



2012-2013 Undergraduate Catalog

Granite State College

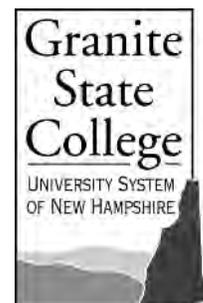
## **Mission Statement**

The Mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire.

The College achieves this mission by offering degrees and contract programs of excellence that serve our communities through student-responsive curricula, innovative teaching methods, and ongoing assessments of learning outcomes. Granite State College fosters partnerships with area businesses, local and state organizations, and other higher education institutions in order to bring high quality academic experiences to the residents of New Hampshire in an effective and efficient manner.

## **Accreditation**

Granite State College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.



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**Catalog Limitations**

This catalog describes policies, programs and procedures of Granite State College that are in effect at the time of its preparation, June 2012.

The catalog is intended as a general guide to the College's organization, programs, courses, policies, fees and program requirements, all of which are subject to change without notice. All information contained in this catalog should be verified with appropriate Granite State College staff. Granite State College reserves the right to cancel, postpone, or combine class sections, to limit registrations, and to change instructors.

**Affirmative Action Statement**

Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, veteran's status, disability, or marital status in admission or access to, or treatment or employment in, its programs or activities. The Title IX Coordinator for GSC is the Dean of Students. Inquiries and complaints related to discrimination of any kind may be directed to 603-513-1308 or [tessa.mcdonnell@granite.edu](mailto:tessa.mcdonnell@granite.edu)

This catalog is true and correct in content and policy.

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# General Information

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## Welcome to Granite State College

Granite State College is committed to empowering and educating students in New Hampshire and beyond by delivering unparalleled, high-quality education in an accessible, affordable, flexible and innovative setting. As one of the four institutions of the University System of New Hampshire, Granite State College annually serves over 3,500 students, and has served over 54,000 New Hampshire students since 1972. The College proudly delivers practical and relevant education in the classroom and online offering associate, bachelor's and master's degrees, post-baccalaureate programs for teacher education and a variety of transfer opportunities.

### Mission and History

The Mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire.

The College achieves this mission by offering degrees and contract programs of excellence that serve our communities through student-responsive curricula, innovative teaching methods, and ongoing assessments of learning outcomes. Granite State College fosters partnerships with area businesses, local and state organizations, and other

higher education institutions in order to bring high quality academic experiences to the residents of New Hampshire in an effective and efficient manner.

In 1972, the Trustees of the University System of New Hampshire (USNH) created the School of Continuing Studies (SOCS) to deliver USNH programs to adults across the state in the communities where they live and work. Later renamed the College for Lifelong Learning (CLL), the institution grew into a college serving more than 4,000 adult students each year. In the spring of 2005 a statewide needs assessment was commissioned by the University System of New Hampshire. The resulting report supported an expanded mission for the College and a focus on providing greater access to other University System programs and services. In 2009 Granite State College created and adopted its Master Plan 2009-2019 to guide the institution through the next decade.

In 2011, the College began offering the Master of Science degree.

### Vision Statement and Values

Granite State College will be nationally recognized as a leader in meeting the academic needs of adult students by offering programs and services of the highest quality that address the educational and workforce priorities of our state and

regions. Our statewide presence, innovative programs, and responsive delivery models will enable us to provide a greater number and more diverse group of students with increased educational opportunities. Granite State College will continue to be the institution of choice for individuals who wish to be part of a teaching and learning environment that actively promotes academic success, personal development, professional growth, and community involvement.

The mission and vision statements of Granite State College reflect the following core values identified as key elements in successfully meeting the educational needs of our students:

- Our primary commitment to and respect for students of all ages, for whom our innovative college programs are designed
- Our commitment to ensure access for all students in the state of New Hampshire who desire a college education, and the consequent commitment to make college convenient and financially affordable
- Our belief that learning is a lifelong process
- Our determination to provide an academic experience that extends critical thinking throughout the curriculum, integrates theory and practice, has a strong foundation in the liberal arts and sciences, and fosters self-directed learning
- Our belief that effective teaching and learning results in assessable outcomes
- Our determination to have a positive social and economic impact on the communities of which our students are members
- Our commitment to diversity and the educational value that inclusion brings to the learning experience
- Our recognition that staff and faculty are vital members of our community and the College respects and values their essential contribution to the education of our students. Hence, the College will support the lifelong learning goals of our staff and faculty.

### Accreditation

Granite State College is accredited by the New England Association of Schools and Colleges (NEASC) and offers associate, bachelor's and master's degrees, as well as teacher education and certification programs.

### **Outcomes-Based Learning**

As a degree granting institution our greatest concern is that our graduates master a specific set of skills and competencies.

The College's outcomes-based degree programs and curriculum:

- provide standards to be met in demonstrating competence
- form a base from which to design and pursue learning activities
- foster the ability to demonstrate self-directed learning

### **Degrees and Courses Online**

The College is the University System's leader in delivering online education, making it possible for people to earn a degree totally online. Students have access to an online community of faculty, course materials, library services and resources, and fellow students. Technical assistance is available for all students (see p. 65).

### **Faculty**

Granite State College's faculty is comprised of scholars and practitioners whose expertise in the subjects they teach comes to life in their interactions with students. The College employs faculty with credentials at the master's or doctoral level who are dedicated to its mission and who appreciate the profound influence of their effective teaching upon the diverse educational journeys of adults. Granite State College faculty members inspire students toward lifelong learning, promote excellence in their fields, and pursue the rewards of intellectual rigor through their teaching at the College.

### **Institutional Assessment**

To examine the College's effectiveness in providing an environment that facilitates the acquisition of skills and knowledge and the enhancement of lifelong learning, the College has developed an institution-wide assessment program. The program includes the assessment of student achievement of broad educational outcomes as well as specific program and course outcomes. Additionally the program provides an examination of the effectiveness of teaching and learning environments as well as services that support learning.

The goal of the assessment process is to provide research-based information that leads to continuous program involvement and enhanced educational services for adults.

### **Education and Training Partnership**

The Education and Training Partnership at Granite State College, a contracted service of the NH Division for Children, Youth and Families, provides education and training to foster and adoptive parents, childcare staff of NH residential facilities, and DCYF staff.

### **Osher Lifelong Learning Institute**

The Bernard Osher Foundation funds lifelong learning programs throughout the United States. The Osher Foundation has awarded Granite State College a \$1 million endowment to manage this program for adults age 50 and over.

### **Community College System of New Hampshire**

Transfer articulation agreements between USNH and the Community College System of New Hampshire (CCSNH) have created a virtually seamless transfer process between degree programs. Many bachelor's programs at Granite State College are designed to build on the educational foundation of the CCSNH associate degree. Visit [www.nhtransfer.org](http://www.nhtransfer.org) for more information.

## Academic Programs at Granite State College

### Associate in Arts

- General Studies

### Associate in Science

- Behavioral Science
- Business
- Early Childhood Education

### Bachelor of Arts

- History
- Individualized Studies
- Individualized Studies with Teacher Certification

### Bachelor of Science

- Accounting and Finance
- Applied Studies
  - Option in Allied Health Services
  - Option in Education and Training
  - Option in Human Services
  - Option in Management\*
  - Option in Public Service Management
- Business Management\*
- Communication Studies
- Criminal Justice
  - Option in Criminal Justice Administration
- Early Childhood Education
- Health Care Management\*
- Individualized Studies
- Information Technology
- Psychology
- Technology Management

\* Degree completion pathway available.

### Minors

- Adult Learning and Development
- Family Studies
- Finance
- Health Care
- Human Development
- Human Resources
- Human Services
- Information Technology
- Management
- Speech and Language

### Post-Baccalaureate Teacher Certification Programs

- Early Childhood Special Education
- Early Childhood Special Education and Early Childhood Education
- General Special Education and Elementary Education
- General Special Education
- English for Speakers of Other Languages
- Mathematics for Grades 5-8
- Secondary Mathematics, Grades 7-12
- Advanced Endorsements
  - Specific Learning Disabilities
  - Emotional and Behavioral Disabilities
  - Intellectual and Developmental Disabilities
  - Reading and Writing Teacher
  - Reading and Writing Specialist

### Master of Science

- Leadership
- Project Management

## Undergraduate Degree Program Requirements

Requirements for all Associate and Bachelor's degree programs at Granite State College include General Education plus courses in the major. Electives provide additional required degree credit and will vary based on General Education and major requirements.

### General Education

General Education provides a solid foundation for the more specialized studies of a chosen major. Degree candidates at Granite State College will take courses in these General Education categories in fulfillment of all degrees:

- Critical Thinking
- Written Communication
- Quantitative Reasoning
- Oral Communication\*
- Information Technology Literacy
- Arts and Culture
- History and Politics
- Literature and Ideas
- Science\*\*
- Social Science
- Global Perspectives (GP)\*\*

\*Not required of Associate in Science degree students.

\*\*8 credits in science required for Bachelor's degree; 4 credits in science for Associate.

\*\*Global Perspectives required for Bachelor's degree only.

**Note: Associate in Science degree students choose:**

- 1 course in Arts and Culture OR in Literature and Ideas.
- 1 course in History and Politics OR in Social Science.

*Associate and Bachelor's degree candidates should complete course requirements in Critical Thinking, Written Communication, and Quantitative Reasoning within the first twenty-four credits of enrollment at GSC. Placement will be required for these three categories.*

**A grade of C or better must be earned to meet degree requirements for all programs in five core general education categories: Critical Thinking, Written Communication, Quantitative Reasoning, Oral Communication, and Information Technology Literacy.**

*Courses designated (GP) meet the Global Perspectives requirement for Bachelor's degrees.*

*Decisions regarding the transfer of credits, testing, and choices for new learning to meet General Education requirements will be based on the outcomes for the particular area.*

### Critical Thinking

#### Students will:

- demonstrate effective critical thinking by evaluating the validity of claims and information.
- apply critical thinking in crafting arguments and solving problems.

#### Course:

*In transfer, a minimum of 3 credits is required.*  
CRIT 500 Critical Thinking

### Written Communication

#### Students will:

- recognize and use the conventions appropriate for particular writing situations and audiences.
- organize, draft, revise, and edit writing.

#### Course:

*In transfer, a minimum of 3 credits is required.*  
ENG 500 The Writing Process

### Quantitative Reasoning

#### Students will:

- employ mathematical reasoning and skills of estimation and analysis to arrive at reasonable conclusions.
- conduct operations necessary to solve quantitative problems.

#### Courses (select one):

*In transfer, a minimum of 3 credits is required.*  
MATH 502 College Mathematics  
MATH 504 Statistics

### Oral Communication

#### Students will:

- listen well, respond appropriately, and communicate effectively with a given audience.

#### Courses (select one):

*In transfer, a minimum of 3 credits is required.*  
COMM 550 Interpersonal Communication  
COMM 551 Small Group Communication  
COMM 553 Presentational Communication

### Information Technology Literacy

#### Students will:

- demonstrate proficiency in using the tools of an information society.
- conduct research responsibly; critically evaluate informational technologies.

#### Course:

*In transfer, a minimum of 3 credits is required.*

CMPL 511 Software Tools

### Arts and Culture

#### Students will:

- articulate criteria for aesthetic judgment and interpretation of meaning in art.
- realize, in an applied context, what it means to communicate effectively in an artistic medium or a non-native language.

#### Select one of the following approved courses.

*In transfer, a minimum of 3 credits is required.*

ARTS 501 Introduction to Drawing  
 ARTS 503 Introduction to Watercolor  
 ARTS 515 Introduction to Photography  
 ARTS 526 Modern America and the Movies  
 ARTS 538 Understanding and Experiencing Music  
 ARTS 550 Art History: Western World  
 ARTS 551 Survey of World Architecture (GP)  
 ARTS 601 Creativity: The Untapped Potential  
 ENG 508 The Media and Its Messages  
 ENG 604 Creative Writing  
 HUMN 502 American Popular Culture  
 HUMN 550 Introductory American Sign Language (GP)  
 HUMN 551 Intermediate American Sign Language (GP)  
 HUMN 560 Elementary Spanish I (GP)  
 HUMN 561 Elementary Spanish II (GP)

### History and Politics

#### Students will:

- recognize major periods and movements within human history.
- critically analyze both the context(s) for historical developments and the particulars of history.

#### Select one of the following approved courses.

*In transfer, a minimum of 3 credits is required.*

CRIM 607 Constitutional Law  
 HIS 502 Great Civilizations (GP)  
 HIS 510 U.S. History to 1865  
 HIS 511 U.S. History: 1865 to Present  
 HIS 512 European History: Renaissance through the Industrial Revolution  
 HIS 513 European History: The 19th and 20th Centuries

HIS 602 History of New England  
 HIS 611 Topics in World History (GP)  
 HIS 618 History of World War II (GP)  
 HIS 627 Vietnam War: An Historical Perspective (GP)  
 POL 550 American Government and Politics  
 POL 554 Law and Society  
 POL 600 The US in World Affairs (GP)

### Literature and Ideas

#### Students will:

- name some of the major questions that have been posed about the meaning and value of human life and activity.
- survey the diversity of particular intellectual traditions and works of literature.

#### Select one of the following approved courses.

*In transfer, a minimum of 3 credits is required.*

ENG 505 Introduction to Language and Linguistics  
 ENG 508 The Media and Its Messages  
 ENG 510 Survey of American Literature  
 ENG 512 British Literature I  
 ENG 513 British Literature II  
 ENG 555 Children's Literature  
 ENG 560 Young Adult Literature  
 ENG 620 Multicultural Perspectives Through Literature (GP)  
 ENG 625 Readings in World Literature (GP)  
 ENG 633 Short Fiction  
 ENG 640 Shakespeare  
 HUMN 501 Humanities in an Age of Technology  
 HUMN 502 American Popular Culture  
 HUMN 504 Comparative Religions (GP)  
 HUMN 505 Introduction to Ethics  
 HUMN 507 Introduction to Philosophy

### Science

#### Students will:

- recognize and employ the methods of scientific inquiry.
- develop a general knowledge of laws and theories in at least one branch of science.

*One course with an applied focus can be used. Applied courses focus on the practical use of subject matter rather than theoretical concepts.*

#### Select two of the following approved courses.

*In transfer, a minimum of 3 credits per course is required.*

SCI 502 Nutrition Concepts and Controversies  
 SCI 505 Human Biology  
 SCI 506 Physiology of Wellness  
 SCI 508 Issues in Women's Health  
 SCI 509 Diseases of the 21st Century (GP)  
 SCI 512 Introduction to Astronomy

SCI 513 Introduction to Meteorology  
 SCI 518 Physical Geography  
 SCI 520 Introduction to Oceanography  
 SCI 523 General Ecology  
 SCI 528 Natural History of Northern New England  
 SCI 539 Energy and the Environment (GP)  
 SCI 541 Introduction to Environmental Science (GP)  
 SCI 542 Introduction to Forest Science and Policy  
 SCI 600 The Human Brain

### Social Science

#### Students will:

- recognize how individual development, human behavior, and social values are shaped by groups and institutions.
- define research and employ methods used by social/behavioral scientists.

#### Select one of the following approved courses.

*In transfer, a minimum of 3 credits is required.*

CRIM 500 Introduction to Criminology  
 ECO 512 Principles of Economics  
 ECO 600 International Economics (GP)  
 POL 554 Law and Society  
 PSY 501 Introduction to Psychology  
 PSY 508 Child Development  
 PSY 509 Human Development  
 PSY 510 Infant and Toddler Development  
 PSY 602 Theories of Personality  
 PSY 606 Educational Psychology  
 PSY 607 Developmental Perspectives on Adolescence  
 PSY 608 Social Psychology  
 PSY 609 Cognition and Learning  
 PSY 611 Art Therapy  
 PSY 615 Psychology of Adulthood  
 PSY 616 Psychology of Occupational Stress  
 PSY 617 Abnormal Psychology  
 SOC 501 Introduction to Sociology  
 SOC 601 Society and the Individual  
 SOC 603 Work and Society (GP)  
 SOC 607 Child Abuse and Neglect  
 SOSC 500 Introduction to Anthropology (GP)  
 SOSC 519 Living in a Digital Democracy  
 SOSC 602 Men and Women in Cross-Cultural Perspectives (GP)  
 SOSC 604 Dynamics of Family Relationships  
 SOSC 605 Stress and the Family  
 SOSC 630 Aspects of Aging

### Global Perspectives for Bachelor's Degrees

One course that addresses Global Perspectives is required. Global Perspectives may be integrated in courses from Arts and Culture, Literature and Ideas, History and Politics, Science, and Social Science as well as selected courses in some majors. Courses which have as their primary focus a global world view, cultural/ethnic diversity, or multiculturalism are all appropriate to meet the Global Perspectives requirement. Courses that fulfill the Global Perspectives requirement are designated GP.

**Students will:**

- appreciate the impact of cultural differences in contemporary life.
- articulate the significance of diverse perspectives in a global context.

**Global Perspectives (GP) Courses:**

*In transfer, a minimum of 3 credits is required.*

ARTS 551	Survey of World Architecture
ECO 600	International Economics
ENG 620	Multicultural Perspectives through Literature
ENG 625	Readings in World Literature
HIS 502	Great Civilizations
HIS 611,	Topics in World History
HIS 618	History of World War II
HIS 627	Vietnam War: An Historical Perspective
HUMN 504	Comparative Religions
HUMN 550	Introductory American Sign Language
HUMN 551	Intermediate American Sign Language
HUMN 560	Elementary Spanish I
HUMN 561	Elementary Spanish II
MGMT 608	Managing Diversity
MGMT 629	Global Marketing
POL 600	The US in World Affairs
SCI 509	Diseases of the 21st Century
SCI 539	Energy and the Environment
SCI 541	Environmental Pollution and Protection
SOC 603	Work and Society
SOSC 500	Introduction to Anthropology
SOSC 570	Introduction to Historical Archaeology
SOSC 602	Men and Women in Cross-Cultural Perspectives

## Associate Degrees

**Residency**

Sixteen semester hours of new learning must be completed at Granite State College after application, including a maximum of eight credits that may be taken at other University System of New Hampshire institutions.

**General Education**

The outcomes and requirements for General Education can be found on pages 4-6 and are listed below.

**Electives**

Select additional courses of interest to complete the total number of required credits or to prepare for continued study.

### Associate in Arts

The Associate in Arts (A.A.) degree is awarded for study in the liberal arts. It is designed for those students who have a broad range of interests and are not seeking a career-specific program.

The Associate in Arts degree requires 64 semester hours of credit.

### A.A. in General Studies

**Students will:**

- attain proficiency in the basic concepts, theories, and methods of inquiry pertinent to the liberal arts.
- demonstrate knowledge of content, research norms, and conventions of academic writing in disciplines of the liberal arts to develop foundations for further study.

**General Education Courses 40 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551, or 553	4 cr
Arts and Culture		4 cr
History and Politics		4 cr
Literature and Ideas		4 cr
Science		4 cr
Social Science		4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

A grade of C or better must be earned for all General Education courses.

<b>General Electives</b>	variable
<b>Total</b>	<b>64 credits (minimum)</b>

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### A.A. in General Studies Speech Language Assistant Concentration

The Associate in Arts degree with the Speech Language Assistant concentration offers an intensive course of study in the area of speech and language disorders, including supervised field experience in a variety of settings. Upon completion of the Associate in Arts General Studies degree program with all courses in this concentration, the graduate is eligible to apply for certification\* as a Speech Language Assistant by the New Hampshire Allied Health Speech Language Pathology Governing Board. The program is designed to meet guidelines of the American Speech-Language-Hearing Association.

