

Briar Cliff University

Catalog

School of Adult and Continuing Studies

2016-2017





The university insignia, work of the Briar Cliff Department of Art, sums up the goals of Briar Cliff. The cross proclaims that we are a Catholic university, dedicated to the love that gave all. The most important part of the Briar Cliff philosophy is reverence and concern for each person. This emphasis on the dignity of the individual fosters a friendly, democratic spirit that rejects class lines and racial barriers.

The wavy lines indicate the location of the university in Siouland, with the Missouri River as the western boundary.

In the impressionistic eagle, the sign of the Sioux tribes who were a part of this area, we see strength and reaching for the heights.

Mater Gratiae, Mother of Grace, proclaims Mary, mother of the Savior, as patroness of Briar Cliff under her title of Lady of Grace.

Caritas, love, is the Franciscan call to the two great commands: love God with all your power; love your neighbor as yourself.

The star speaks of striving upward for knowledge and wisdom.

Correspondence Directory

Street Address:

Briar Cliff University
3303 Rebecca Street
Sioux City, Iowa 51104

Telephone:

712-279-5321 or 1-800-662-3303

Prospective Students:

Office of Admissions
712-279-5200

Financial Aid:

Director of Financial Aid
712-279-5239

Student Accounts

Director of Student Accounts
712-279-5440

Student Achievement

Director
712-279-1770

Transcripts and Class Schedules:

Registrar
712-279-5447

Institutional Advancement:

Toll-free: 866-5-BC-ALUM (866-522-2586)

Every effort is made to ensure the accuracy of information in this catalog, but Briar Cliff University reserves the authority to make changes without prior notice. In its unfettered discretion, Briar Cliff University also reserves the authority to change the regulations governing admissions, tuition, fees or other expenses; to cancel programs or courses due to low enrollment, budget constraints or curricular changes; or to alter any regulations affecting the student body. The university reserves the authority to make other changes in policies and procedures at any time they are considered to be desirable or necessary. The university also reserves the authority to designate the effective dates of any such changes. This catalog is not to be construed as a contract between the student and the university.

Briar Cliff University will provide equal opportunity in compliance with the law and will not discriminate for any reason prohibited by the law.

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The University: Past and Present

History

In 1929, only briar patches covered a 175-foot hill located on the western outskirts of Sioux City, Iowa. But two people - Sister Mary Dominica Wieneke, major superior of the Sisters of Saint Francis, and the Most Reverend Edmond Heelan, bishop of the Diocese of Sioux City - shared a vision. They saw that hill crowned with a Catholic college for women.

Sister Dominica and Bishop Heelan met on March 9, 1929, with members of the Sioux City business community, who committed themselves to raising \$25,000 to support establishment of the college in Sioux City.

After this showing of community support, significant events followed in rapid succession. On September 18, 1930, the college, named Briar Cliff after the hill on which it is located, was dedicated. Four days later, 25 women started classes in Heelan Hall, the only building on campus.

In 1937, the university's two-year program was expanded to four years. Fifty-five men were admitted to Briar Cliff in 1965, and coeducation was formalized in 1966 with the admission of 150 full-time male students. The innovative Weekend College program started in the fall of 1979, which became the basis for the university's successful adult degree completion programs. Master's programs were implemented in the summer of 2001. The college officially became a university on June 1, 2001. Online courses were first offered to students in 2006. The first doctoral degree, The Doctorate of Nurse Practitioner, was introduced in 2013.

Briar Cliff's academic growth required an expanding physical plant throughout the years. As time passed, more buildings have appeared on the briar-covered hill: a four-story addition to Heelan Hall in 1948; the library and the Chapel of Our Lady of Grace in 1959; Alverno Hall, a women's residence, in 1964; a gymnasium in 1966; Toller Hall, a men's residence, in 1967; Noonan Hall in 1968; Newman Flanagan Center in 1982; and the Baxter-DiGiovanni Living/Learning Center in 1988. The Bishop Mueller Library was renovated in 1993, the Stark Student Center opened in fall 2000, the McCoy/Arnold Center opened in spring 2004, a three-story addition to Heelan Hall in 2013, and acquisition of the Mayfair Center in 2015.

Location

Briar Cliff University is located at the edge of urban development, but is just minutes from downtown Sioux City (tri-state metro population: 125,000). Located where the states of Iowa, Nebraska and South Dakota meet, Sioux City is connected with other metropolitan areas by Interstate Highway 29 and the Sioux Gateway Airport.

Academic Program

Undergraduate majors are offered in accounting, business administration, nursing, operations management, and social work. Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing and Bachelor of Social Work degrees are conferred. The academic year consists of two 14-week semesters (late August through May), a May term used to offer students experiential learning experiences, and one 10-week summer session.

Accreditation and Approval

Briar Cliff is accredited as a degree-granting institution by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The education program of the university is approved by the State Department of Education of Iowa for the certification of teachers. The social work program is accredited by the Council on Social Work Education. The post-graduate APRN certificate, the Bachelor of Science in Nursing, the Master of Science in Nursing, and the Doctor of Nursing Practice programs are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-sccreditation>) and approved by the Iowa Board of Nursing. The Doctor of Physical Therapy program is approved for Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education.*

**Effective April 29, 2015, the Doctor of Physical Therapy Program at Briar Cliff University has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.*

The university holds memberships in:

The Association of Catholic Colleges and Universities
The Association of Franciscan Colleges and Universities
The Council of Independent Colleges
The Council for Opportunity in Education
The Higher Learning Commission
The Iowa Association of Independent Colleges and Universities
The Iowa Association of Colleges for Teacher Education
The Iowa College Foundation
The National Association of Independent Colleges and Universities

Documents relating to accreditation and memberships can be reviewed by contacting the Office of the President.

The Higher Learning Commission of the North Central Association can be contacted directly at the following address:

The Higher Learning Commission
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
(800) 621-7440
www.hlcommission.org

Articulation Agreements

Briar Cliff University maintains a number of articulation agreements with other colleges and universities to serve students with specific academic program needs. In some cases, these agreements cover how credits transfer to Briar Cliff University for completion of the baccalaureate degree. In other cases, the agreements allow Briar Cliff University students to transfer to and from degree programs at other institutions while completing the baccalaureate degree at Briar Cliff University. The following lists identify the institutions with which Briar Cliff University has articulation agreements and which degree programs the articulations cover.

Articulation agreements in which Briar Cliff University accepts credits

<u>Institution</u>	<u>Program</u>
Iowa Central Community College Human Services	Social Work
Iowa Central Community College	RN-BSN
	Social Work
Iowa Lakes Community College	Accounting
	Business Administration
	Human Resource Management
	RN-BSN
	Social Work
Nebraska Indian Community College Human Services	Social Work
Northeast Community College (Norfolk, NE) Human Services	Social Work
Northwest Iowa Community College	Accounting
	Business Administration
	Human Resource Management
	RN-BSN
St. Luke's College Respiratory Therapy	Health Sciences
Western Iowa Tech Community College Business Administration	Business Administration
Business EDGE	Business Administration
	Human Resource Management
Human Services	Social Work

For more information on any of these articulation agreements and to begin your degree planning, contact the Admissions Office.

Mission and Values

Mission

Briar Cliff University is a community committed to higher education within a liberal arts and Catholic perspective. In the Franciscan tradition of service, caring, and openness to all, Briar Cliff emphasizes quality education for its students combining a broad intellectual background with career development. The University challenges its members to grow in self-awareness and in their relationships to others and to God.

Values

Our Catholic Franciscan identity

enhanced by the presence and sponsorship of the Dubuque Franciscan Sisters and the support of the Diocese of Sioux City

Our challenging academic environment

which includes a liberal arts education, career preparation, academic integrity and academic freedom

Our focus on the student

which promotes academic success and extra/co-curricular experiences

Our culture of service

to our constituents, to the Siouxland community and beyond

Our appreciation of diversity and

our respect for each person

Our commitment to shared governance

and collaborative decision making

Our innovative response to change

which envisions a promising and confident future

Community Life at Briar Cliff University

To fulfill the mission, Briar Cliff University

As a Community of Learners

- provides an effective learning environment supported by quality instruction and active student participation
- broadens the individual's perspective through a liberal arts curriculum
- develops competencies appropriate to one's field of study
- promotes the ability to make responsible judgments in a changing world
- creates an atmosphere that inspires innovation and experimentation

As a Community of Persons

- offers personal attention and equal opportunity to all
- creates an environment in which the person can mature intellectually, spiritually, aesthetically, emotionally, socially and physically
- sustains a climate that encourages candid dialogue among members of the community
- provides for participation of the university community in university governance

As a Community Within the Catholic and Franciscan Tradition

- fosters respectful acknowledgment of God and acceptance of persons
- supports the teachings and traditions of the Catholic Church
- encourages the Franciscan values of service, reverence for creation, simplicity, and peace nourishes Christian life through meaningful liturgical worship and other spiritual experiences
- promotes ecumenical dialogue and cooperation maintains a special relationship with the Sister of Saint Francis, Dubuque, Iowa, and the Diocese of Sioux City

As a Community Among Communities

- develops sensitivity and ways of actively responding to the needs of society
- demonstrates a leadership of service both on and beyond the campus
- interrelates a regional focus with global awareness cooperates with other institutions, including educational, church, governmental, business, and community service organizations

Admission to Briar Cliff University

Briar Cliff provides continuing education programs for students who are 23 years of age or older and who choose to pursue a degree or take courses during regular day classes or online.

Admissions counselors assist continuing education students with information about format, schedules and the programs, the application for admission, transcript requests and financial aid information.

Students with credits from post-secondary occupational programs are encouraged to ask about specific articulation agreements which allow credits to be transferred automatically, or to arrange for credit-by-examination or Project Assess where applicable.

A maximum of 90 hours of transfer credit may be accepted from a two-year institution as applying toward graduation from Briar Cliff University.

