will increase 5-10% each fall.

**\*\*\*Course sequence is subject to change. SOE will register students for grad level classes\*\*\***

## Childhood Programs

---

In the Combined Degree Program, the Bachelor of Arts and Masters of Science in Education are earned concurrently.

- Childhood Education\* and Educational Technology
- Childhood Education\* and Special Education
- Childhood Education\* and Literacy Specialist

\* Must choose a concentration in art, biology, earth science, English, history (for social studies), or mathematics.

## Spring

---

Undergrad Financial package remains unchanged

### Literacy Specialist

TCH 498	Supervised Student Teaching and Seminar	8
ED 650	Research/Theory in Developing	3

ED 655A	Literacy Early Literacy Instruction	3
8 UG + 6 Grad		

**Special Education**

TCH 498	Supervised Student Teaching and Seminar	8
ED 650	Research/Theory in Developing Literacy	3
ED 672	Differentiating Curriculum and Instruction	3

Guaranteed + 6 Grad

**Educational Technology**

TCH 498	Supervised Student Teaching and Seminar	8
TCH 490	Language Arts and Children's Literature	4
TS 652	Using the Internet as an Instructional Tool	3

TS 652: (online)

Guaranteed + 3 Grad

**Sum I**

---

Summer aid is generally unavailable

**Literacy Specialist**

ED 652	Assessment in Literacy: Grades B - 12	3
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**Special Education**

ED 675	Students with Severe Disabilities	3
ED 615	Assistive Technology for Students with Learning Disabilities	3

ED 615: (elective)

**Educational Technology**

ED 615	Assistive Technology for Students with Learning Disabilities	3
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**Sum II**

---

Summer aid is generally unavailable

**Literacy Specialist**

ED 754	Literature and Digital Storytelling	3
6 Grad		

**Special Education**

ED 754	Literature and Digital Storytelling	3
6 Grad		

**Educational Technology**

TS 550	The Use and Evaluation of Program Packages	3
ED 672	Differentiating Curriculum and Instruction	3

TS 550: online

9 Grad

**Fall**


---

 Graduate eligibility applies for any financial aid
**Literacy Specialist**

2 days/week in Literacy CPD

UG Elective

ED 672	Differentiating Curriculum and Instruction	3
ED 677	Literacy for Children with Special Needs	3
ED 755B	Literacy Instruction and Technological Applications for the Middle Grades (4-8)	3
ED 758	Writing Process and Media Production (with one unit on animation)	3

4 UG + 12 Grad

**Special Education**

2 days/week in Special Ed CPD

ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	3
ED 673	Methods for Teaching Childhood Students with Disabilities	3
ED 674	Classroom Community and Management	3
ED 677	Literacy for Children with Special Needs	3

12 Grad

**Educational Technology**

2 days/week in Ed Tech CPD

TS 653	Web Authoring and Digital Media	3
ED 616	Curriculum Development and Instructional Planning with Technology	3
TS 642	Computer Hardware, Troubleshooting and Maintenance	3
TS 654	Designing Standards-Based, Technology-Enhanced Curricula	3

TS 653: (online)

ED 616: (online)

12 Grad

**Spring II**


---

 Graduate eligibility applies for any financial aid
**Literacy Specialist**

ED 691L	Student Teaching in the Childhood Literacy Classroom	0 - 6
ED 682	Collaboration with Professionals and Families	3
ED 690	Teacher as Researcher	3

9 Grad

**Special Education**

ED 691S	Student Teaching in Childhood Special Education Classroom	0 - 6
ED 682	Collaboration with Professionals and	3

	Families	
ED 690	Teacher as Researcher	3

9 Grad

**Educational Technology**

ED 692T	Student Teaching in Educational Technology	0 - 6
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TS 643	Networking Technologies	3
--------	-------------------------	---

ED 690	Teacher as Researcher	3
--------	-----------------------	---

9 Grad

The guaranteed and per credit tuition rates are determined by the students date of admission to Pace, or date of readmission if the student took a semester or year off. Graduate tuition is per credit and will increase 5-10% each fall.

\*\*\*Course sequence is subject to change. SOE will register students for grad level classes\*\*\*

## Required Learning Community Experience

### Requirements

---

#### Learning Community (LC) Requirement

ONE Learning Community Course  
Writing-Enhanced Courses  
Requirement  
TWO Writing-Enhanced Courses  
indicated by W

#### Program includes the three below.

CSD 223	Psycholinguistics	3
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COM 480	Applied Research in Communication Science	3
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CSD 140	Introduction to Communication Disorders	3
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#### Testing-Out of Classes and Waivers

Students may test out of selected courses including ENG 110, TS 105/CIS 101 or a language requirement. Language majors wishing to test out of a language requirement may wish to take a CLEP exam for credits toward the language certification minimum of 30 credits. Students should discuss these options with their advisers. UNV 101 requirements are waived for all transfer students.

**Total Credit Hours: 132**

## Continuing and Professional Education

### General Information

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