Speech Language Assistant courses are also available without the Associate in Arts degree for those not seeking certification.

\*courses must be completed with a "C" or better.

**Students will:**

- gain knowledge, field experience, and core technical skills within the field of Speech Language Assisting.
- meet professional standards in keeping with state and national guidelines for competency and ethics.

**General Education Courses 40 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM**	COMM 550, 551, or 553	4 cr
Arts and Culture		4 cr
History and Politics		4 cr
Literature and Ideas		4 cr
Science		4 cr
Social Science**		4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

A grade of C or better must be earned for all General Education courses.

**Concentration:** Speech Language Assistant 32 cr  
**Electives** variable  
**Total** **64 credits (minimum)**

#### Required Courses in the Concentration

INST 511	Role of Speech Language Assistant	4 cr
INST 512	Survey of Communication Disorders	4 cr
INST 513	Anatomy & Physiology of Speech and Hearing	4 cr
INST 514	Articulation & Phonological Disorders	4 cr
INST 515	Intro to Audiology & Aural Rehabilitation	4 cr
INST 516, 516A, B, C	Clinical Practicum I, II, III, IV	each 2 cr
PSY 521	Language Acquisition	4 cr

**\*\*General Education Note:** *Speech Language Assistant coursework meets the General Education Communication requirement in the Associate in Arts. In the Social Science area, PSY 508, Child Development, is the recommended course for those in the Speech Language Assistant concentration.*

## Associate in Science

The Associate in Science (A.S.) degree offers three options for focused study at the associate level: Behavioral Science, Business, and Early Childhood Education.

The Associate in Science degree requires 64 semester hours of credit.

### Concentrations

Concentrations allow students to pursue a career or personal goal, or to prepare to continue in a baccalaureate program.

A grade of C or better must be earned for all courses within an area of concentration.

### A.S. in Behavioral Science

The Associate in Science degree in Behavioral Science provides an interdisciplinary approach to understanding human behavior within a global world view. Foundation courses at the associate level introduce

behavioral science students to the biological, psychological, social, and cultural variables of human behavior. This degree prepares students for a smooth transition to the B.S. Psychology degree.

#### Students will:

- attain proficiency in basic concepts, theories, methods of inquiry and writing in behavioral sciences.
- evaluate ethical principles of the behavioral sciences.
- prepare for seamless transition to the Bachelor of Science in Behavioral Science program.

#### General Education Courses 28 credits

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
	Arts and Culture OR Literature and Ideas	4 cr
	History and Politics OR Social Science	4 cr
	Science	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Concentration:** Behavioral Science 28 cr  
**Electives** variable  
**Total** **64 credits (minimum)**

#### Required Courses in the Concentration

IDIS 501	Research Methods
PSY 501	Introduction to Psychology
PSY 509	Human Development
SCI 505	Human Biology
SOC 501	Introduction to Sociology

#### Electives in the Concentration

Two Behavioral Science electives

Transfer courses may be used to meet these requirements.

### A.S. in Business

The Associate in Science degree in Business is designed for students interested in gaining a solid foundation in the field of business.

The program includes an overview of general management theory and introduces students to the fundamental concepts of economics, marketing, finance, and organizational

behavior. This degree prepares students for a smooth transition to the B.S. in Business Management degree.

#### Students will:

- attain proficiency in basic concepts, theories, methods of inquiry and writing in business.
- evaluate ethical principles that guide businesses.
- prepare for seamless transition to the Bachelor of Science in Business Management program.

#### General Education Courses 28 credits

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
	Arts and Culture OR Literature and Ideas	4 cr
	History and Politics OR Social Science	4 cr
	Science	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Concentration:** Business 24 cr  
**Electives** variable  
**Total** **64 credits (minimum)**

#### Required Courses in the Concentration

ECO 512	Principles of Economics
MGMT 500	Principles of Management
MGMT 511	Financial Accounting
MGMT 514	Principles of Marketing
MGMT 566	Organizational Behavior

#### Electives in the Concentration

One Business Management-related elective

Transfer courses may be used to meet these requirements.

### A.S. in Early Childhood Education

The Associate in Science degree in Early Childhood Education has been designed to provide a thorough understanding of the young child. The program creates a broad perspective on child and family development patterns. Students develop skills to guide children in their early education. This degree prepares students for a smooth transition to the B.S. in Early Childhood Education.

**Students will:**

- attain proficiency in basic concepts, theories, writing and methods in early childhood education.
- evaluate ethical principles of early childhood education.
- prepare for a seamless transition to the Bachelor of Science in Early Childhood Education program with New Hampshire teacher certification in Early Childhood (N-3) and Early Childhood Special Education (Birth-Age 8).

<b>General Education Courses</b>		<b>36 credits</b>
*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550,551 or 553	4 cr
Arts and Culture	OR Literature and Ideas	4 cr
History and Politics	OR Social Science	4 cr
Sciences		4 cr
Global Perspectives		4 cr

\*These three courses provide a foundation for all studies and must be completed within the first 24 credits after date of application. Placement will be required for CRIT 500, ENG 500, and math courses.

**Required Courses in the Concentration 28 Credits**

EDU 550	Foundations of Early Childhood Education
EDU 553	Creative Arts in Early Childhood Education
EDU 555	Language and Literacy Development
EDU 600	Mathematics and Science in Early Childhood Education
EDU 602	Young Children with Special Needs
EDU 624	Assessment of Young Children in Early Childhood Education/Early Childhood Special Education, Birth-Age 8
ENG 505	Introduction to Language and Linguistics
PSY 508	Child Development

<b>Electives</b>	variable
<b>Total</b>	<b>64 credits (minimum)</b>

## Bachelor's Degrees

**Residency**

Thirty semester hours of new learning must be completed with Granite State College after application, including a maximum of fifteen credits which may be taken at other University System of New Hampshire institutions.

**General Education**

The outcomes for General Education can be found on pages 4-6. General Education requirements are listed with each major.

**Major**

Majors encompass established areas such as Business Management or Psychology. Individualized Studies majors develop an approved program of study leading to a specific educational or professional goal. Majors are structured to include required course work, and often, choices for additional related courses.

A minimum of 32 credits, with at least five learning experiences at the upper level, is required in all majors.

A grade of C or better must be earned for all courses in the major.

**Electives**

Select additional courses of interest to complete the total number of required credits or to prepare for continued study.

### Bachelor of Arts

The Bachelor of Arts (B.A.) degree is a flexible program that allows an individualized major with a focus on liberal studies. The Bachelor of Arts degree requires 120 to 124 semester hours of credit.

#### B. A. in History

Granite State College's Bachelor of Arts degree in History hones the skills of critical thinking, analytical reading, effective writing, and information synthesis. The B.A. in History provides a sound foundation for a variety of careers and generalizes well to a range of industries. The degree also provides the necessary background for further study to those seeking a graduate degree in history or historic preservation, or in a closely related field such as law or political science.

**Students will:**

- survey specific periods of historical development from pre-history to the presents
- identify phenomena and characterize patterns across time and regions.
- analyze U.S. History from the period of native peoples through the present.
- explore world history, emphasizing major trends that influenced multiple nations and regions.
- appreciate the contributions and experiences of diverse peoples to national and world events.
- demonstrate aptitude with research methods and writing conventions in the discipline of history.

**General Education Courses 44 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH	502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551, or 553	4 cr
**Arts and Culture		4 cr
**History and Politics		4 cr
**Literature and Ideas		4 cr
Science		8 cr
SCI 518	Physical Geography is required as one of the two courses in the Science area.	
Social Science		4 cr

**To meet the Social Science area, choose 1:**

ECO 512	Principles of Economics or	
POL 554	Law and Society	
**Global Perspectives (GP)		4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**\*\*General Education Note for History Majors:** *In the Arts & Culture area, a foreign language is recommended. The History and Politics area and Global Perspectives area are met by required courses in the major. In the Literature and Ideas area, HUMN 504 Comparative Religions is recommended.*

**Required Courses in the Major 56 credits**

HIS 502	Great Civilizations
HIS 510	U.S. History to 1865
HIS 511	U.S. History 1865-present
HIS 512	European History: Renaissance through Industrial Revolution
HIS 513	European History: 19th and 20th Centuries OR
HIS 610	Historical Methods

HIS 611	Topics in World History
HIS 618	History of World War II
HIS 602	History of New England OR
HIS 627	Vietnam War: An Historical Perspective
POL 550	American Government and Politics
POL 600	U.S. in World Affairs
CRIM 607	Constitutional Law
ENG 600	Expository Writing*

**Related Elective Choose 1:**

ARTS 550	Art History: Western World
ARTS 551	Survey of World Architecture
ENG 512	British Literature I
HUMN 502	American Popular Culture
SOSC 519	Living in a Digital Democracy
SOSC 500	Introduction to Anthropology

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

HIS 660	Integrative Capstone: Project in History
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<b>Electives</b>	variable
<b>Total</b>	<b>120 credits (minimum)</b>

\*Note: These courses have prerequisites.

**B.A. in Individualized Studies**

The Bachelor of Arts (B.A.) degree is a flexible program that allows self-directed students the opportunity to integrate personal interests and academic objectives in an individualized major with a focus on liberal studies. The Bachelor of Arts degree requires a minimum of 120 semester hours of credit. The B.A. in Individualized Studies serves as a foundation for future studies or for a variety of professions through its emphasis on critical thinking, writing, reflection, and research in such areas of study as arts, literature, history, and philosophy or ethics.

The Individualized Studies major also provides students who have transfer courses, or other sources of prior college-level learning, an opportunity to create a unified and coherent program of study from prior educational experiences.

The Individualized Studies major is researched and planned with guidance in the four-credit course SDLR 550, Individualized Studies Seminar. A proposal for the major must be submitted to Academic Affairs for approval.

A minimum of 32 semester credit hours is required in the major with five courses at the upper level.

**Students will:**

- demonstrate the ability to be a self-directed student by determining individual academic objectives and activities, and evaluating the resulting learning.
- attain proficiency in the knowledge, theories, methods of inquiry, and use of information resources pertinent to a substantial and coherent area of study.
- develop knowledge and skills in a specific discipline or clearly articulated interdisciplinary area at the introductory through advanced level.
- use ongoing reflective learning to articulate the progression and integration of one's learning in the selected area of study.

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

<b>Major Electives</b>	32 credits (minimum)
<b>Total</b>	<b>124 credits (minimum)</b>

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment at GSC. Placement will be required for CRIT 500, ENG 500, and math courses.

**Required Courses in the Major**

ENG 600	Expository Writing	4 cr
SDLR 550	Individualized Studies Seminar	4 cr

A minimum of five upper-level courses are required in the major. This includes 4 upper-level courses plus the integrative capstone.

Transfer courses may be used to meet these requirements.

**Integrative Capstone 4 cr**

The Individualized Studies major culminates in a capstone experience which includes integration of learning from coursework in the major. Students reflect, analyze, and evaluate theories and conduct research on the field of study.

**Teacher Certification Options**

- GSC has developed templated programs in:
- English/Language Arts
  - Math Studies
  - Social Studies

The B.A. templated options provide pathways to a career in education:

- Individuals may complete the B.A. in Individualized Studies with teacher certification OR
- Individuals may complete a teacher certification pathway in the B.A. in Individualized Studies, which leads to the Post-Baccalaureate Teacher Certification programs.

Individuals who complete the B.A. in Individualized Studies with teacher certification may choose from the following programs:

- Early Childhood (N-3) and Early Childhood Special Education (Birth-Age 8)
- General Special Education (K-12)
- General Special Education (K-12) and Elementary Education (K-8)
- English for Speakers of Other Languages (K-12)
- Mathematics, Grades 5-8
- Secondary Mathematics, Grades 7-12.

The first 60 credits of the program focus on the content areas of English/Language Arts, Social Studies or Math Studies. The remaining 60-68 credits of the program is the field-based component for qualified individuals working in approved New Hampshire educational settings as para-educators or teachers. The key components of this program include the mentorship of the teacher candidates with highly skilled professionals in the field, the hands-on experience of working with children in educational settings, and opportunity to build teaching capacity over time.

Individuals who complete the B.A. in Individualized Studies, and choose to complete the Post-Baccalaureate Teacher Certification program may choose from the following programs:

- Early Childhood (N-3) and Early Childhood Special Education (Birth-Age 8)
- General Special Education (K-12)
- General Special Education (K-12) and Elementary Education (K-8)
- English for Speakers of Other Languages (K-12)
- Mathematics, Grades 5-8
- Secondary Mathematics, Grades 7-12.

**Students will:**

- develop a working understanding of current brain research and its implications for learning and teaching
- develop the skills to access and utilize technology as a tool to empower learning and teaching
- develop an understanding of the use of formative and summative assessment for program design, monitoring student progress and evaluating teaching effectiveness
- work with colleagues to observe, analyze and provide feedback on student progress and teaching effectiveness
- utilize research methods, pedagogies and assessment strategies to teach for understanding and learning achievement, specific to content area.

**General Education Courses 52 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	8 cr
Literature and Ideas	4 cr
Sciences	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits after date of application. Placement will be required for CRIT 500, ENG 500, and math courses.

**B.A. in Individualized Studies  
English/Language Arts**

**Required Courses in the Major 24 credits**

ENG 505	Introduction to Language and Linguistics
ENG 508	The Media and Its Message
ENG 510	Survey of American Literature
ENG 640	Shakespeare
ENG 600	Expository Writing
ENG 620	Multicultural Perspectives Through Literature

**► Certification:**

**Early Childhood and Early Childhood Special Education 52 credits**

PSY 508	Child Development
EDU 550	Foundations of Early Childhood Education
EDU 602	Young Children with Special Needs
EDU 606	Roles & Responsibilities of SPED Teacher
EDU 610A	Teaching Reading and Writing, N-3
EDU 621	Special Education Law
EDU 624	Assessment of Young Children in EC/ECSPEd
EDU 625	Curriculum/Assessment/Instruction in EC/SPED, Birth-Age 5
EDU 626	Curriculum/Assessment/Instruction in EC/ECSPEd, K-Age 8
EDU 627	Collaboration/Consultation/Teaming
EDU 628	IFSPs, IEPs, and Planning Transitions
EDU 630	Behavior Interventions in EC/ECSPEd
EDU651	Culminating Teaching Experience

**► Certification:**

**General Special Education (K-12) 40 credits**

EDU 510	Foundations of Education
EDU 606	Roles & Responsibilities of Special Education Teacher
EDU 607	Instructional Methods, Strategies and Technologies to Meet the Needs of All Students
EDU 609	Transition Planning and Developing IEPs
EDU 610	Teaching Reading and Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:**

**General Special Education (K-12) and Elementary Education(K-8) 48 credits**

EDU 510	Foundations of Education
EDU 606	Roles and Responsibilities of Special Education Teacher
EDU 609	Transition Planning & developing IEPs
EDU 610	Teaching Reading & Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 612	Using Technology to Teach Social Studies
EDU 613	Strategies for Teaching Science
EDU 614/615	Math Methods
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:**

**English for Speakers of Other Languages (K-12) 36 credits**

EDU 607	Instructional Methods, Strategies and Technologies to Meet the Needs of All Students
EDU 610	Teaching Reading and Writing, K-8
EDU 619	Managing Student Behavior
EDU 620	Standards-Based Curriculum, Design and Assessment
EDU 629	Foundations in the Education of Second Language Learners
EDU 631	Multicultural Perspectives
EDU 646	Assessment of Students Who are Culturally and Linguistically Diverse
EDU 647	Content Area Literacy for English Speakers of Other Languages
ENG 555 or 560	Children's Literature or Young Adult Literature
HUMN 560	Elementary Spanish I
HUMN 561	Elementary Spanish II
EDU 651	Culminating Teaching Experience and Seminar

**B.A. in Individualized Studies  
Math Studies**

**Required Courses in the Major 28 credits**

MATH 504	Statistics
MATH 510	Pre-Calculus
MATH 601	Number Systems
MATH 602	Geometric Structures
MATH 606	Calculus I
MATH 608	History of Mathematics
ENG 600	Expository Writing

**► Certification:**

**General Special Education (K-12) 44 credits**

EDU 510	Foundations of Education
EDU 606	Roles & Responsibilities of Special Education Teacher
EDU 607	Instructional Methods, Strategies and Technologies to Meet the Needs of All Students
EDU 609	Transition Planning & developing IEPs
EDU 610	Teaching Reading & Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 614/615	Math Methods
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:****General Special Education (K-12) and Elementary Education (K-8) 48 credits**

EDU 510	Foundations of Education
EDU 606	Roles and Responsibilities of Special Education Teacher
EDU 609	Transition Planning and developing IEPs
EDU 610	Teaching Reading and Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 612	Using Technology to Teach Social Studies
EDU 613	Strategies for Teaching Science
EDU 616	Math Methods
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:****Middle School Mathematics, Grades 5-8 36 credits**

EDU 510	Foundations of Education
EDU 614	Middle School Mathematics Methods
EDU 619	Managing Student Behavior
EDU 652	Aspects of Mathematics Learning
EDU 653	Reading/Writing in Math content Area
MATH 600	Mathematical Proof
MATH 605	Discrete Mathematics
MATH 609	Algebra Theory for Teachers
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:****Secondary School Mathematics, Grades 7-12 40 credits**

EDU 510	Foundations of Education
EDU 615	Secondary School Mathematics Methods
EDU 619	Managing Student Behavior
EDU 652	Aspects of Mathematics Learning
EDU 653	Reading/Writing in Math Content Area
MATH 600	Mathematical Proof
EDU 604	Linear Algebra
MATH 605	Discrete Mathematics
MATH 607	Calculus II
EDU 651	Culminating Teaching Experience and Seminar

**B.A. in Individualized Studies  
Social Studies****Required Courses in the Major 36 credits**

ECO 512	Principles of Economics
ENG 600	Expository Writing
HIS 502	Great Civilizations
HIS 511	US History, 1865-present
HIS 611	Topics of World History

POL 550	American Government and Politics
POL 600	US in World Affairs
SCI 518	Physical Geography
MATH 504	Statistics

**► Certification:****General Special Education (K-12) 40 credits**

EDU 510	Foundations of Education
EDU 606	Roles and Responsibilities of Special Education Teacher
EDU 607	Instructional Methods, Strategies and Technologies to Meet the Needs of All Students
EDU 609	Transition Planning and developing IEPs
EDU 610	Teaching Reading and Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:****General Special Education (K-12) and Elementary Education (K-8) 48 credits**

EDU 510	Foundations of Education
EDU 606	Roles and Responsibilities of Special Education Teacher
EDU 609	Transition Planning and developing IEPs
EDU 610	Teaching Reading and Writing, K-8
EDU 611	Assessment of Students with Disabilities
EDU 612	Using Technology to Teach Social Studies
EDU 613	Strategies for Teaching Science
EDU 614/616	Math Methods
EDU 617	Students with Disabilities
EDU 619	Managing Student Behavior
EDU 621	Special Education Law
EDU 651	Culminating Teaching Experience and Seminar

**► Certification:****English for Speakers of Other Languages (K-12) 36 credits**

EDU 607	Instructional Methods, Strategies & Technologies to Meet the Needs of All Students
EDU 610	Teaching Reading and Writing, K-8
EDU 619	Managing Student Behavior
EDU 620	Standards-Based Curriculum, Design and Assessment
EDU 629	Foundations in the Education of Second Language Learners
EDU 631	Multicultural Perspectives
EDU 646	Assessment of Students Who are Culturally and Linguistically Diverse

EDU 647	Content Area Literacy for English Speakers of Other Languages
HUMN 560	Elementary Spanish I
HUMN 561	Elementary Spanish II
EDU 651	Culminating Teaching Experience and Seminar

**Bachelor of Science**

The Bachelor of Science (B.S.) allows students to focus on a major related to professional or educational goals. The Bachelor of Science degree requires 120 to 124 semester hours of credit.