Application Procedure:

1. Request that all official transcripts be sent directly to Briar Cliff. This includes transcripts from each college previously attended and the high school of graduation.
2. For R.N.s seeking the B.S.N., submit a copy of the R.N. license.

Upon completion of the application process, the continuing education student's transcripts will be evaluated and the application will be reviewed for acceptance. Arrangements will be made for the accepted applicant to meet with an advisor, plan a course of study and register for classes. There is no foreign language competency requirement for students in the School of Graduate and Continuing Studies. Call the Office of Admissions for current course of study options.

Financial Assistance

Financial Aid: Online Students

Our determination of your level of financial need is based on the results of your FAFSA, the free application for federal student aid, which takes into account total family income, number of children attending college and other determining factors.

Detailed information about the cost, federal and state grant programs, federal and private loans, instructions on how to obtain a Federal Direct Loan, financial aid policy regarding withdrawal, BCU payment plans and billing procedures, students rights and responsibilities as well as information about when financial aid is credited to student accounts can be found at

<http://www.briarcliff.edu/media/79738/onlinegrad-financial-aid-guide-201617.pdf>

Listed below are some of the options for financial assistance available to students in the School of Adult and Continuing Studies:

State and Federal Programs: Eligibility for the following programs is determined through need analysis provided by filing a Free Application for Federal Student Aid (FAFSA). (Priority deadline is March 15 annually.)

Iowa Tuition Grant (ITG): The ITG is available to qualified Iowa residents who are enrolled in at least three credit hours at a private institution in Iowa. The ITG is based on financial need, and students must have a FAFSA at the federal processors by July 1 to be considered for this award. The maximum ITG amount is \$2,328 for the 2016-2017 academic year. In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

Federal Pell Grant: The Federal Pell Grant provides financial assistance that does not have to be repaid by eligible students. Application is made by completing the Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant program provides grants to full-time and part-time undergraduate students and may be used at any eligible college or university. The award may vary according to the number of credit hours you are enrolled. You must be enrolled for at least twelve hours per semester to receive a full award. The maximum Pell Grant award for the 2016-2017 academic year is \$5,815. Federal Pell Grant eligibility is based on need and the funding level approved by Congress.

Federal Direct Loans: A Federal Direct Loan (subsidized and unsubsidized) is a low-interest loan made to students by the U.S. Department of Education. The interest rate for both the Federal Direct Subsidized Loan and Unsubsidized loan is fixed at 3.76% for the 2016-2017 academic year. Annual borrowing limits vary based on the student's year in school and FAFSA dependency status. Freshman annual loan limit = \$5,500 and no more than \$3,500 will be subsidized, plus an additional \$4,000 unsubsidized if student is independent. Sophomore annual loan limit = \$6,500 and no more than \$4,500 will be subsidized, plus additional \$4,000 unsubsidized if student is independent. Junior annual loan limit = \$7,500 and no more than \$5,500 will be subsidized, plus additional \$5,000 unsubsidized if student is independent. Senior annual loan limit = \$7,500 No more than \$5,500 will be subsidized, plus additional \$5,000 unsubsidized if student is independent. The amount your Federal Direct Loan that is subsidized depends upon the results of your FAFSA and other financial aid that you may be offered. Federal Direct Subsidized Loans are need-based with interest paid by the federal government while the student is enrolled at least half-time (minimum of 6 credits). Federal Direct Loans are based on the cost of attendance (as determined by Briar Cliff), minus any other financial aid the student is receiving. Interest on unsubsidized loans accrues prior to repayment. The Briar Cliff University student has the option to make interest-only payments while attending college or to defer payment (capitalization rules may apply).

Financial Aid Adjustments: Adjustments to a student's financial aid can be related to two factors:

1. Receipt of new information concerning the student's aid application
2. Clarification of existing information

A student's financial aid will be set at the end of validation (the first week of each semester). There will be no adjustments to financial aid or reduction in charges after that time unless a student totally withdraws from all classes. However, a student may still drop a class for academic reasons (to receive a grade of "W") through the seventh week of the semester. If a student adds a class later in the semester, he or she will be charged the appropriate tuition and fee, but may not receive an increase in financial aid.

It is extremely important that students validate their enrollment during the first week of each term to receive the maximum financial aid for which they are eligible. Students with federal aid who withdraw completely before the end of the refund period will have their financial aid adjusted on the basis of federal regulations governing Title IV funds. Funds will be returned in the following order: Direct Unsubsidized Loan, Direct Subsidized Loan, Perkins Loan, Grad PLUS Loan, Direct PLUS Loan, Pell Grant, Supplemental Education Opportunity Grant, and other Title IV programs. Please refer to the Student Handbook online for additional information. State funds and institutional aid will be returned to the proper programs according to the percent of refund calculation based on the date of withdrawal.

Standards of Academic Progress: The Higher Education Act of 1965, as amended, requires that each student maintain satisfactory progress in his or her pursued course of study to receive Title IV Federal Financial Aid. At Briar Cliff University, these standards are also applied to state and institutional programs. Students attending full-time have a maximum of five academic years to complete a program of study at BCU. Students will only receive state funding for four academic years. If the student's major required additional completion time, a fifth year of institutional funding can be allowed. Academic Progress will be measured both qualitatively and quantitatively. A minimum GPA and a minimum number of credit hours completed in the academic year are requirements. Students who do not meet the grade point average requirement after their first semester will receive a Warning notification. Students unable to achieve the required grade point average after two semesters will be placed on Financial Aid Suspension. Students can also be placed on Financial Aid Suspension after two semesters for not completing 66.77% of the hours they attempted.

Students placed on Financial Aid Suspension have the right to appeal the suspension. The suspension form is mailed to the student to complete. The appeal will require the reasons for the suspension and an Academic Plan which must be signed off by the student's Academic Advisor. The student will have a time frame to have the document completed and submitted to the Financial Aid Office so a decision can be made. Students who are granted approval will be placed on Financial Aid Probation for one semester. After the probationary semester the student will either be in good standing or will not be able to receive any federal, state or institutional funds until they are in good standing again. Eligibility can also be terminated when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150% of the credit hours required for a specific degree program.

Transfer Students: Transfer students will be assumed to be maintaining satisfactory academic progress at the time of admission. Transfer credits and GPA that are accepted at Briar Cliff are counted toward the total attempted credit/ cumulative GPA in determining satisfactory academic progress compliance.

Repeated Coursework: When students repeat a course, the most recent grade received is used in the calculation of the cumulative GPA unless the student performs worse. In that case, the better of the two grades is counted toward cumulative GPA. Non-Credit Coursework Non-credit coursework is not counted in the minimum credit requirement. In the event that a student fails to successfully complete courses at the minimum level, the student will be placed on Financial Aid Probation. A student in this category may receive financial aid for one additional semester. If the student does not meet the minimum levels by the end of the warning period, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Suspension. Financial Aid Suspension means the termination of all financial aid except private loans. The Financial Aid Office evaluates the progress of each student according to these standards on an annual basis. If a student is placed on Financial Aid Suspension, that student will have the opportunity to appeal the

suspension. A student will receive notification of suspension and an Appeals Document. The appeals committee will review the student's request and notify the student of its decision in writing. Changes in Academic Load During the first week of each semester, called "Validation Week," students will have an opportunity to change their registration or room/board plan with no financial penalty. After Validation Week, there will be no adjustment to tuition or financial aid if the student drops a class or changes to a different room/board plan. Students who completely withdraw from the University may be allowed a refund on tuition, fees, room/board (if applicable). Federal and state regulations require that all or a portion of the refund be returned to the appropriate government aid programs. Refunds on behalf of the federal aid recipients must be returned in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loan, Federal Grad PLUS, Federal Direct PLUS, Federal Pell Grant, Federal SEOG, TEACH Grant, other Title IV aid.

Policies and Regulations

Academic Status and Normal Load

Twelve to 18 credit hours is considered full-time enrollment. Part-time status applies to those students registered for eleven or fewer semester hours. Students must be registered for a minimum of six credit hours to qualify to use financial aid.

Number of Semester Hours Earned

Classification

0-29	First-year student
30-59	Sophomore
60-89	Junior
90+	Senior

Adding, Dropping and Withdrawing from Classes

Students may add or drop classes in their schedules with the help of faculty advisors. Students should contact the financial aid office prior to adding or dropping courses to discuss the ramifications adding or dropping will have on their financial aid and semester billing. Classes may be added or dropped within the first five days of 8-week modules and during the first two days of modules shorter than 8 weeks.

After the add/drop period has concluded students needing to change schedules must do so through the Registrar's Office. Once the add/drop period has concluded, tuition is not refunded when withdrawing from a course. Students withdrawing from a class after the add/drop period has concluded will be withdrawn using the last date of participation in his/her online course.

Prior to the withdrawal deadline students will receive a 'W' grade when withdrawing from a course, which does not calculate into the student's cumulative GPA. The withdrawal deadline is at the 70% mark in the course duration. After the withdrawal deadline, students withdrawing will receive a penalty grade of "WP" for withdrawal passing or "WF" for withdrawal failing. WP grades do not impact a student's cumulative GPA. WF grades calculate the same as an 'F' grade in the calculation of the cumulative GPA.

A student desiring to withdraw from all courses and the university, must contact the Director of Academic Achievement. Once a decision is made to withdraw from the university, an official form needs to be completed. The Director of Academic Achievement will send this form out to the student. Once the withdrawal form is completed the student should return this to authorize the university to withdraw the student from classes. Contacting the Director of Academic Achievement can be via telephone at 712-279-1770, or email to jessica.mccormick@briarcliff.edu.

Briar Cliff University provides email service for all students. Students should use his/her Briar Cliff email to conduct official business, and to expedite communication with the university.

Appealing Grades and Other Academic Matters

(not pertaining to the academic integrity issues)

Students wishing to appeal grades or other academic matters should follow these guidelines detailed in the "Student Grievance Procedures:"

1. Discuss the concern with the faculty member involved within three weeks of the issuance of the final grade to initiate an appeal.

If the student remains unsatisfied, he or she may:

2. Appeal to the division and department chairperson in writing within three working days of discussing the grievance with the faculty member. Include the circumstances of the grievance, specific concerns and a possible remedy. The student should make an appointment and meet with the chairpersons. The student will be notified in writing of the chairpersons' decision.

If the student remains unsatisfied, he or she may:

3. Appeal to the Vice President for Academic Affairs in writing within three working days of notification by the chairpersons. Include in the written document circumstances of the grievance, specific concerns, and a possible remedy. The student should make an appointment and meet with the Vice President for Academic Affairs. The student will be notified in writing of the Vice President for Academic Affairs' decision.
4. In all cases, the decision of the Vice President for Academic Affairs is final.

Dean's List

The Vice President for Academic Affairs office reviews the grades of students at the close of each term. To be named to the "Dean's List" full-time and part-time students who complete six or more credits in a semester must earn a term grade point average of 3.50 or above.

Disability Services

Persons with disabilities who need accommodations should contact the TRiO-Student Support Services Office to discuss needs. Documentation of the disability is required.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The Family Education Rights and Privacy Act of 1974 gives students in post-secondary institutions the right to inspect records, files, documents and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances.

Briar Cliff fully complies with federal law on student records. A complete statement of the Family Educational Rights and Privacy Act of 1974 is available in the Office of the Registrar.

Directory Information

Directory information includes information that can be publicly released without needing to seek the student's consent. Information considered to be directory information at Briar Cliff University includes: name, campus address, campus telephone listing, permanent address, permanent telephone, electronic mail address, parents' name(s), religious affiliation, high school attended, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate student, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors (Dean's List) and awards received. Students may request to withhold student directory information with the Registrar's Office.

Grades

Grades are issued at the end of each semester and are available to the student via the student's Web advisor account. Students may also obtain a copy of their grades from the Office of the Registrar. To receive a printed copy of grades, a student must submit a written request to the Office of the Registrar. Faculty members may issue warning notices if a grade is a "D," "F," or "I."

The quality of the student's work is indicated by the following grades and grading rubrics:

GRADE	SUBJECT MATTER	INSIGHT & UNDERSTANDING	EXPRESSION
A = 4.00	Superiority marked by an extremely high level of independence, scholarship, other research, analysis or performance	Extraordinary command of interrelationships within the subject and extremely high level of originality and/or creativity in approaching problems	An extremely high level proficiency in oral, written or expression

A- = 3.67	Excellent level of independence, scholarship, research, analysis or performance	Excellent command of interrelationships within the subject and an excellent level of originality in approaching problems	Excellent level of proficiency in oral, written or other expression
B+ = 3.33	High level of independence, scholarship, research, analysis or performance	Command of interrelationships within the subject and a high level of originality in approaching problems expression	High level of proficiency in oral, written or other
B = 3.00	Very good knowledge of subject matter and a good manifestation of the ability to work independently; demonstrates good scholarship, research, analysis or performance	Very good understanding of the fundamentals and their interrelationships; originality and insight in approaching problems	Very good level of proficiency in oral, written or other expression
B- = 2.67	Good knowledge of subject matter and a manifestation of the ability to work independently; demonstrates scholarship, research, analysis or performance	A good understanding of the fundamentals and their interrelationships; originality and insight in approaching problems	A good proficiency oral, written or other expression
C+ = 2.33	Knowledge of most subject matter and a manifestation of the ability to work independently; demonstrates some scholarship, research, analysis or performance	An understanding of most of the fundamentals and their interrelationships; some originality and insight in approaching problems	Mostly proficient in oral, written or other expression
C = 2.00	Basic knowledge of course content; satisfactory completion of course requirements; demonstrates somewhat uneven scholarship, research, analysis or performance	Basic understanding of fundamental principles and an ability to apply them	Basic level of proficiency in oral, written or other expression
C- = 1.67	Basic, though incomplete, knowledge of course content; uneven scholarship, research analysis, or performance	Basic, though incomplete, understanding of fundamental principles and an ability to apply them	Uneven proficiency in oral, written, or other expression

D+ = 1.33	Minimal knowledge of course content; significant course requirements not met; demonstrates very little scholarship, research, analysis or performance	Minimal understanding of fundamental principles and a scant ability to apply them	Minimal proficiency in oral, written or other expression
D = 1.00	Demonstrates minimum knowledge of course content; overwhelming amount of course requirement not met; demonstrates almost no scholarship, research, analysis or performance	Demonstrates almost no understanding of fundamental principles or ability to apply them	Demonstrates a deficiency in oral, written or other expression
F = 0.00	Course requirements not met; demonstrates no scholarship, research, analysis or performance	Failure to demonstrate understanding of principles and/or ability to apply them	Failure in oral, written or other expression

I	Incomplete
P	Passing
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
X	Audit

The mark "I" signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined. A student who receives an "I" at the end of a course must complete the necessary work within three weeks, or the "I" will automatically become an "F."

The mark "W" signifies withdrawal from a course and is given when a student officially withdraws from a course in the Office of the Registrar. After the end of the tenth week, students may withdraw from a course, but the designation is either "Withdraw passing" or "Withdraw failing". The WP designation is treated the same way as a W in the calculation of grade-point averages. However, the WF designation is treated the same way as the F in calculating grade-point averages. Students may withdraw from courses through the final day of instruction of the term. For classes that are abbreviated in duration, the withdrawal deadline is the 70% mark in the class.

The mark "X" signifies that a student has audited a class. No credit is earned when a class is audited. Students should check with faculty members before registering to audit a class in order to determine the expectation a faculty member may have of an auditing student. Full-time students may audit a course without additional charge. A student must register to audit prior to attending the course.

A student may repeat a course at any time. The transcript will record all courses taken; however, only the higher grade will be used in computing the GPA. Application for repetition of a course must be made in the Office of the Registrar to assure correct grade recording. Departments may limit the application of this policy as it relates to courses in the student's major program.

Honors at Graduation

In recognition of superior scholarship, the following special honors are awarded at graduation to students with the cumulative grade point average indicated below:

Summa cum laude	3.90-4.00
Magna cum laude	3.80-3.89
Cum laude	3.70-3.79

Valedictorian and Salutatorian statuses will be determined in the following manner:

1. First-pass screening: The valedictorian and salutatorian will be the graduating students who hold the two highest grade point averages, respectfully, from those students who have completed a minimum of 50 credit hours at Briar Cliff by the end of J-Term in the year they will graduate. Nine (9) of those credit hours may have been taken pass/fail. No more than three (3) courses may have been taken pass/fail.
2. In cases of ties among students identified in the first screening, additional criteria will be employed. Students with the most BCU courses will prevail. If ties still remain, they shall be broken by considering which student has the greatest number of upper-division BCU courses.

Integrity: Policy, Procedures and Appeals

Briar Cliff strives to create an environment where the dignity of each person is recognized. Accordingly, integrity in relationships and work is supported and rewarded, and honesty in academic matters is expected of all students. Actions which are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as one's own, receive credit for assignments one did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity.

These include:

- obtaining, disseminating or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- unauthorized collusion with another student in completing an assignment;
- submitting as one's own the work of another student or allowing one's work to be submitted for credit by another;
- copying from another student's paper or allowing one's paper to be copied;
- computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one's own and the use of university resources (computer facilities, networks, software, etc) for financial gain; and
- plagiarism: the representation of another's ideas, statements or data as one's own. Plagiarism includes copying, paraphrasing or summarizing another's work (even if that work is found on the Internet) without proper acknowledgment (footnotes, in-text credit, quotation marks, etc.). For a more detailed explanation of what constitutes plagiarism and how to avoid it, the student is referred to *The Little Brown Handbook*, which is available in the university bookstore and the Bishop Mueller Library.

The policy of Briar Cliff University is that for an individual's first offense, the student's instructor or work supervisor will determine an appropriate penalty, with a possible penalty of "F" for the course or termination of employment. For a second offense, the instructor or supervisor and the Vice President for Academic Affairs will determine an appropriate penalty, up to and including dismissal from the university. For an offense after the second, the Vice President for Academic Affairs will determine an appropriate penalty, up to and including dismissal from the university. Depending on the nature and severity of the offense, the university reserves the authority to exact maximum penalty even in the case of a first offense.

In all cases of alleged academic dishonesty, the faculty member or work supervisor shall, in writing, notify the student of the specific charges and circumstances and a copy of the notice shall be sent to the Vice President for Academic Affairs. If the student wishes to deny the allegations or appeal the penalty, he/she must, within 10 working days, file with the division and department chairpersons or the work supervisor's immediate superior, a written intent to appeal. If the instructor is the chairperson of the division or department, the appeal shall be directed to the Vice President for Academic Affairs. The person to whom the appeal is made will weigh the evidence presented (in writing or at an oral hearing) by both the student and the instructor or work supervisor and make a judgment. If the matter is not resolved to the satisfaction of the student, faculty

member, or supervisor, the appeal process will continue to the Vice President for Academic Affairs, whose decision will be final. If a student is found in violation of the University's policy on academic honesty, the student may be subject to disciplinary review that may include an appropriate penalty, up to and including dismissal from the University. Depending on the severity of the offense, the University reserves the authority to exact maximum penalty even on the first offense.

All material and information relative to any violation of academic integrity shall be kept by the Vice President for Academic Affairs in a special file during the period in which the student is enrolled at Briar Cliff University, serving only as a statement of record if the student is subsequently charged with a violation of academic integrity. In case of an appeal, the file will be destroyed if the student is found not guilty of the offense. If the student is found guilty, the file remains until the student's graduation from Briar Cliff University or three years after the student's last date of enrollment.