**B.S. in Accounting and Finance**

Granite State College's Bachelor of Science in Accounting and Finance blends content knowledge in accounting and finance with corresponding knowledge of organizational processes in the field. This program prepares graduates to help organizations better leverage assets, manage budgets, gain efficiencies, and maximize investments. The program provides a foundation for individuals whose future goals may include earning the credential of Certified Public Accountant.

**Students will:**

- demonstrate knowledge of essentials in the fields of accounting and finance to provide sound information through valid processes to users of accounting and financial services.
- show thorough competence in understanding quantitative and qualitative methods as applied to problem-solving in the fields of accounting and finance.
- communicate effectively, both verbally and in writing, to explain, evaluate, and present financial and accounting information to varied audiences.
- employ integrity, ethics and social responsibility in accounting and financial practices.

**General Education Courses 40 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH 504	Statistics	4 cr
CMPL 511	Software Tools	4 cr
COMM 553	Presentational Communication	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	4 cr
Social Science: ECO 512 Principles of Economics	4 cr
**Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

\*\* The Global Perspectives area is met in the major by ECO 600 International Economics.

**Required Courses in the Major 72 credits**

ACC 550	Accounting Information Systems*
ACCT 600	Intermediate Accounting I*
ACCT 601	Intermediate Accounting II*
ACC 610	Cost Accounting*
ACC 612	Taxation*
ACC 615	Auditing*
ECO 600	International Economics**
ENG 601	Writing for the Professions*
MGMT 500	Principles of Management
MGMT 510	Managerial Accounting*
MGMT 511	Financial Accounting*
MGMT 566	Organizational Behavior
MGMT 611	Money and Banking*
MGMT 612	Investment Principles*
MGMT 613	Financial Management*
MGMT 615	Financial Modeling and Decision-Making*
MGMT 625	Legal and Ethical Issues in Business Management

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

MGMT 650	Integrative Seminar in Strategic Management
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<b>Electives</b>	variable
<b>Total</b>	<b>120 credits (minimum)</b>

\***Note:** These courses have prerequisites.

\*\***Note:** Meets Global Perspectives area for General Education

**B.S. in Applied Studies**

This program is designed for graduates of associate degree programs with a technical or career focus. Developed in collaboration with the Community College System of New Hampshire (CCSNH), the B.S. in Applied

Studies offers a seamless transition from an Associate in Science or Associate in Applied Science to a bachelor's degree at Granite State College.

The program builds on the Associate Degree by providing further education in broad areas such as critical thinking, written and oral communication, and strategic problem-solving, as well as upper level study in an area of choice. *Note:* Those whose academic and professional goals are not addressed by one of the B.S. in Applied Studies options may want to consider the Individualized Studies program.

Admission to the Applied Studies program requires an associate degree in a technical or career-oriented field, or the equivalent as determined by Academic Affairs.

The B.S. in Applied Studies offers options for customization:

- Allied Health Services
- Education and Training
- Human Services
- Management
- Public Service Management

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**B.S. in Applied Studies  
Option in Allied Health Services**

This option is designed for allied health professionals who seek expanded career options in community health care settings. Courses in this option focus on the health care industry, health care finance, legal and ethical issues, and health care policy.

**Students will:**

- attain proficiency in the concepts, theories, and methods of inquiry pertinent to allied health services.
- integrate knowledge of an applied health care field with the dynamics and complexity of the health care industry.
- apply ethical principles that guide practice in community care settings.

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr

Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

<b>Electives</b>	variable
<b>Total</b>	<b>124 credits (minimum)</b>

**Major Requirements  
Foundation**

Courses from the associate degree concentration meet this requirement.

**Required Courses in the Major**

HLTC 550	Emerging US Health Care System
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Five upper level courses are required in the major. This includes 4 upper level health care or management-related electives plus the Integrative Experience HLTC 638.

**Possible Choices Include**

HLTC 627	Reimbursement and Financing Techniques in Health Care*
HLTC 629	Law and Ethics for Health Care and Human Services
PSY 616	Psychology of Occupational Stress

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

HLTC 638	Health Care Policy* or customized integrative experience.
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\***Note:** These courses have prerequisites.

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**B.S. in Applied Studies  
Option in Education and Training**

This option is designed for students with an area of technical or other specific expertise who wish to train or teach adults. Courses in this option focus on adult learning and the theory and practice of teaching adults.

**Students will:**

- attain proficiency in the concepts, theories, and methods of inquiry pertinent to education and training of adults.
- design teaching or training that integrates knowledge of an applied field with adult learning and theory.
- apply ethical principles that inform the practice of teaching adults.

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total 124 credits (minimum)**

**Major Requirements**

**Foundation**

Courses from the associate degree concentration meet this requirement.

Five upper level courses are required in the major. This includes 4 upper level courses plus the Integrative Experience.

**Required Courses in the Major**

PSY 615	Psychology of Adulthood*
INST 605	Teaching and Learning in Adulthood
INST 610	Instructional Design and Interactive Learning
INST 607	The Learning Workplace* OR
PSY 616	Psychology of Occupational Stress

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

INST 650 Program Development and Learning\* or customized integrative capstone.

\*Note: These courses have prerequisites.

**B.S. in Applied Studies  
Option in Human Services**

This option is designed for students with career interests in human services who have had prior study and/or experience in the field or in a closely related area. Such background may be demonstrated by an associate degree or field-specific credentialing or a combination.

**Students will:**

- attain proficiency in the concepts, theories, and methods of inquiry pertinent to human services.
- integrate knowledge of applied human services with relevant theory, with advanced practice, and with specific populations.
- apply ethical principles that inform human services.

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551, or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Major Requirements**

**Foundation**

Courses from the associate degree concentration meet this requirement.

**Required Courses in the Major 28 credits (minimum)**

IDIS 501	Research Methods*
HLTC 629	Law & Ethics for Health Care and Human Services*
HLTC 630	Perspectives on Health Care and Human Services*

**One Course From:**

PSY 617	Abnormal Psychology
PSY 608	Social Psychology*
SOC 601	Society and the Individual*

**One Course From:**

PSY 603	Crisis Intervention
PSY 616	Psychology of Occupational Stress
CRIM 603	Victim Rights and Advocacy

**One Course From:**

SOSC 605	Stress and the Family
SOC 607	Child Abuse and Neglect
SOSC 606	Aspects of Aging*

\*Note: These courses have prerequisites.

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

HLTC 640 Internship or Project in Human Services

**Electives** variable  
**Total 124 credits (minimum)**

**B.S. in Applied Studies  
Option in Management**

This option is designed for the student whose career plans include a move into a management or supervisory position in the applied field.

**Students will:**

- build on applied expertise through the attainment of new knowledge in management
- develop management capacity to enhance individual and business performance
- integrate management theories in a specific applied field to improve efficiency and effectiveness of organizations

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total 124 credits (minimum)**

**Major Requirements  
Foundation**

Courses from the associate degree concentration meet this requirement.

**Required Courses in the Major**

MGMT 500	Principles of Management
MGMT 566	Organizational Behavior

Five upper level courses are required in the major. This includes 4 upper level management-related electives plus the Integrative Capstone.

**Possible Choices Include**

- MGMT 511 Financial Accounting\*
- MGMT 514 Principles of Marketing
- MGMT 518 Human Resource Administration
- MGMT 601 Contemporary Management Issues\*
- MGMT 602 Leadership\*
- MGMT 606 Human Resources and Organizational Development\*
- MGMT 607 Human Resources and the Law
- MGMT 608 Managing Diversity (GP\*)
- MGMT 611 Money and Banking\*
- MGMT 613 Financial Management\*
- MGMT 620 Effecting Positive Change in Organizations
- MGMT 621 Managing Conflict
- MGMT 625 Legal Issues in Business and Management
- PSY 616 Psychology of Occupational Stress

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

- MGMT 660 Integrative: Applied Studies in Management.

*\*Note: These courses have prerequisites.*

**Electives** variable  
**Total** **124 credits (minimum)**

**B.S. in Applied Studies  
 Degree Completion Pathway  
 Option in Management**

The Degree Completion Pathway is open to applicants who hold an associate degree from a regionally accredited college. Fifteen Granite State College courses (60 credits) are required in the B.S. Applied Studies, Option in Management Degree Completion Pathway. This Pathway is appropriate for those with an earned associate degree in a non-business field who seek a bachelor's degree with a management focus. A prior course in the fundamentals of business management is helpful but not required.

**Requirements in the Degree Completion Pathway of the B.S. Applied Studies, Option in Management:**

- CRIT 500 Critical Thinking
- ENG 601 Writing for the Professions
- MGMT 511 Financial Accounting
- MGMT 566 Organizational Behavior
- MGMT 602 Leadership
- MGMT 621 Managing Conflict

- MGMT 624 Managing Information Technology
- MGMT 625 Legal and Ethical Issues in Bus Mgmt
- MGMT 608 Managing Diversity
- MGMT 606 Human Resources and Org Development
- MGMT 612 Investment Principles
- MGMT 629 Global Marketing
- MGMT 660 Integrative: Applied Studies in Management
- POL 600 The U.S. in World Affairs
- SOC 603 Work and Society (GP)

**Total** **120 credits (minimum)**

**B.S. in Applied Studies  
 Option in Public Service Management**

This option is designed for students with career interests in public sector management or those seeking leadership roles in public service fields who have had prior study and/or experience in such professions as law enforcement, firefighting, etc. Such background may be demonstrated by an associate degree or field-specific training/credentials, or a combination.

**Students will:**

- build on applied expertise through the attainment of new knowledge in management, with specific relevance to the public sector.
- develop management capacity to enhance individual and organizational performance.
- apply ethical principles that inform public service management.
- integrate management theories in an applied field to improve efficiency and effectiveness of organizations.

**General Education Courses** **48 credits**

- \*CRIT 500 Critical Thinking 4 cr
- \*ENG 500 Writing Process 4 cr
- \*MATH MATH 502 or 504 4 cr
- CMPL 511 Software Tools 4 cr
- COMM COMM 550, 551, or 553 4 cr
- Arts and Culture 4 cr
- History and Politics 4 cr
- Literature and Ideas 4 cr
- Science 8 cr
- Social Science 4 cr
- Global Perspectives (GP) 4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be

required for CRIT 500, ENG 500, and math courses.

**Major Requirements**

**Foundation**

Courses from the associate degree concentration meet this requirement.

**Required Courses in the Major 32 credits (minimum)**

- MGMT 501 Introduction to Public Management
- MGMT 566 Organizational Behavior
- MGMT 568 Strategic Data Analysis\*
- MGMT 602 Leadership
- MGMT 625 Legal & Ethical Issues in Business Management
- MGMT 624 Managing Information Technology\* OR
- MGMT 626 Project Management Strategies\*
- ENG 601 Writing for the Professions\* OR
- COMM 602 Media & Strategic Communication\*

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

- MGMT 660 Integrative: Applied Studies in Management\*

**Electives** variable  
**Total** **124 credits (minimum)**

*\*Note: These courses have prerequisites.*

**B.S. in Business Management**

Granite State College's Bachelor of Science degree in Business Management offers students the appropriate breadth and depth of study in their major. The two elective courses in the major provide flexibility to pursue other areas of interest in management.

The degree is responsive to the education needs of businesses and includes an appropriate foundation for further graduate study. The outcomes-based program is built upon a foundation of six essential competencies that are integrated throughout the curriculum: critical thinking, effective oral and written communication, applied quantitative analysis, managing in a global environment, ethical practice, and leadership.

**Students will:**

- apply management theories such as motivation, leadership, and conflict resolution throughout various functional areas of organizations.
- communicate management information effectively across an organization to a broad spectrum of audiences and in a variety of business situations.

- apply quantitative tools in business analysis and decision-making.
- critically analyze, research and articulate management strengths and weaknesses in terms of competitive advantage, human resources, marketing, financial and strategic positioning.
- make ethical business decisions based on evaluation of corporate social responsibility and ethical practice.
- manage and lead strategically to enhance the effectiveness of individual teams and business organizations in a global environment.

#### General Education Courses **48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total** **124 credits (minimum)**

#### Required Courses in the Major **44 credits**

ECO 512	Principles of Economics
MATH 504	Statistics*
MGMT 500	Principles of Management
MGMT 511	Financial Accounting*
MGMT 514	Principles of Marketing
MGMT 566	Organizational Behavior
MGMT 613	Financial Management*
MGMT 625	Legal Issues in Business Management

#### Electives in the Major

Two upper level Business Management-related electives  
 Transfer courses may be used to meet these requirements.

#### Integrative Capstone

MGMT 650 Integrative: Strategic Management\*

\***Note:** These courses have prerequisites.

### B.S. in Business Management Degree Completion Pathway

The Degree Completion Pathway is open to applicants who hold an associate degree from a regionally accredited college. Fifteen Granite State College courses (60 credits) are required in the B.S. Business Management Degree Completion Pathway. The applicant's earned associate degree must be in business or a closely related field. Introductory studies in business law, economics, accounting, and marketing or sales should have been completed in the associate degree program or in other prior college coursework. A mathematics course at the level of statistics is recommended, and intermediate proficiency in Excel is expected.

#### Requirements in the Degree Completion Pathway of the B.S. in Business Management:

CRIT 500	Critical Thinking
ECO 600	International Economics
ENG 601	Writing for the Professions
MGMT 566	Organizational Behavior
MGMT 602	Leadership
MGMT 606	Human Resources and Organizational Development
MGMT 608	Managing Diversity
MGMT 611	Money and Banking
MGMT 612	Investment Principles
MGMT 615	Financial Modeling and Decision-Making
MGMT 621	Managing Conflict
MGMT 624	Managing Information Technology
MGMT 650	Integrative: Strategic Management
POL 600	The U.S. in World Affairs
SOC 603	Work and Society (GP)

**Total** **120 credits (minimum)**

### B.S. in Communication Studies

Granite State College's Bachelor of Science in Communication Studies hones the skills of analytical thinking, compelling writing, effective persuasion, and clear expression to prepare graduates to work in an information-based economy and to be engaged citizens of a media-driven culture.

The major is well-suited to students interested in careers or further studies in such areas as public relations, public service, nonprofit advocacy, and corporate communications. Courses provide students the opportunity to study fundamental theory and multiple

sectors of practice in the discipline of communication and to prepare to contribute to public and private enterprises that consistently need to convey messages effectively, manage information appropriately, and respond ethically and effectively to opportunities and to crises.

#### Students will:

- survey foundational theories of communication relating to individuals, groups, and mass media
- create and deploy distinct messages suited to various audiences, situations, and settings
- identify strengths and weaknesses of communication practices in organizations and effect strategic improvements to those practices
- analyze and critique rhetorical strategies and communication methods specific to cultural, media, and industry norms.
- employ an understanding of the impact of cultural differences on communication in a global context
- demonstrate aptitude with research methods, both quantitative and qualitative, as these inform and shape the field of communication studies
- integrate individual reflection on questions of ethics, conflict, and citizenship as these shape human communication

#### General Education Courses **40 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM 553	Presentational Communication	4 cr

**Arts and Culture	4 cr
History and Politics	4 cr

#### To meet the History and Politics area, choose 1:

POL 550	American Government and Politics
POL 600	The U.S. in World Affairs
POL 554	Law and Society

Literature and Ideas 4 cr

#### To meet the Literature and Ideas area, take HUMN 502 American Popular Culture

Science	4 cr
Social Science	4 cr

#### To meet the Social Science area, choose 1:

PSY 501	Introduction to Psychology OR
SOC 501	Introduction to Sociology
Global Perspectives (GP)	4 cr

**\*\*General Education Note for Communication Studies majors:** *In the Arts & Culture area, a foreign language or creativity/creative writing course is recommended.*

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Required Courses in the Major 48 credits**

- COMM 550 Interpersonal Communication
- COMM 551 Small Group Communication
- COMM 601 Trends in Digital and Social Media\*
- COMM 602 Media and Strategic Communication\*
- ENG 508 Media and Its Messages
- ENG 600 Expository Writing\* OR
- ENG 601 Writing for the Professions\*
- HUMN 505 Introduction to Ethics
- IDIS 500 Research Methods\* OR
- MGMT 568 Strategic Data Analysis\*
- MGMT 514 Principles of Marketing OR
- MGMT 629 Global Marketing (GP)
- MGMT 566 Organizational Behavior OR
- MGMT 620 Effecting Positive Change in Organizations\*
- MGMT 621 Managing Conflict

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

- COMM 650 Integrative Project in Communication Studies\*

**Electives** variable  
**Total 120 credits (minimum)**

*\*Note: These courses have prerequisites.*

**B.S. in Criminal Justice**

This program is designed to prepare individuals for entry or advancement in the following fields related to Criminal Justice: law enforcement, corrections, probation and parole, administration, domestic violence, mental health, and other community-based programs that exist for victims, offenders, and their families.

**Students will:**

- possess a broad and interdisciplinary understanding of the psychosocial, cultural, ethical, and political dimensions of criminal justice in contemporary society.
- demonstrate an ability to understand and apply ethical thinking and behavior

as it relates to their work environment.

- demonstrate an understanding of research methodology and the interpretation of information as it applies to criminal justice.
- demonstrate a working knowledge of criminology, criminal justice, law enforcement, corrections, probation/parole, US and NH constitutional law, and advocacy.

Students in the B.S. Criminal Justice programs are encouraged to select the following courses to meet a portion of their general education requirements:

- HUMN 505 Introduction to Ethics
- PSY 501 Introduction to Psychology OR
- SOC 501 Introduction to Sociology

**General Education Courses 48 credits**

- \*CRIT 500 Critical Thinking 4 cr
- \*ENG 500 The Writing Process 4 cr
- \*MATH MATH 502 or 504 4 cr
- CMPL 511 Software Tools 4 cr
- COMM COMM 550, 551 or 553 4 cr

- Arts and Culture 4 cr
- History and Politics 4 cr
- Literature and Ideas 4 cr
- Science 8 cr
- Social Science 4 cr
- Global Perspectives (GP) 4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total 124 credits (minimum)**

**Required Courses in the Major**

- CRIM 500 Introduction to Criminology
- CRIM 555 The Criminal Justice System\*
- CRIM 600 Crime Prevention and Control
- CRIM 603 Victim Rights and Advocacy
- CRIM 606 Corrections, Probation and Parole\*
- CRIM 607 Constitutional Law\*
- POL 554 Law and Society

**Electives in the Major**

Two Criminal Justice-related electives (*one must be upper level*).