In order to support the academic integrity statement, faculty members are expected to administer, monitor and evaluate tests and other assignments in a fair and consistent manner.

Pass/Fail Grading

Students may request to take a pass/fail grade for courses at Briar Cliff under the following conditions:

1. The student has completed at least 60 semester hours of course work with a cumulative GPA of at least 2.0.
2. The course is an upper-division course; lower-division courses may be taken with the permission of the chairperson of the department offering the course.
3. The course is not a requirement of a major or minor
4. The total number of courses taken by a student is not greater than three and only one course is taken pass/fail in a given semester.
5. The decision to elect a course pass/fail must be made at the time of registration. A student may elect to change back to the regular grading system, but the reverse is not permitted.
6. A grade of "pass" does not enter into the calculation of the student's GPA. However, a grade of "fail" is recorded as such and affects the GPA in the same way as an "F."
7. Students must achieve a grade of "C" or higher to receive a "P."

Prerequisites for Enrolling in Courses

A student may not register for a course with prerequisites unless the student has successfully completed the prerequisites as stated in the Briar Cliff University catalog. If the prerequisites have not been successfully completed, the student may be dropped from the class by the instructor.

Probationary Status, Good Standing and Academic Dismissal

In order to be considered a student in good standing at Briar Cliff University, a student must earn and maintain a cumulative grade point average of 2.00 or better.

1. Students with a cumulative grade point average of 2.00 or above are in good academic standing.
2. Any student who fails to earn a 2.00 grade point average in any term and whose cumulative grade point average drops below 2.00 is classified as a student on probation and runs the risk of being dismissed from the university.
3. Students who fail to achieve the following cumulative grade point averages are subject to academic dismissal:

Note: The following only includes credit hours taken at Briar Cliff.

- 1.00 upon attempting 15 credit hours at BCU
- 1.25 upon attempting 30 credit hours at BCU
- 1.50 upon attempting 40 credit hours at BCU
- 1.75 upon attempting 50 credit hours at BCU
- 2.00 after attempting 60 or more credit hours at BCU

4. In addition, students who fail to achieve the following cumulative grade point averages are subject to academic dismissal:

Note: The following includes transfer credit hours.

- 1.50 upon attempting 70 credit hours
- 1.75 upon attempting 80 credit hours
- 2.00 after attempting 90 or more credit hours

A student who is subject to academic dismissal may appeal his or her dismissal to the Vice President for Academic Affairs. Any student who is academically dismissed may return to the university after one term (not including summer school). Those who choose to return must show evidence of the likelihood of academic success. Upon readmission to the university, they may resume their study on a full-time basis and may apply for financial aid.

5. Any student receiving a grade point average less than 1.00 in any term is subject to academic review and/or dismissal.

Title IX (Sexual Violence and Harassment)

The Briar Cliff University Sexual Violence and Harassment policy and information pertaining to on-campus confidential resources, reporting to University officials, and additional off-campus resources can be found at: <http://www.briarcliff.edu/legal-and-consumer/sexual-abuse,-assault-and-title-ix-procedures/>

Options for Credit

Each academic department may accept course work in a major; therefore, a student wishing to receive credit from any method discussed below should do so after consultation with the chairperson of the department concerned. Students may receive no more than 45 combined credits for Project Assess and Credits-by-Examination programs and may not be a part of the last 30 hours.

Credit-By-Examination

The university participates in the CLEP (College Level Examination Program.) Through this program, examinations in specific subjects can be taken, and students may receive credits for classes without formally having taken a course in the subject. If a student scores at or above the 50th percentile in a CLEP test, he or she may receive credit in the course if it is approved by the department chair for credit to be awarded for the major.

The university accepts credits from Straighterline. Information on the courses available can be found on www.straighterline.com. Transcripts for these completed credits should be requested and submitted to the university. Specific questions on the equivalency of a specific course should be addressed to the university registrar at 712-279-5448.

In all of the credit-by-examination programs, the department reserves the right to define the number and the arrangement of courses for which majors, or those seeking a minor, can substitute CLEP. The charge for credit-by-examination is \$25 per credit hour, plus the cost of the test.

The following courses have corresponding CLEP tests:

Briar Cliff University Courses

Accounting 203 Principles of Accounting I
Biology 151 General Biology I
Business/HRM 223 Business Law I
Business 225 Principles of Management
Chemistry 111, 112 Principles of Chemistry I & II
Economics 211 Principles of Macroeconomics
Economics 210 Principles of Microeconomics
Education 318 Educational Psychology
English 110 Introduction to Literature
English 175 Independent Study
French 111 & 112 Beginning French
History 231 U.S. History to 1877
History 232 U.S. History Since 1877
Mathematics 111 College Algebra
Mathematics 217 & 218 Calculus I & II
Political Science 101 American Government
Psychology 110 Introductory Psychology
Sociology 124 Principles of Sociology
Spanish 101,102 Elementary Spanish
Writing 109 Introduction to College Writing

Appropriate CLEP Test

Financial Accounting
Biology
Introductory Business Law
Principles of Management
Chemistry
Principles of Macroeconomics
Principles of Microeconomics
Introduction to Educational Psychology
Analyzing and Interpreting Literature
American Literature or English Literature
French Language, Level I
History of the United States I: Early Colonization to 1877
History of the United States II: 1865 to the Present
College Algebra
Calculus
American Government
Introductory Psychology
Introductory Sociology
Spanish Language, Level I
College Composition

Credit for Prior Learning

Non-traditional students who feel they have learned the content of a Briar Cliff course outside the classroom may apply for credit through Project Assess. Contact your advisor for information.

Project assess may not be used as part of the last 30 hours of credit. There is a \$50 fee to have the portfolio evaluated for credit. If credit is awarded, there is a \$25 per credit hour fee to have the credit transcribed.

Correspondence Courses and Off-Campus Study

Approval for courses to be taken from another institution during a regular term or summer session must be secured in advance from the Registrar for general education courses, or the department chair for major specific courses. Transfer courses may not be part of the last 30 hours.

Requirements for Graduation

Degree candidates must meet the graduation requirements of the catalog in effect at the time of graduation or of either of the previous two catalogs, provided that the student was enrolled at either Briar Cliff University or another institution with which Briar Cliff has a joint admission articulation. Briar Cliff reserves the right to make changes in curricula.

Students who have not completed all the requirements for graduation may participate in the commencement exercises upon the submission of a written plan documenting how they will be able to complete these requirements. **All students who intend to graduate in May, August or December must apply to graduate by Feb. 1.**

Associate Degree

A candidate for an associate degree must meet the following requirements:

1. Complete a minimum of 62 credit hours. Developmental courses may count toward graduation.
2. Maintain cumulative grade point average of 2.0.
3. Complete intellectual foundations for liberal arts (see University Undergraduate Catalog)
4. Complete at least 15 credit hours at Briar Cliff.
5. Complete the last 15 credit hours at Briar Cliff, and these may not include credits from any other institution of post-secondary education. Exceptions will be made in cases of credit earned from CLEP tests, Regents College Examinations and departmental proficiency examinations.
6. **Complete application for graduation by Feb. 1 (<http://www.briarcliff.edu/academics/registrar/>)**

Bachelor Degree

A candidate for a bachelor degree must meet the following requirements:

1. Complete a minimum of 124 credit hours. Developmental courses may count toward graduation.
2. Maintain a cumulative grade point average of at least 2.0 on a 4.0 system. Maintain a 2.0 in the major; same rule applies to the minor. RN-BSN completion students are required to maintain a 2.75 cumulative GPA.
3. Complete the four components of Briar Cliff's general education program: Intellectual Foundations, Competencies, Service Learning and Liberal Arts.
4. Complete a major field of concentration.
5. Complete at least 30 credit hours at Briar Cliff University.
6. Complete the last 30 credit hours at Briar Cliff University. Exceptions will be made in cases of credits earned from CLEP tests, Regents College Examination (formerly ACT), and departmental proficiency examinations.
7. Courses required for the major that also count for general education requirements may be counted for both.
8. **Complete application for graduation by Feb. 1 (<http://www.briarcliff.edu/academics/registrar/>)**

Second Bachelor Degree

To receive a second baccalaureate degree at Briar Cliff University a student must:

1. Meet in previous or future work the foundation requirements at Briar Cliff.
2. Complete in previous or future work the required credit hours for the new major.
3. Complete a minimum of 30 credit hours at Briar Cliff.

Areas of Study

Notes on Courses Fulfilling General Education Requirements

On the far right of the first line of the course description of each course meeting a General Education requirement is a symbol noting which requirement the course meets. The courses are coded using the following system:

- (AE) Aesthetic
- (PL) Physical and Life Sciences
- (BS) Behavioral and Social Sciences
- (MC) Multicultural
- (GL) Global
- (HC) Historical Consciousness
- (RE) Religious
- (EM) Ethical
- (QL) Quantitative Literacy
- (IT) Information Technology
- (OC) Oral Communication
- (CT) Critical Thinking
- (RF) Religious/Franciscan

Accounting

Bachelor of Arts

Briar Cliff University's online Accounting degree prepares individuals for a career in the public, private or government sectors. The program will provide knowledge in management, marketing, finance, accounting and economics; valuable skills necessary to be successful in the financial sector; technical competency necessary to succeed as a professional accountant; and, coursework relevant to the CPA examination.

Bachelor of Arts

Requirements: Complete 124 credit hours. Transfer up to 90 credit hours from other institutions. In addition to the general education requirements, 29 credit hours from accounting offerings are required, including: ACCT 203, 204, 316, 317, 323, 324, 340, 403, and 465. Other required courses include: BUAD 223, 225, 301, 330, and 429; MIS 220; ECON 210 and 211; and MATH 150 or 200 (or MATH 217 or MATH 324).

Those pursuing Certified Public Accountant (CPA) certification should take at least 6 credit hours from the following: BUAD 224, ACCT 370, 413 or 420.

The business faculty will certify the general education service component and competencies in computer usage, moral/ethical reasoning, oral communication research and writing in this major. For graduation a student must receive a grade of C- or better in all major core and supporting courses.

Faculty

Mr. Mark Rossi, Professor of Business Administration and Chairperson

Mr. Kenneth Creech, Associate Professor of Accounting

Dr. Judith Thompson, Professor of Business Administration

ACCT 203 Principles of Accounting I

3 sem. hrs.

An introduction to the use of accounting in the decision-making process. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, accounting standards and generally accepted accounting practices, and analysis, preparation and interpretation of financial statements of business entities.

Prerequisite: MATH 3A or recommendation of department faculty based upon math assessment

• Fall, Spring

ACCT 204 Principles of Accounting II

3 sem. hrs.

This course is designed to continue financial statement analysis and introduce the basics of managerial accounting, including, but not limited to, the following: cost behavior, costing methods, cost-volume-profit analysis, budgeting, planning and control and other introductory topics.

Prerequisite: ACCT 203

• Fall, Spring

ACCT 316 Federal Taxation I

3 sem. hrs.

An introduction to federal tax law as it applies to individuals. Topics covered include the basic tax model, basic tax research and planning, determination of gross income, exclusions, adjustments, deductions, losses, taxable income, depreciation, passive activity losses, alternative minimum tax, tax credits, payment procedures, capital gains and losses, property transaction, nontaxable exchanges, accounting bases, accounting periods and return preparation.

Prerequisite: ACCT 204

• Fall

ACCT 317 Federal Taxation II**3 sem. hrs.**

An introduction to federal tax law as it applies to corporation, partnerships, S-corporations, and trusts and estates. Basics of tax planning, research and tax preparation for some of these entities are also introduced.

Prerequisite: ACCT 316

• Spring

ACCT 323 Intermediate Accounting I**4 sem. hrs.**

This course is an intensive study of accounting principles and current methodology. It includes analyses of problems concerning the recording and reporting of accounts and the accounting process under U.S. Generally Accepted Accounting Principles (GAAP). It also covers the interrelationship of balance sheet and income statement accounts and business asset accounting. Where appropriate International Financial Reporting Standards will be contrasted with U.S. GAAP.

Prerequisite: ACCT 204

• Fall

ACCT 324 Intermediate Accounting II**4 sem. hrs.**

This course is an intensive study of accounting principles and current methodology. It includes analyses of problems concerning the recording and reporting of accounts and the accounting process under U.S. Generally Accepted Accounting Principles (GAAP). It also covers the interrelationship of balance sheet and income statement accounts and the accounting for business liabilities and stockholders' equity. Where appropriate International Financial Reporting Standards will be contrasted with U.S. GAAP.

Prerequisite: ACCT 323

• Spring

ACCT 325 Intermediate Accounting III**3 sem. hrs.**

This course is designed as an intensive study of accounting principles and analysis of problems concerning recording and reporting shareholders' equity, cash flows, and earnings per share. Students will explore the differences between U.S. GAAP and IFRS applicable to the topics covered.

Prerequisite: ACCT 324

• Spring

ACCT 340 Accounting Information Systems**3 sem. hrs.**

A study of the process of documenting the accounting process and determining how to allow for proper internal controls in the process when selecting and using a computer based accounting information system. The course will focus on the process for implementation and management of ERP systems. The course will include an introduction to XBRL, a system for reporting financial information for public companies.

Prerequisite: MIS 220, ACCT 204

• Spring

ACCT 350 Cost Accounting**3 sem. hrs.**

An advanced study of cost/managerial accounting. This course will build on cost/managerial accounting in the functional areas of operations, control and decision making.

Prerequisite: ACCT 204, ECON 201, Statistics course, MIS 220 or permission of instructor.

• Fall

ACCT 370 Governmental Accounting**3 sem. hrs.**

A study of the governmental and nongovernmental nonprofit financial reporting principles. Reporting requirements of nonprofit entities including colleges and universities, hospitals and other nonprofit entities. Comprehensive annual financial report requirements of governmental entities, as well as supplemental information of other nongovernmental nonprofit entities.

Prerequisite: ACCT 324

• Spring (2017)

ACCT 403 ASC Research**3 sem. hrs.**

Students will apply accounting, management, finance and statistical theories to various accounting situations. They will also explore the process of the development of accounting standards, including accounting codification.

Prerequisite: ACCT 324

• Fall (2017)

ACCT 413 Advanced Accounting	3 sem. hrs.
Study of accounting theory and practice relative to business combination; consolidated financial statements; inter-company transactions; issues relating to subsidiaries and special applications of consolidated procedures; and branch accounting and partnership accounting.	
Prerequisite: ACCT 324, MIS 220, Senior status, or permission of instructor	• Spring (2018)
ACCT 420 Forensic Accounting	3 sem. hrs.
Students will use investigative and analytical skills to resolve financial issues in many varied financial settings.	
Prerequisite: ACCT 324	• As needed
ACCT 465 Auditing	3 sem. hrs.
A study of audit concepts and objectives, principles of internal control, audit reports, and procedures.	
Prerequisite: ACCT 324, Statistics course, or permission of instructor	• Fall (2018)
BUAD 223 Legal Environment of Business	3 sem. hrs.
Major areas to be covered include the nature of and origins of law; ethics and social responsibility of business entities; our judicial system; the development of our common law system; the differences between the various areas of the law; elements necessary to establish and give rise to an intentional tort and negligence; the elements necessary to establish a contract; and the differences between business entities such as a sole proprietorship, partnership and corporation.	
	• Fall, Spring
BUAD 224 Business Law II	3 sem. hrs.
Principles of law that determine the rights and obligations of persons participating in business transactions. Major topics include sales, commercial paper, secured transactions, partnerships, corporations, real property and estates.	
Prerequisite: BUAD 223 or permission of instructor	• Spring
BUAD 225 Principles of Management	3 sem. hrs. (BS)
A study of the concepts, principles and philosophy of management. The four functions of management—planning, organizing, leading and controlling - are examined with respect to various management styles.	
	• Fall, Spring
BUAD 301 Principles of Marketing	3 sem. hrs.
Study of the concepts and problems concerned with the flow of goods and services to the consumer. An analysis will be made of the following: Marketing functions, wholesale and retail institutions, and internal and external factors affecting activities.	
Co-requisite: Econ 210 or permission of instructor	• Fall, Spring
BUAD 330 Principles of Corporate Finance	4 sem. hrs.
Enables the student to gain a basic understanding of the financial management function of a business enterprise. Considers the relationship among business disciplines: tax accounting, finance and economics. Topics covered: math of finance, technique of financial analysis, impact of tax on financial decision, working capital management, sources and forms of intermediate and long-term financing, cost of capital structure, and the integrated financial policy.	
Prerequisite: ACCT 204, ECON 211, and MATH 200 or permission of instructor	• Fall
BUAD 429 Strategic Management	3 sem. hrs.
This course is designed for the student to incorporate the business-related knowledge of previous study into decision-making analysis. Through case studies and simulation games the methodology of problem evaluation and the decision-making process is examined.	
Prerequisite: BUAD 225, 301, 330 and 350; a statistics course; and ACCT 203 and 204	• Spring

ECON 210 Principles of Microeconomics**3 sem. hrs. (BS)**

Introduction to basic economic theory, with emphasis placed on decision making by individual units such as households, firms, or industries and with individual markets for final goods and resources.

Prerequisite: Sophomore status or permission of instructor

• Fall, Spring

ECON 211 Principles of Macroeconomics**3 sem. hrs.**

Introduction to basic economic theory, with emphasis on the economy as a whole. An examination of major aggregates such as households, businesses, and government sectors and measures of the total economy.

Prerequisite: ECON 210

• Spring

MATH 150 Essentials of Statistics**3 sem. hrs. (QL)**

An introduction to the theory and applications of statistics intended for students in business, nursing and the social sciences, but also recommended for students in the liberal arts. Topics include measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, linear regression, correlation, and analysis of variance. This course is not open to those in a mathematics major.

Prerequisite: MATH 10 or an equivalent course is recommended or recommendation of the department chairperson based upon mathematics assessment.

• Spring

MATH 200 Elementary Statistics**4 sem. hrs. (QL)**

An introduction to the theory and applications of statistics intended for students in business, nursing and the social sciences, but also recommended for students in the liberal arts. Topics include measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, linear regression, correlation, analysis of variance and nonparametric statistics. This course is not open to those in a mathematics major.

Prerequisite: MATH 10 or recommendation of the department chairperson based upon mathematics assessment

• Fall, Spring

MATH 324 Statistical Methods I**3 sem. hrs.**

Topics include probability, principles of statistical inference, inferences on a single population, and inferences on two populations. Emphasis is placed on the understanding of basic concepts and the solutions of problems using computer output from realistic data similar to that occurring in common applications.

Prerequisite: MATH 111 or consent of instructor

• Fall (2017)

MIS 220 Microcomputer Applications for Business**3 sem. hrs.**

A course designed to develop the skills necessary to use microcomputers for solving business-related problems by using various software packages (word processing, spreadsheet, database, presentation). Other topics include computer hardware, operating system software and applications software.

• Fall, Spring

PHIL 212 Ethics in Business and Society**3 sem. hrs. (EM)**

Application of philosophical method to understanding ethical issues in business, including civil liberties in the workplace, obligations to the firm and to third parties, employment discrimination, sexual harassment, product safety, environmental protection, corporate responsibility, economic justice and black markets.

Prerequisite: Twenty hours of college course work or instructor approval

• Fall

Business Administration

Bachelor of Arts

Briar Cliff University's online Business Administration degree will prepare individuals with proficiencies in management, marketing, finance, business law, accounting and economics. The program provides managerial, legal and technical skills to compete in a global business environment; prepares individuals to lead with ethical reasoning and sound decision making; and acquire the necessary skills to succeed in a job and progress in a chosen career.