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

- CRIM 650 Integrative: Criminal Justice\*

*\*Note: These courses have prerequisites.*

**B.S. in Criminal Justice**

**Option in Criminal Justice Administration**

The Option in Criminal Justice Administration encompasses the outcomes of the Bachelor of Science in Criminal Justice with additional learning in management, leadership and organizational development.

**General Education Courses 48 credits**

- \*CRIT 500 Critical Thinking 4 cr
- \*ENG 500 The Writing Process 4 cr
- \*MATH MATH 502 or 504 4 cr
- CMPL 511 Software Tools 4 cr
- COMM COMM 550, 551 or 553 4 cr

- Arts and Culture 4 cr
- History and Politics 4 cr
- Literature and Ideas 4 cr
- Science 8 cr
- Social Science 4 cr
- Global Perspectives (GP) 4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total 124 credits (minimum)**

**Required Courses in the Major**

- CRIM 500 Introduction to Criminology
- CRIM 555 The Criminal Justice System\*
- CRIM 607 Constitutional Law\*
- MGMT 500 Principles of Management
- MGMT 566 Organizational Behavior
- POL 554 Law and Society

**Two Courses From**

- CRIM 600 Crime Prevention and Control
- CRIM 603 Victim Rights and Advocacy
- CRIM 606 Corrections, Probation and Parole\*

**Electives in the Major**

Two Management-related electives (*one must be upper-level*).

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

- CRIM 650 Integrative: Criminal Justice\*

*\*Note: These courses have prerequisites.*

**B.S. in Early Childhood Education**

Individuals who complete this dual certification program will be eligible for New Hampshire Department of Education teacher certification in Early Childhood (N-3) and Early Childhood Special Education (Birth–Age 8). Additionally, completion of this degree qualifies individuals for the Early Childhood Credential through the New Hampshire Child Development Bureau, New Hampshire Department of Health and Human Services. The Early Childhood certification will prepare individuals to teach children in public schools beginning at the nursery school level to Grade 3, and the Early Childhood Special education certification will prepare individuals to work with infants, toddlers and children who are at risk of being identified or who are already identified as needing special education services. This is a field-based program for qualified participants working in approved New Hampshire programs or educational settings. The key components of this program include the mentorship of the teacher candidates with highly skilled professionals in the field, the hands-on experience of working with children in educational settings, and opportunity to build your teaching capacity over time.

Graduates of this program will be certified and highly qualified in both early childhood and early childhood special education.

**Students will:**

- develop knowledge and skills in promoting child development with an understanding and application of developmentally appropriate practice.
- Develop a working understanding of current brain research and its implications for learning and teaching
- Develop the skills to access and utilize technology as a tool to empower learning and teaching
- Develop an understanding of the use of formative and summative assessment for program design, monitoring student progress and evaluating teaching effectiveness
- Work with colleagues to observe, analyze and provide feedback on student progress and teaching effectiveness
- Utilize research methods, pedagogies and assessment strategies to teach for understanding and learning achievement, specific to content area.

**General Education Courses**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	8 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and must be completed within the first 24 credits after date of application. Placement will be required for CRIT 500, ENG 500 and math courses.

**Required Courses in the Major:**

EDU 550	Foundations of Early Childhood Education
EDU 553	Creative Arts in ECE
EDU 555	Language and Literacy Development
EDU 600	Mathematics and Science in ECE
EDU 602	Young Children with Special Needs
EDU 606	Roles and Responsibilities of SPED Teacher
EDU 610A	Teaching Reading & Writing, N-3
EDU 621	Special Education Law
EDU 624	Assessment of Young Children in EC/ECSPED
EDU 625	Curriculum/Assessment/Instruction in EC/SPED, Birth-Age 5
EDU 626	Curriculum/Assessment/Instruction in EC/ECSPED, K-Age 8
EDU 627	Collaboration/Consultation/Teaming
EDU 628	IFSPs, IEPs, and Planning Transitions
EDU 630	Behavior Interventions in EC/ECSPED
MATH 504	Statistics
PSY 508	Child Development
EDU651	Culminating Teaching Experience

<b>Electives</b>	variable
<b>Total</b>	<b>124 credits (minimum)</b>

**B.S. in Health Care Management**

Granite State College's Bachelor of Science degree in Health Care Management prepares graduates who have become fully competent in the terms, best practices, and critical functions of health care administration and who are additionally advantaged by studies in leadership, diversity management, and organizational development. The program combines health care-specific course work with additional relevant learning in such areas as management, statistics, and ethics.

**52 credits****Students will:**

- articulate and apply knowledge of systems, operations, and roles fundamental to effective health care administration in a variety of settings.
- employ and assess financial and information resources to enhance managerial decision-making and organizational performance.
- recognize the fundamental rights, ethical principles, and overarching policies that guide those who work in health care.
- develop and foster capacities for leadership, both in oneself and across organizational teams.
- explore how socio-cultural, familial, and individual perspectives influence the health care system and the diversity of experiences that comprise it.

**General Education Courses****48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

<b>Electives</b>	variable
<b>Total</b>	<b>124 credits (minimum)</b>

**Required Courses in the Major:**

HLTC 550	Emerging U.S. Health Care System
MGMT 518	Human Resources Administration
MATH 504	Statistics
MGMT 555	Introduction to Fiscal Management in Health Care
MGMT 566	Organizational Behavior
HLTC 627	Reimbursement and Financing Techniques
HLTC 629	Law and Ethics for Health Care and Human Services
HLTC 630	Perspectives on Health Care and Human Services
HLTC 637	Health Information Systems
HLTC 638	Health Care Policy

**One Course From**

- MGMT 608 Managing Diversity (GP)
- MGMT 620 Effecting Positive Change
- MGMT 621 Managing Conflict

Transfer courses may be used to meet these requirements.

**Integrative Capstone**

- HLTC 650 Integrative Capstone: Health Care Management\*

*\*Note: These courses have prerequisites.*

**B.S. in Health Care Management Degree Completion Pathway**

The Degree Completion Pathway is open to applicants who hold an associate degree from a regionally accredited college. Fifteen Granite State College courses (60 credits) are required in the B.S. Health Care Management Degree Completion Pathway. The applicant's earned associate degree must be in an allied health area, business, management, or a closely related field.

**Requirements in the Degree Completion Pathway of the B.S. Health Care Management:**

- CRIT 500 Critical Thinking
- HTLC 550 Emerging U.S. Health Care System
- HLTC 627 Reimbursement and Financing Techniques
- HLTC 629 Law and Ethics for Health Care and Human Services
- HLTC 630 Perspectives on Health Care/Human Services
- HLTC 637 Health Information Systems
- HTLC 638 Health Care Policy
- HLTC 650 Integrative: Health Care Management
- MATH 504 Statistics
- MGMT 518 Human Resource Administration
- MGMT 555 Introduction to Fiscal Management in Health Care
- MGMT 566 Organizational Behavior
- MGMT 608 Managing Diversity
- MGMT 620 Effecting Positive Change in Organizations
- POL 600 The U.S. in World Affairs (GP)

**Total 120 credits (minimum)**

**B.S. in Individualized Studies**

The Individualized Studies major provides an opportunity to develop an area of study that integrates personal interests, academic objectives, and career goals with courses taken from the College's regular offerings

in Business Management, Criminal Justice, Education, Health Care Management or Psychology.

The Individualized Studies major also provides students who have transfer courses, or other sources of prior college-level learning, an opportunity to create a unified and coherent program of study from prior educational experiences.

The Individualized Studies major is researched and planned with guidance in the course SDLR 550, Individualized Studies Seminar. A proposal for the major must be submitted to Academic Affairs for approval.

A minimum of 32 semester credit hours is required in the major with five courses at the upper level.

**Students will:**

- demonstrate the ability to be a self-directed student by determining individual academic objectives and activities, and evaluating the resulting learning.
- attain proficiency in the knowledge, theories, methods of inquiry, and use of information resources pertinent to a substantial and coherent area of study.
- develop knowledge and skills in a specific discipline or clearly articulated interdisciplinary area at the introductory through advanced level.
- use ongoing reflective learning to articulate the progression and integration of one's learning in the selected area of study.

**General Education Courses 48 credits**

- \*CRIT 500 Critical Thinking 4 cr
- \*ENG 500 The Writing Process 4 cr
- \*MATH MATH 502 or 504 4 cr
- CMPL 511 Software Tools 4 cr
- COMM 550, 551 or 553 4 cr
- Arts and Culture 4 cr
- History and Politics 4 cr
- Literature and Ideas 4 cr
- Science 8 cr
- Social Science 4 cr
- Global Perspectives (GP) 4 cr

**Electives variable  
Total 124 credits (minimum)**

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Required Courses in the Major:**

An Individualized Studies major consists of foundation courses and specialized courses, plus the Integrative Capstone.

**Foundation Courses 12-24 cr**

- SDLR 550 Individualized Studies Seminar 4 cr
- IDIS 501 Research Methods 4 cr

**Specialized Courses 16-24 cr**

Select 4-6 interrelated courses at the advanced level which represent the individualized focus of the major.

Transfer courses may be used to meet these requirements.

**Integrative Capstone 4 cr**

The Individualized Studies major culminates in a capstone experience which includes integration of learning from coursework in the major. Students reflect, analyze, and evaluate theories and conduct research in their field of study.

**B.S in Information Technology**

The major in Information Technology focuses on information, its management and processing within an organization, and the application of technology to create, exchange, store, and use information in that context. The focus is on the business use of information and the application of computing technology. Graduates will typically follow career paths as applications development programmers, planners and designers of information systems, and information systems managers within organizations. The degree provides versatility through a best practices approach to the core areas of Information Technology.

**Students will:**

- possess proficiency in information technology, including programming fundamentals, software, network systems, and databases, as well as their relevant web interfaces and applications.
- demonstrate both practical skills and theoretical knowledge of information technology, enabling graduates to make a professional contribution to organizations across sectors.
- engage in effective critical thinking and problem-solving in the field of information technology.
- assess the needs of technology users and articulate appropriate strategies for

meeting those needs through hardware and software.

**General Education Courses** **48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551, or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed (if equivalent courses have not been transferred in) within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Major Requirements** **40 credits**

CMPL 515	Programming Fundamentals*
CMPL 518	Visual Programming I*
CMPL 612	Advanced Software Tools*
CMPL 614	Computer and Network Systems*
CMPL 618	Visual Programming II*
CMPL 622	Human Computer Interaction*
CMPL 628	Visual Programming III*
MGMT 622	Database Management Systems*
MGMT 623	Systems Analysis and Design*

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

CMPL 650	Best Practices in Information Technology
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**Electives** variable

**Total** **124 credits (minimum)**

\**Note: These courses have prerequisites.*

### B.S. in Psychology

The Bachelor of Science degree in Psychology provides an understanding of human behavior within a global world view. At the bachelor's level, students build on their foundational knowledge of the variables affecting human behavior to examine both individual and collective dynamics. The major allows students choice in aligning upper-level electives with their aspirations for post-college employment or advanced education.

Core competencies, including critical thinking, effective written and oral communication, quantitative reasoning, and information literacy are integrated in course objectives throughout the program.

**Students will:**

- differentiate and critically analyze biological, psychological, social, cultural and contextual constructs that provide an understanding of human behavior within a global world view, and communicate this knowledge effectively.
- compare and contrast theoretical assumptions underlying disciplines of behavioral sciences.
- use computer technology, as well as quantitative and scientific reasoning, to function as informed consumers of behavioral science research.
- analyze human behavior using theories and concepts that focus on both individual dynamics and group and system dynamics.
- apply ethical principles that guide and inform the conduct of research and clinical practice.
- apply behavioral science concepts, principles, skills and methods.

**General Education Courses** **48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	The Writing Process	4 cr
*MATH	MATH 502 or 504	4 cr
CMPL 511	Software Tools	4 cr
COMM	COMM 550, 551 or 553	4 cr

Arts and Culture	4 cr
History and Politics	4 cr
Literature and Ideas	4 cr
Science	8 cr
Social Science	4 cr
Global Perspectives (GP)	4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Electives** variable  
**Total** **124 credits (minimum)**

**Required Courses in the Major** **44 credits**

IDIS 501	Research Methods*
MATH 504	Statistics*
PSY 501	Introduction to Psychology
PSY 509	Human Development
SCI 600	The Human Brain
SOC 501	Introduction to Sociology

**One Course From**

PSY 602	Theories of Personality*
PSY 609	Cognition and Learning*
PSY 617	Abnormal Psychology

**One Course From**

PSY 608	Social Psychology*
SOC 601	Society and the Individual*
SOSC 604	Dynamics of Family Relationships

**Electives in the Major**

Two upper level Behavioral Science-related electives.  
Transfer courses may be used to meet these requirements.

**Integrative Capstone**

BEHS 650	Integrative: Behavioral Science*
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\**Note: These courses have prerequisites.*

### B.S. in Technology Management

The Technology Management major provides technology proficiency together with the managerial know-how that employers need. With a sound base of knowledge in the core areas of programming, networks, databases, web, and digital media, combined with both fundamental and upper-level management courses such as leadership, organizational development, and project management, graduates will be capable of managing technical staff and projects, but will also develop their capacities as strategic leaders who understand changing organizations and can make a contribution even as trends continuously emerge.

**Students will:**

- demonstrate a sound understanding of fundamental management and accounting practices.
- possess proficiency in technology, including fundamentals of programming, network systems, databases, and the web.
- lead teams, manage projects and make decisions effectively.
- communicate successfully to and with technical and non-technical audiences.
- engage with emerging trends in the rapidly evolving environments of technology and business, and understand their potential applications and risks.
- assess the contributions that effective technology management makes to organizational goals and their achievement.
- apply, integrate and synthesize competencies

gained from technical and management courses to make a strategic contribution to business enterprise.

**General Education Courses 48 credits**

*CRIT 500	Critical Thinking	4 cr
*ENG 500	Writing Process	4 cr
*MATH 504	Statistics	4 cr
CMPL 612	Advanced Software Tools	4 cr
COMM 553	Presentational Communication	4 cr
Arts and Culture		4 cr
History and Politics		4 cr
Literature and Ideas		4 cr
Science		8 cr
Social Science		4 cr
**Global Perspectives (GP)		4 cr

\*These three courses provide a foundation for all studies and should be completed within the first 24 credits of enrollment in the degree program. Placement will be required for CRIT 500, ENG 500, and math courses.

**Required Courses in the Major 48 credits**

MGMT 500	Principles of Management
MGMT 511	Financial Accounting
CMPL 515	Programming Fundamentals*
COMM 601	Trends in Digital and Social Media*
ENG 601	Writing for the Professions*
MGMT 602	Leadership
CMPL 614	Computer and Network Systems*
MGMT 626	Project Management Strategies*
MGMT 622	Database Management Systems*
MGMT 623	Systems Analysis and Design*

**Elective in the Major — Choose 1:**

MGMT 608	Managing Diversity
MGMT 620	Effecting Positive Change*
MGMT 621	Managing Conflict

Transfer courses may be used to meet these requirements.

**Integrative Capstone:**

TCHM 650	Integrative Capstone in Technology Management*
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<b>Electives</b>	variable
<b>Total</b>	<b>120 credits (minimum)</b>

\*Note: These courses have prerequisites.

**Minors**

Students may specialize further by selecting a minor in an area of interest. Minors are optional and are open to all bachelor's degree candidates. For some degree programs, students may use two courses from the major to fulfill minor requirements. All minors consist of five courses, at least two of which must be upper level. Required courses may have prerequisites.

**Adult Learning and Development**

This minor provides techniques to maximize adult learning in training, consulting, or instructional environments. Students will develop an understanding of the unique qualities, motivations, and capabilities of the adult student.

INST 605	Teaching and Learning in Adulthood*
INST 607	The Learning Workplace OR
PSY 616	Psychology of Occupational Stress
INST 610	Instructional Design and Interactive Learning
PSY 615	Psychology of Adulthood*
INST 650	Program Development and Learning

**Family Studies**

This minor explores evolving family structures in contemporary American society. With a foundation in family communication patterns, family life stages, systems theory and family functioning, students are prepared to support children and families in educational, social, and human service organizations.

HLTC 629	Law and Ethics for Health Care and Human Services
PSY 509	Human Development
SOSC 604	Dynamics of Family Relationships
SOSC 605	Stress and the Family
	One approved elective

**Finance**

This minor provides foundational skills for careers related to finance. It can also prepare the student to be a member of the financial management team in small or mid-sized enterprises or for self-employment.

MGMT 511	Financial Accounting
MGMT 611	Money and Banking*
MGMT 612	Investment Principles*
MGMT 613	Financial Management* OR

ECO 600	International Economics*
MGMT 625	Legal & Ethical Issues in Business Management OR
MGMT 615	Financial Modeling and Decision-Making

**Health Care**

This minor explores significant areas of the dynamic and complex health care industry. This minor provides a solid foundation for health care managers and staff, human resource professionals, and others whose work responsibilities intersect with this growing industry.

HLTC 550	Emerging Health Care Industry
HLTC 629	Law and Ethics for Health Care and Human Services
HLTC 638	Health Care Policy*
MGMT 555	Introduction to Fiscal Management in Health Care

One approved elective

**Human Development**

This minor provides a closer look at the development of the individual from conception to death. Students will gain an overall perspective on human development and will also study a particular age range. This minor is helpful to those working in developmental and educational service organizations and provides a foundation for advanced studies in social work or human services.

PSY 509	Human Development
PSY 608	Social Psychology*
PSY 609	Cognition and Learning*

**One Course From**

PSY 508	Child Development
PSY 615	Psychology of Adulthood*
SOSC 630	Aspects of Aging
	One approved elective

**Human Resources**

This minor develops skills for the varied and significant roles that the human resources professional fills in an organization. The minor focuses on developing leadership and managerial skills for the HR professional as an agent of organizational change in the workplace.

MGMT 518	Human Resource Administration
MGMT 566	Organizational Behavior
MGMT 606	Human Resources and Organizational Development*

MGMT 607 Human Resources and the Law OR  
 MGMT 625 Legal and Ethical Issues in Business  
 Management  
 One approved elective

## Human Services

This minor enables a student to examine the organization and delivery of a wide range of human services and professions. Focus areas include ethical practice, intervention approaches, and skill development and theory that students can apply in support roles in a variety of social service and health care agencies.

BEHS 502 Introduction to Human Services and the  
 Helping Process  
 PSY 603 Crisis Intervention  
 PSY 604 Counseling Theories\*  
 Two approved electives

## Information Technology

This minor enables managers at any level to understand and use information technology as a resource to improve an organization's efficiency.

CMPL 515 Programming Fundamentals\*  
 CMPL 612 Advanced Software Tools\*  
 CMPL 614 Computer and Network Systems\*  
 MGMT 622 Database Management Systems\*  
 MGMT 623 Systems Analysis and Design\*

## Management

This minor provides a foundation in management theory and practice for those interested in public or private sector management. Students may choose electives that complement their career interests and primary area of study.

MGMT 500 Principles of Management OR  
 MGMT 501 Introduction to Public Administration  
 MGMT 511 Financial Accounting  
 MGMT 566 Organizational Behavior  
 MGMT 625 Legal and Ethical Issues in Business  
 and Management  
 One approved elective at the upper level.

*\*Note: These courses have prerequisites.*

## Speech and Language

This minor provides an intensive course of study in the area of speech and language disorders, including supervised field experience in a variety of settings. Students gain knowledge, field experience and core technical skills within the field of speech and language assisting. This minor provides a solid foundation for those intending to teach.