Bachelor of Arts

Requirements: Complete 124 hours. Transfer up to 90 credit hours from other institutions. In addition to general education requirements, 40 hours from the business administration offerings are required, including: BUAD 220, 223, 225, 301, 330, 350, 385, and 429. Other required courses include: ACCT 203 and 204; ECON 210 and 211; and MATH 200.

The business faculty will certify the general education service component and competencies in computer usage, moral/ethical reasoning, oral communication research and writing in this major. For graduation a student must receive a grade of C- or better in all major core and supporting courses.

Faculty

Mr. Mark Rossi, Professor of Business Administration and Chairperson

Mr. Kenneth Creech, Associate Professor of Accounting

Dr. Judith Thompson, Professor of Business Administration

ACCT 203 Principles of Accounting I

3 sem. hrs.

An introduction to the use of accounting in the decision-making process. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, accounting standards and generally accepted accounting practices, and analysis, preparation and interpretation of financial statements of business entities.

Prerequisite: MATH 3A or recommendation of department faculty based upon math assessment

• Fall, Spring

ACCT 204 Principles of Accounting II

3 sem. hrs.

This course is designed to continue financial statement analysis and introduce the basics of managerial accounting, including, but not limited to, the following: cost behavior, costing methods, cost-volume-profit analysis, budgeting, planning and control and other introductory topics.

Prerequisite: ACCT 203

• Fall, Spring

BUAD 220 Microcomputer Applications for Business

3 sem. hrs.

A course designed to develop the skills necessary to use microcomputers for solving business-related problems by using various software packages (word processing, spreadsheet, database, presentation). Other topics include computer hardware, operating system software and applications software.

• Fall, Spring

- BUAD 223 Legal Environment of Business** **3 sem. hrs.**
 Major areas to be covered include the nature of and origins of law; ethics and social responsibility of business entities; our judicial system; the development of our common law system; the differences between the various areas of the law; elements necessary to establish and give rise to an intentional tort and negligence; the elements necessary to establish a contract; and the differences between business entities such as a sole proprietorship, partnership and corporation.
 • Fall, Spring
- BUAD 225 Principles of Management** **3 sem. hrs. (BS)**
 A study of the concepts, principles and philosophy of management. The four functions of management— planning, organizing, leading and controlling - are examined with respect to various management styles.
 • Fall, Spring
- BUAD 301 Principles of Marketing** **3 sem. hrs.**
 Study of the concepts and problems concerned with the flow of goods and services to the consumer. An analysis will be made of the following: Marketing functions, wholesale and retail institutions, and internal and external factors affecting activities.
Corequisite: Econ 210 or permission of instructor
 • Fall, Spring
- BUAD 330 Principles of Corporate Finance** **4 sem. hrs.**
 Enables the student to gain a basic understanding of the financial management function of a business enterprise. Considers the relationship among business disciplines: tax accounting, finance and economics. Topics covered: math of finance, technique of financial analysis, impact of tax on financial decision, working capital management, sources and forms of intermediate and long-term financing, cost of capital structure, and the integrated financial policy.
Prerequisite: ACCT 204, ECON 211, and MATH 200 or permission of instructor
 • Fall
- BUAD 350 Production and Operations Management** **3 sem. hrs.**
 This course deals with the design, operation and improvement of the production systems that create the firm's primary products or services. Production is the creation of goods and services. Operations management is the set of activities that create goods and services through the transformation of inputs and outputs.
Prerequisite: BUAD 225, MATH 111 or permission of instructor, and a statistics course
 • Spring
- BUAD 385 Global Management** **3 sem. hrs.**
 This course studies how businesses plan, develop, market and distribute products/services on a global scale. Special emphasis is placed on how businesses adapt to different cultural, political and economic environments.
Prerequisite: BUAD 225, ECON 210, ECON 211, MRKT 301
 • Fall
- BUAD 429 Strategic Management** **3 sem. hrs.**
 This course is designed for the student to incorporate the business-related knowledge of previous study into decision-making analysis. Through case studies and simulation games the methodology of problem evaluation and the decision-making process is examined.
Prerequisite: BUAD 225, 301, 330 and 350; a statistics course; and ACCT 203 and 204.
 • Spring
- ECON 210 Principles of Microeconomics** **3 sem. hrs. (BS)**
 Introduction to basic economic theory, with emphasis placed on decision making by individual units such as households, firms, or industries and with individual markets for final goods and resources.
Prerequisite: Sophomore status or permission of instructor
 • Fall, Spring
- ECON 211 Principles of Macroeconomics** **3 sem. hrs.**
 Introduction to basic economic theory, with emphasis on the economy as a whole. An examination of major aggregates such as households, businesses, and government sectors and measures of the total economy.
Prerequisite: ECON 210
 • Spring

MATH 200 Elementary Statistics**4 sem. hrs. (QL)**

An introduction to the theory and applications of statistics intended for students in business, nursing and the social sciences, but also recommended for students in the liberal arts. Topics include measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, linear regression, correlation, analysis of variance and nonparametric statistics. This course is not open to those in a mathematics major.

- Fall, Spring

Prerequisite: MATH 10 or recommendation of the department chairperson based upon mathematics assessment

Nursing

Bachelor of Science in Nursing

The Briar Cliff University Department of Nursing has two options to attain the Bachelor of Science in Nursing (BSN) degree: (1) BASIC BSN OPTION: Students who are not already registered nurses may elect to enroll at Briar Cliff for the entire four-year basic BSN program leading to eligibility to take the NCLEX-RN licensure examination for registered nurses. (2) RN-BSN OPTION: Registered nurses may pursue a program of study leading to a BSN. A 2.75 GPA is required for admission, progression, and graduation with the BSN degree. Students are charged laboratory fees to cover the cost of clinical supplies.

The mission of the Department of Nursing at Briar Cliff University is to promote health, healing, and hope of persons and the community and to advocate for social justice and healthy environments. The mission is lived primarily but not exclusively in educating bachelor's- and master's-prepared nurses within an environment that:

1. Fosters holistic personal and professional development,
2. Prepares nurses who engage in reflective practice related to health and quality of life in a variety of health care settings,
3. Develops nurses who participate in ethical decision-making related to health and quality of life,
4. Provides a foundation for critical thinking and for the development, integration, and evaluation of new or expanded knowledge into practice, and
5. Provides a foundation for continued learning and for graduate and post-graduate education in nursing.

Foundational to this mission is an organic integration of faith, learning, and service and is lived in relationship as the faculty and students develop and continue collaborative partnerships with other health-care, educational, faith-based, and social service providers and the public at large.

Student Learning Outcomes

Upon graduation, students majoring in nursing will be able to:

- Solidify caring, holistic relationships with multiple clients through being, knowing, acting with compassion and respecting cultural, racial, and ethnic diversity in the global society.
- Synthesize the breadth and depth of knowledge from the humanities and natural and social sciences in the application of the art and science of nursing to multiple clients.
- Utilize the art and science of nursing to determine interventions to promote the health of all clients.
- Integrate nursing theory into the art and science of nursing.
- Collaborate, using a variety of communication skills, with clients and inter/intraprofessionals to promote optimal health outcomes for all clients.
- Utilize decision-making processes based on legal, ethical, political, sociocultural, and spiritual dimensions while demonstrating leadership and in the delivery of health care.
- Incorporate responsibility and accountability for the ongoing evaluation of the effectiveness of one's own nursing practice.
- Evaluate the teaching/learning needs of self and of all clients in the provision of nursing interventions.
- Critique and integrate evidence from nursing research into the art and science of nursing.
- Establish the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which they practice.

The Department of Nursing programs are approved by the Iowa Board of Nursing and are accredited by the Commission on Collegiate Nursing Education (CCNE). You may contact the CCNE at One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, by phone at 202-887-6791, or at <http://www.aacn.nche.edu/ccne-accreditation>.

The RN-BSN Option

The Department of Nursing offers an opportunity for registered nurses to pursue a Bachelor of Science in Nursing degree. The program is designed specifically for graduates of associate degree and hospital-based diploma programs and is offered in an online format. Students must present evidence of a license to practice nursing in Iowa or a state participating in the licensure compact prior to taking nursing courses. CPR certification is required prior to enrolling in nursing courses with clinical components. Registered nurses, because of their previous learning in other settings, are considered junior-level transfer students on entry into the university.

Prior to enrolling in the upper division nursing courses, the RN-BSN student must complete the following courses or their equivalents: WRTG 109, PSYC 110 and 280, SOCY 124, and BIOL 221, 222, 239, 240 and 340. In addition, the following related courses or their equivalents are required: MATH 150, PHIL 210 or PHIL 212 or THEO 204, and an upper division psychology course.

To complete the general education requirements, one course in the aesthetic foundation, one course from the historical consciousness foundation, one course from the multicultural foundation, and one course from theology, must be completed. All other general education requirements may be met in the required support courses for the nursing major. The nursing faculty will verify the general education service component and competencies in information technology, moral/ethical reasoning, oral communication, research, and writing.

All other degree requirements are outlined on page 61 in the School of Undergraduate Studies Catalog. The nursing courses required for the RN-BSN program are: NURS 305, 310, 311, 320, 405, 435, 455 and a nursing elective. A grade C or better must be attained in both theory and clinical components of all nursing courses and a cumulative GPA of 2.75 must be maintained for admission and progression in the program.

Documentation of physical health status obtained upon admission to the nursing major must also be on file in the Student Health Office. Immunizations must include hepatitis B vaccination (or signed waiver on file), a two-step Mantoux test, a second MMR if born after 1957, and proof of Varicella immunity if born after 1965 (either a positive titre or proof of a series of two immunizations) and an annual influenza immunization. Students also must maintain basic CPR certification throughout the program. In addition, upon admission to the nursing major, students must have a criminal background check completed through the vendor selected by the Department of Nursing.