INST 511 Roles of Speech Language Assistant  
 INST 512 Survey of Communication Disorders  
 INST 513 Anatomy & Physiology of Speech and  
 Hearing  
 INST 514 Articulation & Phonological Disorders  
 INST 515 Intro to Audiology & Aural Rehabilitation  
 INST 516 Clinical Practicum I  
 INST 516A Clinical Practicum II  
 INSTA 516B Clinical Practicum III  
 INST 516C Clinical Practicum IV  
 PSY 521 Language Acquisition

*\*Note: Highly Qualified status does not apply to the K-12 core content areas of Language Arts, Science, Social Studies, Mathematics or Elementary Education.*

## NH Paraeducator II Certification

Granite State College offers courses that meet the standards established by the NH Department of Education (NH DOE) for voluntary Paraeducator II certification under Option C Alternative Assessment. Through Option C, paraeducators are required to demonstrate knowledge in the ability to assist in instruction in reading, writing and mathematics as well as meet the standards in professionalism and classroom management. Once a paraeducator has completed the five courses listed, Granite State College will issue a Highly Qualified\* letter to the student. Upon receipt of this letter, students must then complete the application procedure for the Paraeducator II Certification through the NH DOE Bureau of Credentialing.

CRIT 500 Critical Thinking  
 ENG 500 The Writing Process  
 MATH 502 Contemporary College Mathematics  
 EDU 510 Foundations of Education OR  
 EDU 500 Special Education Paraprofessional Training  
 EDU 512 Instructional Methods and Strategies OR  
 EDU 555 Language and Literacy Development

For Paraeducator II Certification application requirements, go to: [www.granite.edu/academics/teacher.php](http://www.granite.edu/academics/teacher.php)

## Course Delivery Options

Granite State College offers flexible course schedules. Classes are offered in our centers around the state, as well as off-site locations. Courses are available evenings, weekends, online, and through intensive and independent study formats.

## Course Descriptions

Course descriptions are listed on the following pages. The course descriptions provide a summary of course content. Detailed information including course outcomes is available from the Office of Academic Affairs.

## Curriculum Designations

ACC	Accounting
APST	Applied Studies
ARTS	Arts and Culture
BEHS	Behavioral Sciences
CMPL	Computers/Information Technology
COMM	Communication
CRIM	Criminal Justice
CRIT	Critical Thinking
ECO	Economics
EDU	Education
ENG	English
HIS	History
HLTC	Health Care & Human Services
HUMN	Humanities
IDIS	Interdisciplinary Studies
INST	Instructional
MATH	Mathematics
MGMT	Management
POL	Political Science
PSY	Psychology
SCI	Science
SDLR	Self-Directed Learning
SOC	Sociology
SOSC	Social Science
TCHM	Technology Management

## Granite State College Course Numbering System

### Lower Level

400-499	Developmental skills—credits may not be applied to a degree program
500-599	Introductory undergraduate courses

### Upper Level

600-649	Advanced undergraduate courses
650-699	Integrative courses
700-799	Post-Baccalaureate courses
800-899	Graduate courses

## USNH Course Numbering System

*Note: University System of New Hampshire policy states that courses taken at any of the institutions will transfer to the other institutions depending upon institutional program requirements and providing that the grade earned meets the policy of the college or university. Use in transfer will be determined by the receiving institution. Anyone taking a course from another institution must verify its use in his/her program with the department or assigned advisor prior to registration.*

### Keene State College

For courses numbered below 100, credits do not apply toward graduation.

100-200	Introductory and intermediate courses usually taken during the freshman and sophomore years.
300-400	Upper division courses, usually taken by juniors and seniors.
500	Graduate courses open to senior undergraduates with permission of the appropriate Keene State College Dean.
600	Graduate courses only; not open to undergraduates.

## Plymouth State University

1000-1990	Introductory courses for the general student population.
2000-2990	Introductory courses generally for the majors and courses which serve other majors.
3000-3990	Upper-level courses which usually have at least one prerequisite.
4000-4990	Typically reserved for capstone courses in the majors. These courses would usually have at least one prerequisite.
5000-8990	Graduate courses

*Note: Special permission required for first-year students to take 3000-4000 level courses, and for sophomores to take 4000-level courses.*

## University of New Hampshire

200-299	Courses in Thompson School of Applied Science.
300-399	Associate in arts/associate in sciences courses. Courses may be taken for credit only by associate degree or non-degree students. Credits may not be applied to baccalaureate degrees.
400-499	Introductory courses not carrying prerequisites and generally falling within University and college requirements.
500-599	Intermediate-level courses for undergraduate credit only.
600-699	Advanced-level undergraduate courses. Entrance to course number 600 and above normally requires junior standing.
700-799	Advanced-level undergraduate courses. Ordinarily not open to freshmen and sophomores.
800-899	Courses that carry graduate credit only and therefore are open only to admitted or special graduate students.

## Undergraduate Courses

	ACCT 550	Accounting Information Systems		EDU 550	Foundations of Early Childhood Education
	ACCT 600	Intermediate Accounting I		<b>P</b> EDU 553	Creative Arts in Early Childhood Education
	ACCT 601	Intermediate Accounting II		<b>P</b> EDU 555	Language and Literacy Development
	ACCT 610	Cost Accounting		<b>P</b> EDU 600	Mathematics and Science in Early Childhood Education
	ACCT 612	Taxation			
	ACCT 615	Auditing		<b>P</b> EDU 602	Young Children with Special Needs
	APST 505	Career Development and Life Planning		EDU 604	Enhancing Supervision through Mentoring
	APST 515	Grant Writing		EDU 605	Early Childhood Program Administration
	ARTS 501	Introduction to Drawing		EDU 606	Roles and Responsibilities of the SPED Teacher
	ARTS 503	Introduction to Watercolor			
	ARTS 515	Introduction to Photography		EDU 607	Instructional Methods, Strategies & Technologies to Meet the Needs of All Students
	ARTS 526	Modern America and the Movies			
	ARTS 538	Understanding and Experiencing Music			
	ARTS 544	Special Topics Lower Level			
	ARTS 550	Art History: Western World		EDU 609	Transition Planning & Developing IEPs
<b>GP</b>	ARTS 551	Survey of World Architecture		<b>P</b> EDU 610	Teaching Reading and Writing in Grades K-8
	ARTS 601	Creativity: The Untapped Potential		EDU 610A	Teaching Reading and Writing N-3
	ARTS 644	Special Topics Upper Level		EDU 611	Assessment of Students With Disabilities
	BEHS 502	Human Services and the Helping Process		EDU 612	Using Technology to Teach Social Studies
<b>P</b>	BEHS 540	Practicum in Behavioral Science		EDU 613	Strategies for Teaching Science
	BEHS 544	Special Topics: Lower Level		EDU 614	Middle School Math Methods
	BEHS 640	Internship in Behavioral Science		EDU 615	Secondary Math Methods
	BEHS 644	Special Topics: Upper Level		EDU 617	Students With Disabilities
<b>P</b>	BEHS 650	Integrative: Behavioral Science		<b>P</b> EDU 619	Managing Student Behavior
	CMPL 511	Software Tools		EDU 620	Standards-Based Curriculum: Design and Assessment
<b>P</b>	CMPL 515	Programming Fundamentals			
	CMPL 518	Visual Programming I		EDU 621	Special Education Law
<b>P</b>	CMPL 520	User-Centered Web Development		EDU 624	Assessment of Young Children EC/EC SPED, Birth – Age 8
	CMPL 544	Special Topics: Lower Level			
	CMPL 562	Websites that Work: Concept, Design and Construction		EDU 625	Curriculum/Assessment/Instruction in EC/EC SPED, Birth – Age 5
<b>P</b>	CMPL 612	Advanced Software Tools			
<b>P</b>	CMPL 614	Computer and Network Systems		EDU 626	Curriculum/Assessment/Instruction in EC/EC SPED, K – Age 8
	CMPL 618	Visual Programming II			
	CMPL 622	Human Computer Interaction		EDU 627	Collaboration/Consultation/Teaming in EC/EC SPED
	CMPL 628	Visual Programming III			
	CMPL 644	Special Topics: Upper Level		EDU 628	IFSPs, IEPs & Planning Transition, Birth – Age 8
<b>P</b>	CMPL 650	Best Practices in Information Technology		EDU 629	Foundations of Education in Second Language Learners
	COMM 544	Special Topics: Lower Level			
	COMM 550	Interpersonal Communication		EDU 630	Behavior Interventions in EC/EC SPED
	COMM 551	Small Group Communications		EDU 631	Multicultural Perspectives
	COMM 553	Presentational Communication		EDU 644	Special Topics: Upper Level
	COMM 601	Trends in Digital and Social Media		EDU 646	Assessments of Students: Culturally & Linguistically Diverse
	COMM 602	Media and Strategic Communications			
	COMM 644	Special Topics: Upper Level		EDU 647	Content Area Literacy for ESOL
	COMM 650	Integrative Project: Communication Studies		<b>P</b> EDU 650	Practicum: Professionalism in Early Childhood Education
	CRIM 500	Introduction to Criminology			
	CRIM 544	Special Topics: Lower Level		<b>P</b> EDU 660	Integrative: English Language Arts
<b>P</b>	CRIM 555	The Criminal Justice System		EDU 661	Integrative in Social Studies
	CRIM 600	Crime Prevention and Control		<b>P</b> ENG 402	Developmental Reading
	CRIM 603	Victim Rights and Advocacy		<b>P</b> ENG 405	Developmental Writing
<b>P</b>	CRIM 606	Corrections, Probation and Parole			
<b>P</b>	CRIM 607	Constitutional Law		ENG 500	The Writing Process
	CRIM 644	Special Topics: Upper Level		<b>P</b> ENG 505	Introduction to Language and Linguistics
<b>P</b>	CRIM 650	Integrative: Criminal Justice		<b>P</b> ENG 508	The Media and Its Messages
<b>P</b>	CRIT 500	Critical Thinking		<b>P</b> ENG 510	Survey of American Literature
	ECO 512	Principles of Economics		<b>P</b> ENG 512	British Literature I
<b>P, GP</b>	ECO 600	International Economics		<b>P</b> ENG 513	British Literature II
	EDU 500	Special Education Paraprofessional Training			
	EDU 505	Introduction to Adapted Instruction		<b>P</b> ENG 544	Special Topics: Lower Level
	EDU 510	Foundations of Education		<b>P</b> ENG 555	Children's Literature
<b>P</b>	EDU 512	Instructional Methods and Strategies		<b>P</b> ENG 560	Young Adult Literature
	EDU 544	Special Topics: Lower level		<b>P</b> ENG 600	Expository Writing
				ENG 601	Writing for the Professions
				<b>P</b> ENG 604	Creative Writing
				<b>P, GP</b> ENG 620	Multicultural Perspectives through Literature

<b>P, GP</b>	ENG 625	Readings in World Literature	MATH 600	Mathematical Proof	
<b>P</b>	ENG 633	Short Fiction	MATH 601	Number Systems	
<b>P</b>	ENG 640	Shakespeare	MATH 602	Geometric Structures	
	ENG 644	Special Topics: Upper Level	MATH 603	Probability and Statistics	
<b>GP</b>	HIS 502	Great Civilizations	MATH 604	Linear Algebra	
	HIS 510	United States History to 1865	MATH 605	Discrete Mathematics	
	HIS 511	United States History: 1865 to the Present	MATH 606	Calculus I	
	HIS 512	European History: Renaissance through the Industrial Revolution	MATH 607	Calculus II	
	HIS 513	European History: 19th and 20th Centuries	<b>P</b>	MATH 608	History of Mathematics
	HIS 602	History of New England		MATH 644	Special Topics: Upper Level
	HIS 610	Historical Methods		MGMT 500	Principles of Management
<b>GP</b>	HIS 611	Topics in World History		MGMT 501	Introduction to Public Administration
<b>GP</b>	HIS 618	History of World War II	<b>P</b>	MGMT 510	Managerial Accounting
<b>GP</b>	HIS 627	Vietnam War: An Historical Perspective		MGMT 511	Financial Accounting
	HIS 660	Capstone Project in History		MGMT 514	Principles of Marketing
	HLTC 540	Practicum in Health Care		MGMT 518	Human Resource Administration
	HLTC 544	Special Topics: Lower Level		MGMT 540	Practicum in Management
	HLTC 550	The Emerging U.S. Health Care System		MGMT 544	Special Topics: Lower Level
	HLTC 626	Principles of Case Management		MGMT 555	Introduction to Fiscal Management in Health Care
	HLTC 627	Reimbursement and Financing Techniques in Health Care		MGMT 566	Organizational Behavior
	HLTC 629	Law and Ethics for Health Care and Human Services	<b>P</b>	MGMT 568	Strategic Data Analysis
<b>P</b>	HLTC 630	Perspectives on Health Care and Human Services	<b>P</b>	MGMT 601	Contemporary Management Issues
<b>P</b>	HLTC 637	Health Information Systems	<b>P</b>	MGMT 602	Leadership
<b>P</b>	HLTC 638	Health Care Policy	<b>P</b>	MGMT 606	Human Resources and Organizational Development
	HLTC 640	Internship or Project in Health Care/ Human Services		MGMT 607	Human Resources and the Law
<b>P</b>	HLTC 650	Integrative: Health Care Management	<b>P, GP</b>	MGMT 608	Managing Diversity
<b>P</b>	HUMN 501	Humanities in an Age of Technology	<b>P</b>	MGMT 611	Money and Banking
	HUMN 502	American Popular Culture	<b>P</b>	MGMT 612	Investment Principles
<b>GP</b>	HUMN 504	Comparative Religions	<b>P</b>	MGMT 613	Financial Management
	HUMN 505	Introduction to Ethics		MGMT 614	Planning New Business Ventures
	HUMN 507	Introduction to Philosophy	<b>P</b>	MGMT 615	Financial Modeling & Decision-Making
	HUMN 544	Special Topics: Lower Level	<b>P</b>	MGMT 620	Effecting Positive Change in Organizations
<b>GP</b>	HUMN 550	American Sign Language I	<b>P</b>	MGMT 621	Managing Conflict
<b>P</b>	HUMN 551	American Sign Language II	<b>P</b>	MGMT 622	Database Management Systems
<b>GP</b>	HUMN 560	Elementary Spanish I		MGMT 623	Systems Analysis and Design
	HUMN 561	Elementary Spanish II		MGMT 624	Managing Information Technology
	HUMN 644	Special Topics: Upper Level		MGMT 625	Legal and Ethical Issues in Business Management
	IDIS 500	College Seminar	<b>P, GP</b>	MGMT 626	Project Management Strategies
	IDIS 501	Research Methods		MGMT 629	Global Marketing
	INST 511	Role of the Speech-Language Assistant		MGMT 640	Internship in Management
	INST 512	Survey of Communication Disorders	<b>P</b>	MGMT 644	Special Topics: Upper Level
	INST 513	Anatomy & Physiology of Speech & Hearing		MGMT 650	Integrative: Strategic Management
	INST 514	Articulation and Phonological Disorders		MGMT 660	Integrative: Applied Studies in Management
	INST 515	Intro to Audiology & Aural Rehabilitation		MGMT 670A	Independent Learning Contract
	INST 516	Clinical Practicum I		POL 550	American Government and Politics
	INST 516A	Clinical Practicum II	<b>GP</b>	POL 554	Law and Society
	INST 516B	Clinical Practicum III		POL 600	The US in World Affairs
	INST 516C	Clinical Practicum IV		PSY 501	Introduction to Psychology
	INST 540	Practicum in Education and Training		PSY 508	Child Development
	INST 544	Special Topics: Lower Level		PSY 509	Human Development
<b>P</b>	INST 605	Teaching and Learning in Adulthood		PSY 510	Infant and Toddler Development
<b>P</b>	INST 607	The Learning Workplace	<b>P</b>	PSY 521	Language Acquisition
<b>P</b>	INST 610	Instructional Design and Interactive Learning		PSY 602	Theories of Personality
<b>P</b>	INST 640	Internship in Education and Training	<b>P</b>	PSY 603	Crisis Intervention
<b>P</b>	INST 650	Program Development and Learning	<b>P</b>	PSY 604	Counseling Theories
<b>P</b>	MATH 402	Basic Mathematics	<b>P</b>	PSY 605	Principles of Assessment
<b>P</b>	MATH 405	Developmental Algebra	<b>P</b>	PSY 606	Educational Psychology
<b>P</b>	MATH 502	College Mathematics	<b>P</b>	PSY 608	Social Psychology
<b>P</b>	MATH 504	Statistics	<b>P</b>	PSY 609	Cognition and Learning
<b>P</b>	MATH 510	Pre-Calculus	<b>P</b>	PSY 611	Art Therapy
	MATH 544	Special Topics: Lower Level	<b>P</b>	PSY 615	Psychology of Adulthood
				PSY 616	Psychology of Occupational Stress
				PSY 617	Abnormal Psychology
				SCI 502	Nutrition Concepts and Controversies

	SCI 505	Human Biology
	SCI 506	Physiology of Wellness
	SCI 508	Issues in Women's Health
<b>GP</b>	SCI 509	Diseases of the 21st Century
<b>P</b>	SCI 512	Introduction to Astronomy
<b>P</b>	SCI 513	Introduction to Meteorology
	SCI 518	Physical Geography
<b>P</b>	SCI 520	Introduction to Oceanography
	SCI 523	General Ecology
	SCI 528	Natural History of Northern New England
<b>GP</b>	SCI 539	Energy and the Environment
<b>GP</b>	SCI 541	Introduction to Environmental Science
	SCI 542	Introduction to Forest Science and Policy
	SCI 544	Special Topics: Lower Level
<b>P</b>	SCI 600	The Human Brain
	SCI 644	Special Topics: Upper Level
<b>P</b>	SDLR 550	Individualized Studies Seminar
<b>P</b>	SDLR 551	Assessment of Prior Learning
	SOC 501	Introduction to Sociology
<b>P</b>	SOC 601	Society and the Individual
<b>GP</b>	SOC 603	Work and Society
	SOC 607	Child Abuse and Neglect
<b>GP</b>	SOSC 500	Introduction to Anthropology
	SOSC 519	Living in a Digital Democracy
	SOSC 544	Special Topics: Lower Level
	SOSC 559	Contemporary Issues in Human Sexuality
<b>GP</b>	SOSC 602	Men and Women in Cross-Cultural Perspectives
	SOSC 630	Aspects of Aging
	SOSC 604	Dynamics of Family Relationships
	SOSC 605	Stress and the Family
	SOSC 644	Special Topics: Upper Level
	TCHM 650	Integrative in Technology Management

**ACCT 550 Accounting Information Systems**

Accountants use, evaluate, and control information systems as a core dimension of their work with financial data. Information systems shape the capture, processing, and communication of accounting data in organizations. This course provides a thorough introduction to the ways that accounting and information systems intersect. Students will explore both the conceptual and the practical aspects of accounting information systems, including effective communication of information systems needs, the design and development of such systems, and the evaluation of their effectiveness. The dimensions of security, controls, and auditing will be addressed. *PREREQUISITES: CMPL 511 Software Tools and MGMT 511 Financial Accounting.* 4 credits