The RN-BSN student must complete electives to meet the graduation requirements of 124 credits.

Note: Work obligations of students are recognized in the class scheduling of courses. It is the responsibility of students to establish realistic academic loads (in light of work and home obligations) which permit them the time needed to satisfactorily meet course and program requirements.

Standards for Professional Conduct

Nursing students at Briar Cliff University are active participants in the educational process which prepares them for entry into the profession of nursing. It is the faculty's expectation that students will develop cognitive, affective, and psychomotor skills necessary to meet the demands of professional nursing in the ever-changing environment of the health care delivery system. The Technical Standards of the Department of Nursing describe the physical abilities nursing students need to possess in order to successfully achieve the program outcomes.

As active participants, students are expected to develop professional behaviors beyond the classroom and clinical areas, which represent knowledge of personal and professional responsibilities, and behaviors consistent with the American Nurses' Association (ANA) Code of Ethics (2001).

Faculty

Dr. Susan Beidler, Associate Professor of Nursing and Chair of Nursing

Dr. Barbara Condon, Professor of Nursing

Ms. Catherine Grimsley, Instructor of Nursing and BSN (On Campus) Program Director

Ms. Tavane Harrison, Instructor of Nursing

Ms. Ronda Keenan, Assistant Professor of Nursing and BSN (Online) Program Director

Ms. Lora Knaack, Instructor of Nursing

Dr. Richard Petersen, Associate Professor of Nursing; Graduate Program Director

Ms. Tricia Steenbock, Instructor of Nursing

Dr. Gretchen Wheelock, Associate Professor of Nursing

Dr. Carolyn Leman, Professor of Nursing Emerita

Dr. Patricia Miller, C.H.M., Professor of Nursing Emerita

Nursing Courses (NURS)

NURS 301 Comparing Nursing Practice: Yesterday-Today

3 sem. hrs.

This course will explore the changes to the nursing profession over time. It will provide an opportunity for those with years of experience as a Registered Nurse to receive credit for that experience by sharing with others. Those that have lived these changes are in a unique position to provide history and insight to the nursing profession. Sharing experience is an integral part of adult learning.

• (3:0) Spring

NURS 305 Evidenced-Based Practice and Research in Nursing

3 sem. hrs.

Enhances the student's knowledge of evidence-based practice. The student is introduced to research and research utilization processes. Emphasis is on the knowledge and skills required to critically evaluate and apply qualitative and quantitative research to improve quality of care. Students have the opportunity to apply the knowledge/skills through the development of evidence-based practice changes. The student is exposed to process of grant writing.

Concurrent: MATH 150

• (3:0) Fall, Spring

NURS 310 Theoretical Basis for Nursing Practice

3 sem. hrs.

Designed as a bridge course to orient the registered nurse to Upper Division study. Nursing theories are evaluated in the context of the theory-practice relationship. Opportunity is provided for in-depth understanding of the nursing process. Specific concepts relevant to professional nursing practice are considered and applied in analysis of both practice and education issues. Students apply these theories as a framework to guide nursing care of client systems. Initial validation of skills and initial written and oral communication competencies are addressed.

Prerequisite: RN licensure

• (3:0) Fall, Spring

NURS 311 Professional Writing for Nurses

1 sem. hr.

This course fosters the development of research and citation skills through the use and application of advanced research techniques. Students will learn how to identify, select, evaluate and cite appropriate Internet-based materials and print documentation. Advanced information searching and critical thinking in relation to the use and application of information will be stressed.

Co-requisite: NURS 310

• (1:0) Fall, Spring

NURS 320 Health Assessment for Registered Nurses

3 sem. hrs.

Provides opportunity for the student to expand upon current knowledge and skills applicable to the practice of health assessment in professional nursing. The emphasis of the course will be on the relationship between the nursing process and health assessment skills at various stages of life span development.

Prerequisite: RN licensure

Fees: Lab - \$75

• (3:0) Fall, Spring, Summer

NURS 356 Biological and Health Aspects of Aging

3 cr. hrs.

This course will survey healthy behaviors in aging people, review biological aspects of aging, identify economics of long-term care, and provide pharmacological information for an aging population.

• Fall, Spring

NURS 405 Community and Public Health Nursing I**3 sem. hrs.**

Provides for utilization of the levels of prevention as intervention to assist the family client system to promote, restore, and maintain stability. Emphasis is on synthesis of public health and nursing interventions, which utilize family strengths and community resources to increase the lines of resistance of the family system and to attain and maintain optimal patterns of health. Clinical experiences are in the home setting and assist the family to identify and allay risk factors associated with known stressors and to strengthen the flexible lines of defense.

Fees: Lab - \$75

• (2:1) Fall, Spring, Summer

NURS 435 Nursing Leadership in the Health Care Delivery System**4 sem. hrs.**

Explores theories and concepts of decision making, leadership, management and the change process in relationship to the application of the nursing process in various health care settings. Included is the connection of personal, professional, and organizational values and ethics to the identification of options and alternatives in leadership and management in the health care system. Health care policy is discussed and contemporary health care issues are critically evaluated as they relate to the health needs of the societal system and the practice of professional nursing. The clinical component provides an opportunity for students to experience (a) the role played by a nurse leader/manager and/or (b) engage in a leadership change project.

• (3:1) Fall, Spring, Summer

NURS 455 Community and Public Health Nursing II**3 sem. hrs. (MC)**

The second course in the community and public health sequence synthesizes the concepts of nursing, human, and public health science and is integrated with the art of nursing. With an emphasis on the application of the nursing process with culturally diverse groups within the community, the course provides for the exploration and utilization of all levels of prevention to foster the promotion, restoration, and maintenance of community health. Clinical experiences in a variety of community settings will provide an opportunity for students to investigate the physiological, psychological, developmental, sociocultural, spiritual, and ethical dimensions which affect the health of the community.

Fees: Lab - \$75

• (2:1) Fall, Spring, Summer

Operations Management

Bachelor of Arts

Briar Cliff University's online Operations Management degree prepares individuals with the skills necessary to be successful managers of business operations in the private and public sectors, non-profits and government organizations. The program provides the student with knowledge in planning and analysis, Six Sigma and lean industry practices, legal and regulatory compliance affecting today's business environment.

Bachelor of Arts

Requirements: Complete 124 credit hours. Transfer up to 90 credit hours from other institutions. In addition to general education requirements, 34 hours of core courses from your major are required including: BUAD 225, 330, 350, 409, 411, 414, 482, 490; HRM 360; and MIS 220. Other required courses include: ACCT 203 and 204; ECON 211; MATH 150; and PHIL 212.

The business faculty will certify the general education service component and competencies in computer usage, moral/ethical reasoning, oral communication research and writing in this major. For graduation a student must receive a grade of C- or better in all major core and supporting courses.

Faculty

Mr. Mark Rossi, Professor of Business Administration and Chairperson

Dr. Judith Thompson, Professor of Business Administration

ACCT 203 Principles of Accounting I

3 sem. hrs.

An introduction to the use of accounting in the decision-making process. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, accounting standards and generally accepted accounting practices, and analysis, preparation and interpretation of financial statements of business entities.

Prerequisite: MATH 3A or recommendation of department faculty based upon math assessment

• Fall, Spring

ACCT 204 Principles of Accounting II

3 sem. hrs.

This course is designed to continue financial statement analysis and introduce the basics of managerial accounting, including, but not limited to, the following: cost behavior, costing methods, cost-volume-profit analysis, budgeting, planning and control and other introductory topics.

Prerequisite: ACCT 203

• Fall, Spring

BUAD 225 Principles of Management

3 sem. hrs. (BS)

A study of the concepts, principles and philosophy of management. The four functions of management—planning, organizing, leading and controlling - are examined with respect to various management styles.

• Fall, Spring

BUAD 350 Production and Operations Management

3 sem. hrs.

This course deals with the design, operation and improvement of the production systems that create the firm's primary products or services. Production is the creation of goods and services. Operations management is the set of activities that create goods and services through the transformation of inputs and outputs.

Prerequisite: BUAD 225, MATH 111 or permission of instructor, and a statistics course • Spring

BUAD 409 Process Leadership**3 sem. hrs**

Development of project leadership with emphasis on team building, leadership, problem solving, negotiation, entrepreneurship, and resource planning. Case studies, class discussion, written assignments, and oral presentations are utilized in instructional delivery.

BUAD 411 Methods of Improvement**3 sem. hrs**

This course is the study and analysis of productive and non-productive work elements for the purpose of productivity improvements and establishing time standards. Topics covered include: lean manufacturing overview, introduction to six sigma, 5S overview, metrics for lean, identifying problems, understanding cause and effects, and process flow charting.

BUAD 414 Project Management**3 sem. hrs**

Project Management's primary goal is to manage projects so that they are completed on time, within budget, and in accordance with contract documents. This course develops and discusses techniques that will assist students in successful project management practices. Students will plan, produce, execute and appraise a project plan.

Junior standing is required.

BUAD 482 Production & Inventory Management**3 sem. hrs**

Study and analysis of systems and methods for planning and control of manufacturing resources. Main topics include master planning, inventory management, material and capacity requirements planning, production activity control, and Just-In-Time.

BUAD 490 Business Internship**3-6 sem. hrs.**

To be arranged.

With departmental approval

ECON 211 Principles of Macroeconomics**3 sem. hrs.**

Introduction to basic economic theory, with emphasis on the economy as a whole. An examination of major aggregates such as households, businesses, and government sectors and measures of the total economy.

Prerequisite: ECON 210

• Spring

HRM 360 Occupational Safety and Health**3 sem. hrs.**

Designed for students to develop an understanding of basic occupational safety and health terminology, principles, and practices. Course content covers both industrial and construction settings and reflects current occupational standards. Students will be exposed to the development of a safety program and will do a safety site visit off-campus.

MATH 150**3 sem. hrs. (QL)**

An introduction to the theory and applications of statistics intended for students in business, nursing and the social sciences, but also recommended for students in the liberal arts. Topics include measures of central tendency and variability, probability distributions, confidence intervals, hypothesis testing, linear regression, correlation, and analysis of variance. This course is not open to those in a mathematics major.

Prerequisite: MATH 10 or an equivalent course is recommended or recommendation of the department chairperson based upon mathematics assessment.

• Spring

MIS 220 Microcomputer Applications for Business**3 sem. hrs.**

A course designed to develop the skills necessary to use microcomputers for solving business-related problems by using various software packages (word processing, spreadsheet, database, presentation). Other topics include computer hardware, operating system software and applications software.

• Fall, Spring

PHIL 212 Ethics in Business and Society

3 sem. hrs. (EM)

Application of philosophical method to understanding ethical issues in business, including civil liberties in the workplace, obligations to the firm and to third parties, employment discrimination, sexual harassment, product safety, environmental protection, corporate responsibility, economic justice and black markets.

Prerequisite: Twenty hours of college course work or instructor approval

• Fall

Social Work

Bachelor of Social Work

The major in social work prepares generalist social workers at the undergraduate level for entry-level positions in social work and for graduate social work education. The BSW program has been accredited by the Council on Social Work Education since 1974 and has 9 expected educational competencies.

As a result of developing these expected competencies, the social work major will be able to:

1. demonstrate ethical and professional behavior;
2. engage diversity and difference in practice;
3. advance human rights and social, economic, and environmental justice;
4. engage in practice-informed research and research-informed practice;
5. engage in policy practice;
6. engage with individuals, families, groups, organizations, and communities;
7. assess individuals, families, groups, organizations, and communities;
8. intervene with individuals, families, groups, organizations, and communities;
9. evaluate practice with individuals, families, groups, organizations, and communities

In order to accomplish these 9 educational competencies, the following academic program is required.

Requirements for Online Students: Eighteen courses in social work, including SWRK 230, 320, 325, 340, 345, 360, 370, 370L, 375, 381, 382, 446, 447, 448, 449, 465, 01IS and 14IS, as well as THEO 107, required of all online social work degree completion students. In addition, the following liberal arts courses are required prior to SWRK 320: SOCY 124, SOCY 235, PSYC 110, PSYC 280, BIOL 102 or BIOL 151. General education requirements include: SOCY 140 or SOCY 240, PSCI 101 or HIST 231 or 232, MATH 105 or 111 or 117 or 200, and PHIL 210 or THEO 204. The social work faculty will certify the general education service component and competencies in information technology, moral/ethical reasoning, oral communication, writing, quantitative literacy, reading, and critical thinking in this major.

Faculty

Ms. Elizabeth Rembold, Assistant Professor and Director of Social Work

Ms. Melanie Berte-Hickey, Assistant Professor of Social Work

Sister Shirley Fineran, O.S.F., Assistant Professor of Social Work

Ms. Nia Key, Assistant Professor of Social Work

Dr. John Cordoue, Professor of Social Work Emeritus

Ms. Sylvia Kuennen, Professor of Social Work and Sociology Emerita

Social Work Courses (SWRK)

SWRK 230 - History and General Methods of Social Work

3 sem. hrs.

This course provides an introduction to the knowledge, skills, and values necessary for generalist social work in contemporary society. Social welfare services, policies, and their historical origins are presented along with the unique experiences of diverse and at-risk populations affected by various social problems. This course provides an overview of the range of public and private social services available for meeting these problems. Upon successful completion of this course, students should be able to identify social work roles, values, and ethics, as well as the role of advocacy in the social work profession.

Students document and analyze a volunteer experience in one social service agency (minimum of 24 hours). This is the first required course in the social work sequence. Weekly scheduled online consultations with the instructor provide coaching, mentoring and feedback.

Prerequisites: None

• Fall, Spring

- SWRK 320 - Human Behavior and the Social Environment** **3 sem. hrs.**
 The course provides content about theories and knowledge of human biological, psychological and social development, and about the range of social systems in which individuals live (families, groups, organizations, institutions and communities). Content includes examining the impact of social and economic forces on individuals and social systems as well as values and ethical issues related to bio-psycho-social theories. Human diversity issues are infused throughout the course.
 Prerequisites: BIOL 102, CHEM 111, PSYC 110, PSYC 280, SOCY 124, SWRK 230 • Fall, Spring
- SWRK 325 - Mental Health and Mental Illness** **3 sem. hrs.**
 This course will familiarize students with the most common mental health disorders and explore the prevalence of mental health realities in the social work field. This course will acquaint students with mental health resources and issues including legislative advocacy.
 Prerequisite: None • Summer only
- SWRK 340 - Social Science Research Methods** **3 sem. hrs.**
 Principles of problem formulation, design, measurement, sampling, data collection and analysis; ethical considerations for research on human subjects. Students are given the opportunity to design or carry out a research project.
 Prerequisite: SOCY 124 • Fall, Spring
- SWRK 345 - Child Welfare** **3 sem. hrs.**
 General philosophies, goals and functions of the field of child welfare practice; in-depth analysis of specific child welfare service programs in the context of the overall social service delivery system.
 Prerequisite: None • Summer only
- SWRK 360 - Social Issues and Policy** **3 sem. hrs.**
 Analysis of current social policy at all levels within the context of historical and contemporary factors and principles of social and economic justice. Includes the study of political and organizational processes used to influence and formulate policy and the delivery of social services in the student's community and state, as well as nationally and internationally. Students document their legislative advocacy through an ePortfolio.
 Prerequisite: SWRK 230 • Fall, Spring
- SWRK 370 - Social Work Practice I** **3 sem. hrs.**
 The course will direct the student in the use of the general method of social work practice as a framework for practice with client systems of varied sizes. Emphasis will be placed on individuals interacting with other systems in their environment. The course and lab include practice of interviewing skills.
 Prerequisites: SWRK 230, 320 • Fall, Spring
- SWRK 370L - Social Work Practice I Lab** **1 sem. hr.**
 This required lab is offered concurrently with Practice I. Students practice interviewing skills with supervision and feedback essential for integration of the knowledge foundation developed in SWRK 370.. Weekly scheduled online consultations with the instructor provides coaching, mentoring and feedback.
 Concurrent with SWRK 370
 Prerequisite: SWRK 370 • Fall, Spring
- SWRK 375 - Social Work Practice II** **2 sem. hrs.**
 Within the framework of the general method of social work and interacting with other systems, particular attention is focused on mezzo practice and theory. Students facilitate group process in their own communities as well as online with fellow students using online technology.
 Prerequisite: SWRK 230, 320, 370, 370L • Fall, Spring

SWRK 380 – Social Work Practice III**3 sem. hr.**

Online students apply the general method of social work practice to work with an organization as it interacts with smaller systems. Students utilize the knowledge, values and skills needed for designing a change process, using intervention strategies which are taught in SWRK 380. Weekly scheduled online consultations with the instructors provide coaching, mentoring, and feedback.

Prerequisites: All required courses except SWRK 443 and 444

- Fall, Spring

SWRK 443 – Field Work**9 sem. hrs.**

This course, combined with SWRK 444, is designed for online students. Required seminar for all students.

Required weekly online consultations and online video presentations.

Prerequisite: All required social work courses except SWRK 380

- Fall, Spring

SWRK 444 – Field Work Seminar**2 sem. hr.**

Field placement in a local agency with professional supervision supplemented by weekly scheduled online conferences, collateral readings, and written evaluations completes the 450 hours internship. Permission of Director of Field Education required for agency field placement.

Concurrent with SWRK 443

Prerequisite: All required social work courses except SWRK 380

- Fall, Spring

SWRK 465 – Gerontology**3 sem. hrs.**

Focuses on the multiple social aspects of aging: gender, sexuality, isolation and loneliness, roles, employment and retirement, dying, death and bereavement, living environments, political aspects, legal aspects, community resources and supports, critical issues in aging, social service delivery systems, social inequalities, cultural aspects and ethical considerations.

Prerequisite: None

- Summer only

SWRK 01 IS - Introduction to Field Work**1 sem. hr.**

Orientation to field work including a beginning understanding of the community social service network, visiting selected agencies, becoming familiar with agency expectations, interviewing and finalizing field placement.

Prerequisite: SWRK 230, 320, 370, 370L

- Fall, Spring

SWRK 14 IS - Community Organization**1 sem. hr.**

This required senior independent study presents theories and concepts essential to understanding community organization as a social work practice intertwined with practical experiential learning with community professionals. Includes study of history of organizing in the U.S. and examination of strategies and skills used in working with communities and organizations to promote self-determination, self-sufficiency, empowerment and social justice.

Prerequisite: None

- Fall, Spring

THEO 107 - Christianity and Franciscan Traditions**3 sem. hrs.**

A comprehensive historical and theological exploration of Christianity, spanning from its origins into the contemporary age (1st–21st centuries CE). Content will focus upon significant individuals, places, events, and issues that have influenced the Christian church(es), contributing to a distinctive world religion manifesting doctrinal variety, denominational plurality, and ethnic diversity. Significant attention will also be devoted to Francis of Assisi, the 13th century Italian friar who founded a religious order that remains influential to this day, particularly at Briar Cliff.

Prerequisites: None

- Summer only

SWRK 175**1-4 sem. hrs. each**

Student-designed project in a special area. Open to advanced social work students with the permission of the chairperson.

SWRK IS**1 sem. hr. each**

A minimum of two one-hour courses are required, including SWRK 01IS and 14IS. Students may choose from additional courses in selected aspects of social work, e.g., Death and Dying.

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