**ACCT 600 Intermediate Accounting I**

In this course, students expand their understanding of the accounting process and of reporting. The course builds the conceptual framework for generally accepted accounting principles, covering the accounting cycle, net income, financial statement preparation, measuring equity, current assets including cash, receivables, and inventories, as well as depreciation, impairments, and depletion. *PREREQUISITES: MGMT 510 Managerial Accounting and MGMT 511 Financial Accounting.* 4 credits

**ACCT 601 Intermediate Accounting II**

In the second half of the intermediate accounting sequence, students will develop a greater understanding of the principles that dictate accounting applications and will apply those principles in increasingly advanced scenarios. The course also places emphasis on developing advanced spreadsheet techniques and research capabilities. *PREREQUISITES: MGMT 510 Managerial Accounting, MGMT 511 Financial Accounting, and ACCT 600 Intermediate Accounting I.* 4 credits

**ACCT 610 Cost Accounting**

This course covers traditional product costing methods (process and job order) as well as topics such as cost management systems, and accounting as part of organizational strategy. *PREREQUISITES: MGMT 510 Applied Managerial Accounting, MGMT 511 Financial Accounting, and MGMT 613 Financial Management.* 4 credits

**ACCT 612 Taxation**

This is an introductory course in Federal income tax law relating to individuals and businesses, including proprietorship, partnership and corporation. Topics include gross income, deductions, losses, tax credits, property transactions, deferred compensation, tax planning and preparation of tax returns. *PREREQUISITES: MGMT 511 Financial Accounting, MGMT 510 Managerial Accounting, and ACCT 600 Intermediate Accounting I.* 4 credits

**ACCT 615 Auditing**

This course focuses on the principles and practice of investigating a business's financial statements and supporting financial documents. Topics include roles and responsibilities of the auditor, types of audits, auditing standards, internal control and professional ethics. *PREREQUISITES: MGMT 510 Managerial Accounting, MGMT 511 Financial Accounting, ACCT 600 Intermediate Accounting I and ACCT 601 Intermediate Accounting II.* 4 credits

**APST 505 Career Development and Life Planning**

This course engages participants in the career development and life planning process. Structured exercises, presentations, and readings are used to help students explore and apply to their own life situations knowledge of adult and career development and the skills and methods of career planning. The course includes self-assessment, researching career information, decision making, goal setting, and job search strategies. 2 credits

**APST 515 Grantwriting**

This course prepares participants to effectively research, write, and submit grant proposals to various funding sources, including federal, state, and private agencies. Course emphasis is on developing the practical skills necessary for successful integration of the three phases of the grant development process: planning a program; researching sources of funding; and writing and presenting a proposal. Students develop several grant proposals for submission to public and private funding sources. 4 credits

**ARTS 501 Introduction to Drawing**

This studio art course involves the student in a hands-on approach to basic drawing and composition. Students explore, comprehend, and employ the basic elements and principles of art, use various graphic media and become familiar with the vocabulary, concepts and techniques of drawing. Each student is given opportunities to explore individual problems and materials with the goal of becoming a participant in the art process rather than a viewer. 4 credits

**ARTS 503 Introduction to Watercolor**

This is a course for all levels of students, including students with no previous studio art experience. The course introduces and exposes students to a variety of approaches to watercolor medium through the use of hands-on experience, demonstrations, critiques and an introduction to the work of past and present watercolor artists. Sessions are held in the studio and outside on location (weather permitting). 4 credits

**ARTS 515 Introduction to Photography**

This course is designed to give the novice photographer the hands-on skills to successfully create and interpret photographic images. The course is structured to help the student master the technical tools of photography, at the same time that emphasis is also placed on the student's ability to perceive and understand the world visually and artistically. Students develop the ability to critique their own work and that of others. This course also looks at the unique place of photography within the context of other art forms, such as painting, cinema, music and literature. Manually adjustable digital camera is required. 4 credits

**ARTS 526 Modern America and the Movies**

Since the development of the film industry in Hollywood at the beginning of the twentieth-century, American cinema has entertained and educated the American public, upheld or objected to widespread prejudices, glamorized immorality or preached conventional pieties. This course examines the central role of movies in American culture, in depicting and influencing political conformity and dissent, law and lawlessness, war and peace, conflicts of class, race, and gender, and the place of reality and fantasy in Americans' understanding of themselves and their culture. 4 credits

**ARTS 538 Understanding and Experiencing Music**

This introductory course explores music as a living force among the peoples of the world through guided listening experiences selected from a broad spectrum of music. Musical elements, processes, and materials are studied in the context of various musical works of Western and non-Western origin as well as through experiential components intended to reinforce musical learning and further enhance music listening pleasure. This course does not require musical expertise or performance. 4 credits

**ARTS 544 Special Topics (Lower Level)**

A study of current and variable topics in Arts and Culture. Course content changes from term to term. 1 to 4 credits

**ARTS 550 Art History: Western World**

The primary goal of this course is to develop an appreciation of the important role that the arts and the individual artist have played through the ages, giving the learner a more complete understanding of the role arts and artists in our present day society. The course examines the formal qualities and technical achievements of important works from each major period in Western art, as well as the prevailing attitudes of the society in which they were created (*Formerly, HUMN 517*). 4 credits

**ARTS 551 Survey of World Architecture (GP)**

This course is designed as an introduction to the principles of architecture and a survey of important structures and sites from around the world. The course is organized chronologically, tracing the development of architectural styles and the forces that shaped them, beginning with ancient civilizations and ending with modern times. Special emphasis is given to increasing the student's awareness of the built environment by connecting the study of world architecture to the student's own experience of architecture. From the pyramids of Egypt to the skyscrapers of New York City, students will explore timeless questions like the meaning of architecture, the reasons why building forms change from period to period, and the language of architecture. 4 credits

**ARTS 601 Creativity: The Untapped Potential**

This course focuses on the process of human creativity. Students examine various contemporary published theories and studies of the dynamics of creativity. The thrust of the course is experiential. Through active immersion in various creative modalities—drama, singing, poetry, sculpture, games, alter ego role-play—students delve into the emotional, psychological, intuitive, and cognitive nature of creativity. 4 credits

**ARTS 644 Special Topics (Upper Level)**

A study of current and variable topics in Arts and Culture. Course content changes from term to term. 1 to 4 credits

**BEHS 502 Human Services and the Helping Process**

This course provides an introduction to the helping process in the context of a human service. There are two essential components to this course. The first examines the economic, social and political forces which have shaped the development of human service organizations and their status today. It reviews the issues and obstacles involved in providing quality service to various populations in our society. The second major emphasis offers learners the opportunity to review the basic elements of the helping process. Students examine the development of a professional working relationship with clients. They also learn what the process of helping includes. Attention is paid to the influence of personal experiences and values on prospective workers in the helping professions. 4 credits

**BEHS 540 Practicum in Behavioral Science**

This project-based practicum is an entry-level field experience designed to assist behavioral science majors in exploring career and vocational settings in which they can use and apply their behavioral science knowledge and skills. The nature of the practicum is exploratory, involves extensive initiative in designing and implementing the practicum, and is conducted under the supervision of the practicum instructor. A sup-

plementary objective of the practicum is to explore and assess possibilities for settings and situations in which the student may engage in an upper level behavioral science internship.

*PREREQUISITES: PSY 501 Introduction to Psychology and SOC 501 Introduction to Sociology. Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

**BEHS 544 Special Topics (Lower Level)**

A study of current and variable topics in Behavioral Science. Course content changes from term to term. 1 to 4 credits

**BEHS 640 Internship in Behavioral Science**

This course is a field-based internship designed to develop and hone the practical application skills of a Behavioral Science major. Students apply for an internship at a self-selected site and negotiate the terms of the internship experience with a site supervisor under the general auspices of their GSC mentor. The internship requires documented evidence of 80 hours of supervised experience and practice in a field setting where behavioral science-related knowledge and skills are applied. *NOTE: It is recommended that students have completed the majority of upper level course work in their major prior to enrolling in this course. Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

**BEHS 644 Special Topics (Upper Level)**

A study of current and variable topics in Behavioral Science. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject area. 1 to 4 credits

**BEHS 650 Integrative: Behavioral Science**

This capstone course in the Behavioral Science degree program requires students to integrate the knowledge and skills gained from other courses in the program and to demonstrate the ability to apply their knowledge to new subject matter and practical situations. Conforming to the American Psychological Association (APA) Ethical Standards, students will complete an independent project, which includes the written analysis and synthesis integrating theory and practice.

*PREREQUISITES: BEHS 501 Research Methods, MATH 504 Statistics, and the completion of no fewer than 32-credit hours in the Major. BEHS 608 Social Research in the Behavioral Sciences is recommended.* 4 credits

**CMPL 511 Software Tools**

This introductory course is for students with some previous knowledge and exposure to computers and serves as a foundation course for all other computer courses. The focus of the course is on personal computers and their

applications, concentrating on computers using a Windows operating system. Basic hardware and software concepts are reviewed and examined in depth. The lab activities concentrate on gaining proficiency in the use of 1) a common operating system; 2) software applications, including word-processing, spreadsheets, and presentation software; 3) tools such as the World Wide Web including electronic mail; and 4) information resources and research databases. Students are introduced to databases and networking. Through readings and discussion, students explore the social and ethical aspects of the computerization of society. *Prior basic computer experience is recommended.* 4 credits

**CMPL 515 Programming Fundamentals**

The course is designed to provide students with a sound background in structured programming logic and design. These foundational concepts can be applied regardless of which programming languages a student eventually uses to write programs. The demonstration language for programming concepts will be Microsoft's QBasic. The course covers the key mathematical and logical constructs that are the basis of much programming. Topics include the software development life cycle, particularly the programming phase; structured programming techniques; problem-solving and algorithm development; decision control structures, including selection (IF/CASE) and repetition (looping) structures; variables and arrays; and data structures.

*PREREQUISITES: MATH 502 Contemporary College Mathematics and CMPL 511 Software Tools.* 4 credits

**CMPL 518 Visual Programming I**

This course introduces programming in the Windows graphical user interface environment, focusing on modular and object-oriented design, event driven activity, the use of controls, and integration with the .NET framework architecture. Upon completion of this course learners will be able to develop programs that incorporate visual programming conventions, user interaction and interface, database interaction and interface, and other tools fundamental to visual programming. *PREREQUISITE: CMPL 515: Programming Fundamentals.* 4 credits

**CMPL 520 User-Centered Web Development**

This course provides an introduction to the fundamentals of designing a website that recognizes and responds to the user's needs. Topics include website strategy, user-centered design, usability testing, publishing a website, web design ethics (copyright, privacy and freedom of speech) and security and maintenance planning. Students acquire the basics of HTML and use professional grade HTML editing and graphics applications. Current software in the field will be

used. *PREREQUISITE: CMPL 612 Advanced Software Tools, or equivalent.* 4 credits

#### **CMPL 544 Special Topics (Lower Level)**

A study of current and variable topics in Computer Science. Course content changes from term to term. 1 to 4 credits

#### **CMPL 562 Websites that Work: Concept, Design and Construction**

This hands-on course outlines the fundamentals of web design and use of Hypertext Mark-Up Language (HTML). Working with a basic editor, students explore layout, graphics, text, hexadecimal color, links, tables, frames and content. Students review and analyze successful websites on the Internet, and design a simple website of their own, as well as examine publication and promotion options. Students consider ethical use of information and best practices when creating websites. This course does not use website design software. Instead, students will use HTML to produce sites. Basic computer competence is required. 2 credits

#### **CMPL 612 Advanced Software Tools**

This is a project-oriented software applications course to help the student gain competency with advanced features of office productivity software and to introduce more advanced database application concepts. *PREREQUISITE: CMPL 511 Software Tools or comparable prior learning or course work.* 4 credits

#### **CMPL 614 Computer and Network Systems**

This course offers a practical study of the hardware and software of modern computing systems and networks. Participants increase their knowledge of hardware and operating system software by studying the functions and interactions of computer and peripheral components such as central processing units (CPU), memory, storage, print engines, etc. Students also study the workings of network components such as protocols, hubs, routers and switches. Through exposure to a mix of theory, extensive vocabulary, and specific knowledge about trends in contemporary systems, students develop skills to effectively communicate with others regarding the specification, purchase, and installation of an office or home computer system/network. *PREREQUISITE: CMPL 515 Programming Fundamentals or CMPL 612 Advanced Software Tools.* 4 credits

#### **CMPL 618 Visual Programming II**

This course introduces learners to advanced programming techniques in the Visual Studio.NET environment. Topics include object-oriented implementation through class development, ADO.NET interaction with multiple database sources, XML, ASP.NET, and application deployment. Upon completion learners will be

able to develop complex programs using advanced tools available in the Visual Studio.NET framework. *PREREQUISITE: CMPL 518: Visual Programming I.* 4 credits

#### **CMPL 622 Human Computer Interaction**

This course builds an understanding of human behavior with interactive objects, focusing on how to develop and evaluate interactive software using a human-centered approach. This includes examining the many different types of interactive software, understanding the principles of effective graphical user interface design, evaluating human-centered software and software development and exploring aspects of collaboration and communication as they affect individual and group interaction with software systems. *PREREQUISITE: CMPL 515: Programming Fundamentals.* 4 credits

#### **CMPL 628 Visual Programming III**

This course introduces learners to a robust tool for creating high performance applications for the Windows Graphical User Interface and for the World Wide Web. The tools presented in this course prepare the learner for participation in large, potentially mission-critical projects at the enterprise level. Application of advanced algorithmic and programming techniques is expected. *PREREQUISITE: CMPL 618: Visual Programming II.* 4 credits

#### **CMPL 644 Special Topics (Upper Level)**

The study of current and variable topics in Computer Science. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject area. 1 to 4 credits

#### **CMPL 650 Best Practices in Information Technology**

This course is a project-oriented capstone learning experience that is designed to integrate learning from coursework with related work or other experience. Students focus on best practices in information technology and project management, with specific attention to their area of specialty. Students will complete an integrative project related to their program option and career interests. *PREREQUISITES: All required courses in degree option or relevant courses in Individualized Studies.* 4 credits

#### **COMM 544 Special Topics (Lower Level)**

A study of current and variable topics in Communication. Course content changes from term to term. 1 to 4 credits

#### **COMM 550 Interpersonal Communication**

Good interpersonal relationships require effective communication. From political rhetoric to the most intimate dialogue, we know that what we say and how we say it matters deeply. Principles and rules of interpersonal and intrapersonal

communication are largely unspoken in our culture. This class demystifies the communication process and helps students to understand the complex nature of relationship, to develop basic interpersonal communication concepts, and to apply them to everyday life. 4 credits

#### **COMM 551 Small Group Communications**

This course provides an awareness of the unique process, purposes, problems and possibilities of communication in small groups. It is designed to provide both a theoretical and practical introduction to group process and group dynamics. Emphasis is placed on participation and awareness of communication behaviors in small groups as portrayed in the generic roles of member, leader and process observer. 4 credits

#### **COMM 553 Presentational Communication**

This course provides students the opportunity to improve their public presentation skills by studying current theory and applying it in the classroom. The workshop approach gives students many opportunities to apply theory to practice to develop their potential as public communicators. Speaking, listening, creating and delivering a message, and engaging with an audience are the elements of communication, and each student's work for this class is to learn to express oneself publicly with meaning, depth, and confidence. *Note: Prior completion of CMPL 511 Software Tools recommended.* 4 credits

#### **COMM 601 Trends in Digital and Social Media**

This course explores emerging trends in digital media, providing an opportunity for students to understand, deploy, and reflect upon the tools available for communication, business, nonprofit, educational, civic/political, and personal use. The course surveys past, current, and predicted future trends as well as selected theories and research on the impact of these communication technologies. Critical reflection upon the norms, risks, and opportunities of digital and social media is a core component of the course. *PREREQUISITES: COMM 550, 551 or 553; and CMPL 511 or CMPL 612 Software Tools/Advanced Software Tools.* 4 credits

#### **COMM 602 Media and Strategic Communication**

This course explores the use of media in strategic communication toward the attainment of organizational objectives. Students will explore the impact of public relations, media outreach, marketing and branding, and leadership communication on both internal and external audiences in a variety of settings and sectors. The role and purpose of the organizational spokesperson, the function of the leader as chief communicator, the strategic alignment of message and messenger, and the effective use of technology in business communications will be discussed. This course provides knowledge of opportunities

and pitfalls of the media environment, particularly in the digital, 24-hour news cycle age.

*PREREQUISITE: MGMT 514 Principles of Marketing or ENG 505 Media and Its Messages.*

4 credits

#### **COMM 644 Special Topics (Upper Level)**

The study of current and variable topics in Communication. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject area.

1 to 4 credits

#### **COMM 650 Integrative Project in Communication Studies**

This capstone course for the Communication Studies major builds on previous study in the field and provides an opportunity to apply learning in an in-depth project. Projects must employ applied research, demonstrate knowledge of communication theory, and integrate reflection on cultural and/or organizational dimensions of communication. Students synthesize their knowledge of theory and practice to develop and implement a project in their own area of professional interest.

4 credits

#### **CRIM 500 Introduction to Criminology**

This course introduces the student to the field of criminology by reviewing the historical underpinnings of the modern-day study of crime and criminals, examining the theoretical causes of crime and criminality, and evaluating society's responses to crime. Students are introduced to the sociological, biological, and psychological schools of criminological thought. Topics include crime statistics and social and legal mechanisms used to address criminal activity and the individual criminal.

4 credits

#### **CRIM 544 Special Topics (Lower Level)**

A study of current and variable topics in Criminology. Course content changes from term to term.

1 to 4 credits

#### **CRIM 555 The Criminal Justice System**

This course presents an overview of the criminal and juvenile justice systems and the variety of agencies charged with the detection, prosecution, and subsequent application of penalties. The course begins with an examination of the extent and nature of crime in the U.S. It then reviews the subsystems associated with the criminal and juvenile justice fields, including the police, criminal and juvenile courts, and corrections and treatment processes. The review of each subsystem includes a discussion of its historical development as well as issues currently confronting the profession. Students also explore and evaluate differing philosophies underlying corrections. The course concludes with an examination of the future of the criminal and juvenile justice systems from political and sociological perspectives.

*PREREQUISITE: CRIM 500 Introduction to Criminology.*

4 credits

#### **CRIM 600 Crime Prevention and Control**

This course focuses on situational crime prevention by both law enforcement personnel and the general public. Theoretical and practical aspects of techniques of situational prevention are examined. Students formulate their own theories on crime prevention and control, and evaluate methods for the reduction of crime and corresponding financial and social costs.

#### **CRIM 603 Victim Rights and Advocacy**

The course examines the various relationships of police, courts, advocates, and other agencies such as the media with the crime victim. Specific categories of crime victims are studied, including drunk driving victims, sexual assault victims, domestic violence and stalking victims, hate crime victims and child and elderly victims.

4 credits

#### **CRIM 606 Corrections, Probation and Parole**

This course presents an extensive examination of the organization and operations of correctional, probation and parole agencies as particular segments of the United States criminal justice system. Learners study corrections, probation and parole from a variety of standpoints, including historical and philosophical foundations, the theoretical concerns that the options present, as well as the practical aspects of those services. Other topics include a review of community-based corrections, options for treatment and intermediate sanctions, issues surrounding court orders and pre-sentence reports, and an examination of correctional and probation and parole officers' professional roles, and the legal decisions affecting practice in this field.

*PREREQUISITES: CRIM 500 Introduction to Criminology and CRIM 555 The Criminal Justice System.*

4 credits

#### **CRIM 607 Constitutional Law**

This course examines the United States Constitution and the New Hampshire Constitution using a substantive approach. Students participate in a critical analysis of how both the United States Supreme Court and the New Hampshire Supreme Court deal with constitutional issues of major societal importance. The course also focuses on the historical development of constitutional law by studying the many diverse and often controversial matters with which the U.S. and N.H. Supreme Courts deal. An emphasis is placed on reading and analyzing leading constitutional case law and gaining in-depth knowledge of the relationship between the N.H. and U.S. Constitutions.

4 credits

#### **CRIM 644 Special Topics (Upper Level)**

A study of current and variable topics in Criminology. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject area.

1 to 4 credits

#### **CRIM 650 Integrative: Criminal Justice**

This final course in the Criminal Justice degree program is designed to offer students the opportunity to reflect upon and synthesize prior learning and to apply it at a higher level of understanding. Knowledge and skills from other courses in the program and from experience are integrated in focused individual projects. Such projects might include independent research, an internship or practicum, or a work-related or other applied project. Analysis of the individual project in light of theory and research in the field is a key component of this course.

*PREREQUISITE: Completion of all other coursework in the major.*

4 credits

#### **CRIT 500 Critical Thinking**

This course is designed to help students think and write with clarity and logic. Students are immersed in a process that encourages them to practice and value objective inquiry over subjective preconceptions. By careful examination of their own thinking processes and the strategies of successful problem-solvers, students build a diverse repertoire of effective thinking skills. Students then apply these numeric, deductive, and evaluative approaches to a gamut of problem scenarios, from the practical to the abstract.

*PREREQUISITE: Students must meet one of the following: 1) acceptable scores on Accuplacer, reading comprehension and sentence skills assessments 2) approved exemption, or 3) completion of IDIS 500 College Seminar with a minimum grade of C, or 4) achievement of a minimum grade of B in ENG 402 Developmental Reading and/or ENG 405 Developmental Writing.*

4 credits

#### **ECO 512 Principles of Economics**

Economics is the study of how we coordinate our wants and needs as a society. The economic perspective includes three main concepts: scarcity and choice, rational behavior, and marginal analysis. Pertinent and relevant examples of current events are utilized to illustrate economic principles. This survey course addresses both macroeconomic and microeconomic principles.

*(Formerly, SOSC 512.)*

4 credits

#### **ECO 600 International Economics (GP)**

This course takes an in-depth look at how the international market for goods and services works. Starting from the concept of comparative advantage, students investigate the workings of tariffs and non-tariff restrictions on trade, trade regulations and industrial policies, first in the developed economies and then in the developing countries. Regional and multilateral trade agreements are examined. The course concludes with an investigation of international monetary relationships, including balance of payments, foreign exchange and exchange rate of

determinants, and how balance of payments adjustments are made. *PREREQUISITE: ECO 512 Principles of Economics.* 4 credits

#### **EDU 500 Special Education Paraprofessional Training**

This course is designed for students who are currently employed as paraprofessionals, or who seek to be employed as paraprofessionals, in the public school setting to work with children from preschool through the secondary level. The course focuses on the role of the paraprofessional with regard to educational professionalism, the special education process, child development relevant to the delivery of support services, problem solving approaches to communications and behavioral management, and health and safety issues. The course is designed to assist the student in understanding the public education system in order to perform the role of paraprofessional as outlined in the New Hampshire Standards.

4 credits

#### **EDU 505 Introduction to Adapted Instruction**

This course introduces students to modifications and adaptations for students with disabilities that address their socio-emotional, physical, and instructional needs. Discussions include the theoretical foundations and practicality of adaptations and modifications designed to enhance student achievement.

4 credits

#### **EDU 510 Foundations of Education**

This course is the introductory course to the education programs at Granite State College. The purpose is twofold: 1) to explain the requirements of the GSC education programs, practicum, and portfolio; and 2) to examine the theoretical foundations of education in the United States. Historical, political, and social influences on the development of the education system are examined. Students develop their own educational philosophy and compare it to the philosophies which have shaped American education. A 20-hour practicum is required.

4 credits

#### **EDU 512 Instructional Methods and Strategies**

This course focuses on theories of instruction and their application in educational settings. Students examine through observation and participation a variety of instructional strategies to differentiate the appropriateness of each in the learning process. Topics include matching instructional approaches to a variety of learning parameters, including diverse populations and content areas. Additional topics include integrated curricula and appropriate assessment strategies. Students plan and evaluate lessons that align with state curriculum standards for different content areas. A 20-hour practicum is required. *PREREQUISITES: EDU 510 Foundations of Education and PSY 508 Child Development or PSY 509 Human Development.* 4 credits

#### **EDU 544 Special Topics (Lower Level)**

A study of current and variable topics in Education. Course content changes from term to term.

1-4 credits

#### **EDU 550 Foundations of Early Childhood Education**

This course provides an overview of the historical, philosophical and social foundations of the early childhood profession and how these roots influence current practice. Students examine the issues facing children, families, early childhood programs and professionals. A variety of educational theories and models are reviewed with regard to how effectively they address the needs of children, parents, and communities. Students establish their own sense of professionalism with connections to the literature, organizations, and resources in the field and by articulating their personal philosophies of early childhood education.

4 credits

#### **EDU 553 Creative Arts in Early Childhood Education**

This course provides a hands-on approach to facilitating the creative development of children. Students explore their own creativity through a variety of media, including art, music, drama, and creative movement. The focus is on the creative process rather than products. Topics include definitions of creativity, how it affects domains of development, and ways it enhances learning. Students apply knowledge of developmentally appropriate practices and integrate them with creative experiences into a well-rounded curriculum that incorporates a variety of learning styles. *PREREQUISITE: PSY 508 Child Development.*

4 credits

#### **EDU 555 Language and Literacy Development**

This course provides in-depth study of the development of children's language and communication skills from birth through age 8. Students identify the various developmental levels exhibited by children, and choose and create diverse materials to enhance language and literacy development. In addition, the course focuses on analyzing and creating language-rich programs designed to foster listening, oral and written language, and pre-reading and reading skills at the appropriate developmental level. In addition, students formulate developmentally appropriate questions and responses to enrich the child's experience. The course addresses how everyday experiences can present opportunities for creating meaningful communication between children, their peers and adults. *PREREQUISITE: PSY 508 Child Development or PSY 509 Human Development.*

4 credits

#### **EDU 600 Mathematics and Science in Early Childhood Education**

The course focuses on the cognitive development of children birth to age 8 with emphasis upon the development and interrelatedness of math and science concepts. Using a hands-on

approach, students explore the various materials used in learning centers to stimulate and develop children's logico-mathematical thinking. Students identify the various developmental levels of children's thinking and create developmentally appropriate materials and settings. The course emphasizes the application of developmental principles to investigate and devise experiences which employ mathematical reasoning and scientific processes. *PREREQUISITES: PSY 508 Child Development and MATH 502 Contemporary College Mathematics or other college level math.*

4 credits

#### **EDU 602 Young Children with Special Needs**

This course focuses on promoting the optimal development of young children with special needs in an inclusionary early childhood setting. Building on a foundation of child development and the components of high-quality early childhood programs, students investigate specific physical, emotional, and psychological conditions which delay or modify the course of a child's healthy development. Students observe children with special needs in order to design adaptations in the curriculum and environment. Students develop strategies for collaborating with families and community services providers, based on a knowledge of legislative mandates regarding special education. *PREREQUISITE: PSY 508 Child Development*

4 credits

#### **EDU 603 Family and Community Relations in Early Childhood Education**

This course examines various ways of enhancing the young child's development through promoting positive interrelationships among child care providers, parents, and others in the community. Using an ecological systems framework, the course builds knowledge of the roles of diverse family structures, cultural identities, stressors and supports, economic circumstances, and community characteristics and resources in facilitating child development. Students develop skills needed for communicating effectively with families, facilitating parent education, and promoting family involvement with child care settings as well as utilization of community resources. *Prior completion of SOSC 604 Dynamics of Family Relationships recommended.* 4 credits

#### **EDU 604 Enhancing Supervision through Mentoring**

In this course early childhood educators who are primary supervisors of teachers or assistant teachers explore the various dimensions of their role. Based on concepts of adult development and the stages of teacher development, participants learn how to establish mentoring relationships and balance supervisory responsibilities as they gain skills to guide new employees, set goals, provide feedback on performance, resolve conflicts and create positive working environments.

4 credits

**EDU 605 Early Childhood Program Administration**

This course provides an overview of the various policies, procedures, and leadership practices that relate to the administration of quality early childhood programs. Topics include program development, budgeting and financial management, organizational structures, and staffing and supervision. The role of directors as leaders is explored. This course is designed for early childhood administrators, as well as for those aspiring to be directors. *Prior completion of EDU 603 Family and Community Relations in ECE and EDU 551 Learning and Early Childhood Environments is recommended.* 4 credits

**EDU 606 Roles and Responsibilities of the Special Education Teacher**

In this field-based course, students examine the multifaceted role of the special education teacher as evaluator, consultant, case manager and teacher. Courses taken throughout the Post-Baccalaureate Teacher Certification (PBTC) program support the development of skills for each of these roles. This is an introductory course designed to accomplish the following outcomes: a) acquaint the student with the overall program requirements and resources within the PBTC program including specific formats and documentation; b) explore the GSC Library and Research Commons; c) introduce the American Psychological Association annotation and format requirements; d) review the critical elements of effective research and writing skills; e) provide a beginning teacher with an organizational framework for the varying roles of a special education teacher; f) provide an in-depth understanding of their case management responsibilities; and g) plan for the effective supervision of para-educators. 4 credits

**EDU 607 Instructional Methods, Strategies and Technologies to Meet the Needs of All Students**

In this field-based course, students develop expertise in using a variety of research-based strategies to improve learning for a diverse, student population facing complex individual learning challenges. Through their understanding of the principles of how human beings acquire language, reading, and mathematics skills, students determine the most efficient teaching methods to use with a student who requires specialized instruction. 4 credits

**EDU 608 Co-Teaching for Inclusive Instruction**

In this field-based course, learners examine, implement, and evaluate research-based practices to support the social-emotional, physical, and instructional needs of students with disabilities. Students observe school-age students, interview parents and teachers, and examine current evaluation reports and IEPs to determine appropriate adaptations to accommodate the learning needs of students in inclusive settings. 4 credits

**EDU 609 Transition Planning and Developing IEPs**

This field-based course focuses on the components and processes involved in the development of Individualized Education Programs (IEPs). Under the supervision of a district mentor, students review school records, observe IEP team meetings, consult with district evaluators, student and parents, analyze previously written IEPs and progress reports, and develop the skills necessary to prepare IEPs inclusive of transition plans. The culminating activity of the course is the development of two IEPs and a 3-5 page essay that addresses the legal and ethical considerations and implications in the development, implementation and evaluation of IEPs. 4 credits

**EDU 610 Teaching Reading and Writing K-8**

This course examines the theoretical foundations of reading and the range of approaches to literacy instruction in the United States. Students explore the interrelated components of reading and writing and develop comprehensive strategies for supporting reading development for all children in grades K-8. This course includes a 20-hour practicum in which students observe classroom instruction in literacy, have opportunities to engage with children in using literacy strategies, and use a range of strategies to assess students' reading and writing. *PREREQUISITE: EDU 555: Language and Literacy Development.* 4 credits

**EDU 610A Teaching Reading and Writing N-3**

In this field-based course, students develop an understanding of language and literacy development from birth through grade three. Topics include the reciprocal connections between speaking and listening, rhythm and rhyme, communication activities, hearing and reading literature, stories, poetry, music, and written expression. Students engage in appropriate literacy interactions, activities, and assessments to meet the literacy needs of a diverse range of children. Students work with parents and care givers as partners in promoting literacy. The key components of reading (e.g. word recognition, fluency, phonological awareness, etc.) identified by the National Reading Panel for this age level are studied in depth. GSC students apply their knowledge of how young children develop their own reading skills using these key components of the reading process. Students then evaluate the effectiveness of their instruction. 4 credits

**EDU 611 Assessment of Students with Disabilities**

This field-based course focuses on the tools and procedures involved in the evaluation and determination of education disabilities. Under the supervision of the district mentor, students review school records, observe an evaluation team meeting, consult with district evaluators, review a variety of assessment tools and evaluation

reports, and develop the skills necessary to administer and interpret some of the assessments commonly used by special education teachers. The culminating activity of the course is the development of a formal assessment report. 4 credits

**EDU 612 Using Technology to Teach Social Studies**

Technology is a necessary tool in teaching today's youth. In this course, students develop, teach and evaluate Social Studies curriculum, integrating different types of educational technology to meet individual and classroom needs. 4 credits

**EDU 613 Strategies for Teaching Science**

This course focuses on learning theories and their application to science instruction. Students examine a variety of instructional strategies through readings, observation and participation in the field-based placement, and determine the appropriateness of each in the learning process. Topics include constructivist learning, differentiated learning, and an in-depth look at how the state and national standards guide science instruction. Additional topics include integrated curricula, the appropriate use of technology, and effective formative, summative and alternative assessment strategies. Students plan and evaluate an integrated/thematic unit with lessons that align with the New Hampshire Science Curriculum Frameworks. 4 credits

**EDU 614 Middle School Mathematics Methods**

This field-based course focuses on mathematics learning theories and their application to middle school mathematics instruction. Students examine a variety of instructional strategies through readings, observation and participation in a 12-hour practicum, and determine the appropriateness of each in the learning process. Topics include constructivist learning, differentiated learning, and an in-depth look at how the state and national standards guide mathematics instruction. Additional topics include integrated curricula, the appropriate use of technology, and effective formative, summative and alternative assessment strategies. Students plan and evaluate a year-long integrated/thematic unit with lessons that align with the New Hampshire Mathematics Curriculum Framework for middle school instruction. Students implement five consecutive lessons within this newly-developed curriculum, and are observed and evaluated. 4 credits

**EDU 615 Secondary School Mathematics Methods**

This course focuses on mathematics learning theories and their application to high school mathematics instruction. Students examine a variety of instructional strategies through readings, observation and participation in a 12-hour practicum, and determine the appropriateness of each in the learning process. Students will develop

mathematics teaching methods and strategies; methods of integrating reading, writing and study skills in mathematics. Focus on strategies to present mathematical concepts, evaluation procedures specific to mathematics in selected topics in arithmetic, algebra, and geometry, techniques for facilitating problem solving and reasoning, and creating an interest in mathematics. Planning and providing for individual student differences is an important component of this class. Effective formative, summative and alternative assessment strategies are utilized. Students plan, implement and evaluate an integrated/thematic unit with lessons that align with the New Hampshire Mathematics Curriculum Framework for high school instruction. Students will implement five consecutive lessons within this newly-developed curriculum, and are observed and evaluated. 4 credits

#### **EDU 616 Elementary School Mathematics Methods**

This field-based course focuses on learning theories and their application to elementary school mathematics instruction. Students research a variety of instructional strategies through readings, observation and participation in the field-based placement and determine the appropriateness of each in the learning process. Topics include constructivist learning, differentiated learning, and an in-depth look at how the state and national standards guide mathematics instruction. Additional topics include integrated curricula, the appropriate use of technology, and effective formative, summative and alternative assessment strategies. Students plan and evaluate a year-long integrated/thematic unit with lessons that align with the New Hampshire Mathematics Curriculum Framework for elementary school instruction. 4 credits

#### **EDU 617 Students with Disabilities**

This course provides an overview of educational disabilities and the opportunity to explore their implications for learning. Students examine definitions, characteristics, and teaching strategies for students from preschool through secondary school who have a variety of special needs. Students research the following educational disabilities: learning disabilities, speech and language impairments, mental retardation, emotional and/or behavioral disorders, physical, health and low incidence disabilities, sensory impairments, autistic spectrum disorders, low vision and blindness, and deafness and hard of hearing. 4 credits

#### **EDU 619 Managing Student Behavior**

This course is designed to provide an overview of classroom behavior management. Students observe effective teachers using instructional management strategies. They administer and interpret questionnaires to analyze the classroom

environment and identify student needs. They identify strategies to help students meet these needs, to increase motivation, to develop positive peer relationships, and to minimize disruption. *PREREQUISITES: EDU 500 Special Education Paraprofessional Training, or PSY 509 Human Development, or PSY 508 Child Development, or PSY 501 Introduction to Psychology.* 4 credits

#### **EDU 620 Standards-Based Curriculum: Design and Assessment**

The focus of this course is connecting state and local standards with writing and assessing student outcomes. As students become familiar with the New Hampshire Curriculum Frameworks, they explore the relationships among state standards, local curriculum, and daily lesson plans. Based upon this new knowledge, students develop a yearly curriculum, one extensive unit and a detailed lesson plan at varying grade levels and within varying content areas. Additionally, students apply their understanding of the connection between curriculum and assessment by designing curricula and assessment strategies that address a variety of learning styles and intelligences. *PREREQUISITE: EDU 510 Foundations of Education or EDU 512 Instructional Methods and Strategies.* 4 credits

#### **EDU 621 Special Education Law**

The current field of special education was established by law and further refined through the courts in litigation. In this class, students trace the historical development of federal, state, and local laws and regulations such as the Individuals with Disabilities Education Acts (IDEA) and the New Hampshire Standards for the Education of Students with Disabilities. Students will gain an understanding of the relationship between constitutional law, statutory law, regulatory law and case law as it relates to current special education law. The focus on policies and procedures provides the background future teachers and paraprofessionals need to fulfill their legal and ethical responsibilities and to understand the changing dynamics of special education law. *PREREQUISITES: EDU 510 Foundations of Education and PSY 509 Human Development or PSY 508 Child Development.* 4 credits

#### **EDU 624 Assessment of Young Children in Early Childhood Special Education: Birth Through Age 8**

In this field-based course, students use procedures involved in the evaluation process for determination of eligibility for special education. Students develop the skills necessary to administer and interpret assessment tools commonly used by early intervention staff and early childhood special education teachers. Under the supervision of the district mentor, students review early support and services records and/or school records, gather information, observe an evaluation

team meeting, consult with district evaluators, and review a variety of assessment tools and evaluation reports for young children through age 8. Students participate in preparing an assessment plan, administering chosen assessment tools, and writing assessment reports. Emphasis is placed on working with team members in the evaluation process. 4 credits

#### **EDU 625 Curriculum, Assessment, and Instruction in Early Childhood Special Education: Birth through Age 5**

In this field-based course, students examine, develop, and evaluate developmentally appropriate curriculum and instruction in early childhood special education settings, birth through age 5. Emphasis is placed on creating and advocating for healthy, supportive, respectful, and challenging learning environments for all children, birth through age 5. 4 credits

#### **EDU 626 Curriculum, Assessment and Instruction in Early Childhood Special Education: K through Age 8**

In this field-based course, students examine, develop, and evaluate developmentally appropriate curriculum and instruction in early childhood special education settings, for young children ages 5 (kindergarten) through age 8 (grade 3). Students use district and state curriculum and integrate subjects with one another. Students develop skills to create and advocate for healthy, supportive, respectful, and challenging learning environments for all children, ages 5 through 8. 4 credits

#### **EDU 627 Collaboration, Consultation, and Teaming in Early Childhood Special Education**

In this field-based course, students research and evaluate family, community and professional partnerships which support the growth and development of children with disabilities. The specific roles and responsibilities of each contributing partner will be explored and analyzed. Students, using knowledge acquired in areas of collaboration, consultation and teaming, construct service delivery models to support young children with diverse needs and their families. 4 credits

#### **EDU 628 IFSP, IEP, and Transition Plans, Birth through Age 8**

This field-based course focuses on the components and processes involved in the legal aspects and development of Individual Family Service Plans (IFSP) and Individualized Education Programs (IEPs) Under the supervision of a district mentor, students review school records, observe IFSP/IEP team meetings, consult with district evaluators, student and parents, analyze previously written IFSPs/IEPs and progress reports, and develop the skills necessary to prepare IFSPs/IEPs inclusive of transition plans and/or services. The culminating activities of the course include the development of an IFSP and an IEP,

and a research paper which addresses the legal/ethical considerations and implications in the development of IFSPs and IEPs.

4 credits

#### **EDU 629 Foundations in the Education of Second Language Learners**

In this field based course students will learn and apply the major concepts, theories, and research related to the nature of second language acquisition. They will construct learning environments that support ESOL students' academic achievement, language and literacy development. Students will be expected to demonstrate language proficiency in oral and written English in social and academic settings, and serve as a sound role model for ESOL students. Students will be expected to become current with the history of ESOL teaching, current research and practice, and issues of state and federal legal compliance as they relate to ESOL education. Their role as advocates for parents and students will be explored. 4 credits

#### **EDU 630 Behavior Interventions for Young Children with Exceptionalities**

In this field-based course, students examine basic principles and components of life skills that children need as foundation for the development of positive social skills, e.g. attachment, affiliation, self-regulation, initiative, problem solving, and respect. The student develops and implements a variety of activities and lesson plans to teach young children these critical life skills. Students develop strategies to be used with young children receiving early intervention services and/or to motivate young children in their preschool programs/classrooms by facilitating the development of positive peer relationships, addressing emotional needs, and minimizing disruptions resulting in increased learning. The GSC student documents the use of individual activities and/or classroom strategies in a professional portfolio. 4 credits

#### **EDU 631 Multicultural Perspectives**

In this field based course, students will demonstrate an understanding of the major principles, theories, and research pertaining to the influence of cultural groups on language learning, school achievement, and acculturation; they will explore the role of culture and demonstrate the ability to apply this knowledge in constructing learning environments that support ESOL students' cultural identities and academic needs. The role of the dominant culture and its impact on students will be explored. Students are expected to immerse themselves in diverse and authentic cultural experiences. 4 credits

#### **EDU 644 Special Topics (Upper Level)**

A study of current and variable topics in Education. Course content changes from term to term. 1-4 credits

#### **EDU 646 Assessment of Students: Culturally and Linguistically Diverse**

In this field based course, students will learn, apply and demonstrate the knowledge of and the ability to use a variety of standards-based language proficiency instruments to inform instruction and for identification, placement, and demonstration of language growth for ESOL students. Alternative means of assessing culturally and linguistically diverse students will be explored and reflected in assignments. Discussion of bias in testing instruments will be explored. Students will learn of current state- and federally-mandated assessments and their implications for ESOL students. 4 credits

#### **EDU 647 Content Area Literacy for English Speakers of Other Languages**

In this field-based course students will demonstrate an application of how to teach second language students in the content areas of Language Arts, Science, Mathematics and Social Studies. Students will be exposed to unique methodologies on the K-12 levels to facilitate cognitive/academic language proficiency for ESOL students. Scientifically-based practices and strategies related to planning, implementing and managing ESOL and content area instruction will be explicitly explored as students construct lessons/learning experiences for ESOL students and implement them in their settings. Students will be expected to reflect upon their work and self evaluate. 4 credits

#### **EDU 650 Practicum: Professionalism in Early Childhood Education**

This field-based course is designed to provide an opportunity for students to apply early childhood educational and developmental theory to practice in a licensed early childhood setting. Students participate in an approved site where they plan and implement curriculum under the supervision of a credentialed early childhood professional. This capstone experience allows the student to integrate course work in early childhood education, curriculum, assessment, and child development. In addition, students reflect upon and analyze field experiences. *PREREQUISITES: All courses in the Early Childhood Education major.* 4 credits

#### **EDU 651 Culminating Teaching Experience and Seminar**

This field-based course is the culminating experience in the plan of study toward NH teacher certification. The culminating teaching experience meets the state standards for certification. The course gives students an opportunity to be mentored in their field of certification by experienced teachers holding masters degrees and to practice the variety of methods and strategies that they have studied in their education program. Students have the opportunity to share their experiences, beliefs

and best practices with other students during the culminating experience. Students enrolled in this course may be at different stages of acquiring 400 minimum hours of teaching experience.

4 credits

#### **EDU 652 Aspects of Mathematics Learning**

This course is designed to provide prospective secondary school and middle school teachers with the skills to develop an integrated approach to teaching and learning. It will cover cultural and psychological aspects of learning mathematics, models of instruction and planning, teaching and learning styles, assessment strategies, models and organization and selection of curriculum materials, classroom management, and the role of technology and media within these. 4 credits

#### **EDU 653 Reading and Writing in the Mathematics Content Area**

This course is designed to provide prospective secondary and middle school teachers with the knowledge, skills, and resources necessary to incorporate literacy skills into their mathematics content area plans. Emphasis will be on integrating the teaching of reading, writing, and oral literacy skills from various fields; students will explore and practice the methods and strategies, including testing and measurement assessments, necessary to meet the diverse literacy needs of today's students allowing them to become independent students. Teaching and discussing theoretical and practical application of current theories and methods involved in teaching literacy to diverse secondary and middle student populations within the contemporary pluralistic classroom, including differentiated learning styles through socio-economic status, gender, and heritage will be emphasized. 4 credits

#### **EDU 660 Integrative: English Language Arts**

This capstone course in English Language Arts builds on all previous work in both education and English. Students explore current research in the field of English Language Arts education and synthesize their knowledge to build effective instructional practices that support children's learning. *PREREQUISITES: All courses in the English Language Arts major.* 4 credits

#### **EDU 661 Integrative in Social Studies**

This capstone course in Social Studies builds on all previous work in both education and Social Studies. Students explore current research in the field of Social Studies and synthesize their knowledge to build effective instructional practices that support children's learning. *PREREQUISITES: All courses in the BA Individualized Studies Social Studies major.* 4 credits

**ENG 402 Developmental Reading**

This course focuses on helping students develop strategies for comprehending and responding to reading tasks required in college courses. Students read a range of typical college-level texts, including textbook chapters, a novel, and a non-fiction text. They explore different text structures as they acquire and apply different strategies for understanding what they read. In addition, students collaborate with peers to examine different ways in which readers can respond to what they read through discussion and writing. This course fulfills the prerequisite for CRIT 500: Critical Thinking when passed with a minimum grade of B. Course may be repeated. Credits do not apply to degree requirements. *PREREQUISITE: Acceptable score on Accuplacer reading comprehension assessment.*

4 credits

**ENG 405 Developmental Writing**

This course focuses on two major developmental phases of writing. The initial phase involves writing the sentence, linking sentences together in a coherent paragraph, and joining related paragraphs with smooth transitions to express progressive aspects of a single idea. The next phase involves comprehending and critically discussing short published pieces. Students practice developing, expanding, and supporting a thesis in coherent essays in response to readings. This course fulfills the writing skills prerequisite for CRIT 500: Critical Thinking when passed with a minimum of a B grade. Course may be repeated. Credits do not apply to degree requirements. *PREREQUISITE: Acceptable scores on Accuplacer reading comprehension and sentence skills assessments.*

4 credits

**ENG 500 The Writing Process**

This course approaches writing as a process based on the ability to engage in critical thinking and involving a sequence of stages, including pre-writing, initial drafting, and rewriting. This course seeks to develop written communication skills by emphasizing both the writing process and the final product. A cumulative learning experience in the form of a research essay provides students with the opportunity to integrate critical thinking, reading, and writing skills.

*PREREQUISITE: CRIT 500 Critical Thinking.*

4 credits

**ENG 505 Introduction to Language and Linguistics**

This course prepares students for meaningful literacy instruction through the study of language, language acquisition, the study of sounds and sound formation, word formation, and how words combine into larger meaningful units. Students develop an awareness of the prescriptive standardization of such language forms as spelling, semantics, pronunciation, and style or

register. Basic components of descriptive grammar, to include syntax, semantics, phonology, and morphology are addressed. Students develop an appreciation for regional and ethnic dialects and examine how language changes and develops over time. *PREREQUISITE: ENG 500 The Writing Process.*

4 credits

**ENG 508 The Media and Its Messages**

Grounded within the context of media studies, this course engages students in a critical and analytical exploration of the media and its influences on American culture and society. The course examines the various ways that the media functions as both a lens for interpreting culture and a tool through which culture is shaped. Through critical engagement with various forms of media, students explore the roles of film, visual art, television, music, mass media, and web-based media in shaping their understanding of literature, writing, and culture. *PREREQUISITE: ENG 500 The Writing Process.*

4 credits

**ENG 510 Survey of American Literature**

This course provides a broad overview of significant American authors and representative texts from the Colonial period to the present. Students become familiar with key figures and movements in the nation's literary heritage and examine how historical, political, and social forces have influenced the development and expression of a uniquely American perspective. *PREREQUISITE: ENG 500 The Writing Process.*

4 credits

**ENG 512 British Literature I**

This course provides an overview of selected major works of British literature of the Anglo-Saxon period through the 18th century. Exploring poetry, prose, and drama, students analyze the themes and techniques through which varied texts reveal, shape, and sustain historical, cultural, and political events and forces. Although British Literature II is not required following this course, the two together provide an overview of the evolution of British literature and culture. *PREREQUISITE: ENG 500: The Writing Process.*

4 credits

**ENG 513 British Literature II**

This course provides an overview of selected major works of British literature of the Romantic period through the present day. Exploring poetry, essays, and fiction, students analyze the themes and techniques through which varied texts reveal, shape, and sustain historical, cultural, and political forces. The works of major writers are emphasized, but attention is also directed toward the contribution of underrepresented authors. Although British Literature I is not a prerequisite for this course, the two courses combine to form an overview of British literature and culture. *PREREQUISITE: ENG 500: The Writing Process.*

4 credits

**ENG 544 Special Topics (Lower Level)**

A study of current and variable topics in English. Course content changes from term to term.

1 to 4 credits

**ENG 555 Children's Literature**

What are the qualities that make a particular work of children's literature endure? Why do some deceptively simple books remain favorites for years? Citing the work of psychologists, art historians, educators and authors, students explore these and similar questions. The course considers picture books, traditional literature, and Young Adult novels. Students prepare annotated bibliographies of various genres, taking a personal look at the important role particular books play in the moral and social development of children. *PREREQUISITE: ENG 500 The Writing Process.*

4 credits

**ENG 560 Young Adult Literature**

This course explores a wide range of literature for young adults, along with social and literary criticism that help to illuminate the impact of this literature. Through readings and discussion of both current and classic literature, students identify why literature is a powerful tool and how it can help young adults shape their lives. Students respond to young adult literature through written analyses and critiques.

*PREREQUISITE: ENG 500 The Writing Process.*

4 credits

**ENG 600 Expository Writing**

This course extends and refines writing, reading, and critical thinking skills. Through analysis of texts, study of language as a symbol system, and exploration of advanced expository and persuasive techniques, students identify and apply effective strategies for creating and communicating meaning in their own essays. Writing within the course integrates research and citation in ways that are appropriate to the individual learner's chosen field of study. The workshop format of the course includes class discussion, individual conferences with the instructor, and peer critique of work in progress. *PREREQUISITES: CRIT 500 Critical Thinking and ENG 500 The Writing Process.*

4 credits

**ENG 601 Writing for the Professions**

This course expands college writing skills by applying the core writing principles of defining one's audience, drafting and revising, and delivering effective written communication to diverse professions. Emphasis is on writing in the accepted forms of the student's major discipline. Students will research the conventions of a variety of genres common to professions in their area of study, selecting, reading, analyzing and critiquing real-world examples of written communication. They will compose multiple drafts of varying lengths and depths, and revise those drafts to

adjust for style, structure, content, and mechanics as appropriate. *PREREQUISITE: ENG 500 Writing Process.* 4 credits

#### **ENG 604 Creative Writing**

The goal of this course is to allow the student to become immersed in a variety of creative writing experiences. Writing in different forms or genres allows the student to explore the language she or he already possesses by putting that language into new patterns and shapes. Some of the forms featured in the course are poetry, short stories, selections from screenplays and plays, advertising copy, speeches, and sermons. The purpose of both the student's own writing and assigned reading is always to explore form as it shapes and creates content. Peer feedback and the revision process are important aspects of the course. *PREREQUISITE: ENG 500 The Writing Process.* 4 credits

#### **ENG 620 Multicultural Perspectives through Literature (GP)**

As the new realities of the global village erode longstanding assumptions about discrete nationhood and fixed cultures, the concept of what it means to be an American is also shifting. Through representative literary works, this course explores the challenges individuals from various ethnic, racial, and cultural backgrounds confront within a pluralistic society. Students construct a more inclusive definition of culture, assess traditional attitudes about race and ethnicity, and appreciate just how deeply Native, African, Hispanic, Asian, and European Americans have enriched our national identity. *PREREQUISITE: ENG 500 The Writing Process.* 4 credits

#### **ENG 625 Readings in World Literature (GP)**

This course surveys representative texts in English by ancient, Continental, Third World, colonial, and postcolonial writers. Readings from diverse periods and genres introduce major themes, movements, and topics in selected works from any or all of the following: antiquity, the Continent, Asia, Africa, Latin America, the Caribbean, and the Pacific. Discussions of political, historical, and cultural contexts suggest the powerful forces that have shaped and continue to influence literary forms and traditions outside the U.S. and Britain. *PREREQUISITE: ENG 500 The Writing Process.* 4 credits

#### **ENG 633 Short Fiction**

This class focuses on late 19th through early 21st century short fiction, including both the short story and the novella. Readings and discussion of primary works by selected authors combine with study of secondary commentaries that outline the evolution of and theories about the genre. Students develop a basis for interpreting complex texts and for analyzing the techniques

and characteristics that give short fiction its distinctive literary flavor. *PREREQUISITE: ENG 500 The Writing Process.* 4 credits

#### **ENG 640 Shakespeare**

This course focuses on Shakespeare's plays. Related areas - his life and times, his sonnets, the history of drama, etc. - may be studied to deepen students' understanding and appreciation of the plays. In addition to reading assigned plays and related materials, students will be expected to respond to the plays, both in class and in writing. *PREREQUISITE: ENG 500 The Writing Process.* 4 credits

#### **ENG 644 Special Topics (Upper Level)**

A study of current and variable topics in English. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject matter.

1 to 4 credits

#### **HIS 502 Great Civilizations (GP)**

This course examines the rise of civilization throughout the world, tracing the history of human societies from their beginnings until the European discovery of America. After surveying the prehistoric period and early civilization, the course focuses on the religious, political and cultural characteristics of Asian and Arabic civilizations in the East and Middle East, and on Greco-Roman antiquity and the Middle Ages in the West. 4 credits

#### **HIS 510 United States History to 1865**

Examining the history of the United States from its earliest settlement through the Civil War, this course focuses on the origins and development of issues relevant to Americans today. Learners study themes and events ranging from pre-Columbian Native American cultures through early European settlements; the triumph of British over French and Spanish settlers; the upheavals of the Revolution; the establishment of the United States; its expansion westward; and the threat to the country presented by the problem of slavery which culminated in the Civil War. Although this is a survey course, the focus will be understanding why and how our past and present society has been shaped, rather than committing factual details to memory. 4 credits

#### **HIS 511 United States History: 1865 to the Present**

This course provides students with an understanding of modern American history that will meaningfully inform their awareness of and engagement in contemporary American society. Major developments that are subjects of interpretation and analysis include: reconstruction after the Civil War; industrialization and its consequences; themes and patterns of American foreign policy; the Progressive era and the New Deal; World War II, the Cold War, and

America's role in the era of globalism; and domestic and foreign policy developments since World War II. 4 credits

#### **HIS 512 European History: Renaissance through the Industrial Revolution**

This course offers both a survey and a critical discussion of the foundations of modern western society. It considers the cultural, religious, and political changes associated with the Renaissance and the Reformation and the emergence of the modern state. It also examines developments in the sciences, the Enlightenment, revolutionary politics in theory and practice, and the Industrial Revolution. 4 credits

#### **HIS 513 European History: 19th and 20th Centuries**

Examining the history of modern Europe, this course explores the origins and salient characteristics of the European community of nations as it has come to be today. Students study themes and events that have accompanied these countries' passages from the last vestiges of feudalism to industrial powers; welfare states; mixed histories and governments with monarchical, dictatorial, and representative elements; and finally a budding union of sovereign nations. Although this is a survey course, the primary concern will be understanding why and how past European societies have shaped the present, rather than committing to memory everything that has happened. 4 credits

#### **HIS 602 History of New England**

The course is a survey of New England's history and focuses on New England's role in the economic, political, and military history of our nation. In addition there is a focus on local New England communities and important historical events and forces that contributed to their development. The course spans a time period from the late 1600's to the present. *PREREQUISITE: HIS 610: Historical Methods.* 4 credits

#### **HIS 610 Historical Methods**

In this course, students develop and employ historical methodology appropriate to the study of events, figures, periods, and cultures of the past. Building on general education coursework in thinking, research, and writing, the course helps to develop a historical mindset through student practice with methods and processes of the historian, in designing viable projects to explore further, and in substantive written work. The course frames key questions and concepts in the discipline and prepares students for upper-level courses in the major. *PREREQUISITES: CRIT 500: Critical Thinking, ENG 500: The Writing Process, and CMPL 511: Software Tools.* 4 credits

**HIS 611 Topics in World History (GP)**

This course examines the political, social, economic, and cultural forces that shaped the development of world civilizations from 1000 CE to the present. Using a historical perspective, learners will critically examine the history of the world with a particular focus on globalism, multiculturalism, nationalism, and religious conflict. *PREREQUISITES: HIS 610: Historical Methods.* 4 credits

**HIS 618 History of World War II (GP)**

This course is an historical survey of the Second World War. It begins at the end of the First World War, moves through the decade of the 20's to the Depression and the rise of Fascism, to the onset of the war on both major fronts, and finally to the peace agreements and their effect on the future of the world. In particular it looks at industrial, agricultural, and democratic developments and their impact on the war, and diplomatic and military blunders from WWI that led to WWII. 4 credits

**HIS 627 Vietnam War: An Historical Perspective (GP)**

Beginning with the history of French Colonial Indochina, this course examines three decades of struggle in Southeast Asia during which communist-led Vietnamese revolutionaries battled first the French, and later the Americans and their Vietnamese allies. The course also examines the impact of the war on American society and uses primary sources including documents and video film to allow students to form judgments about the basis of the conflict and the outcomes.

*PREREQUISITE: HIS 610: Historical Methods.* 4 credits

**HIS 660 Capstone Project in History**

This capstone course for History majors is designed to integrate learning from the entire major in an individually-customized project. Students demonstrate competency in history by producing a substantive original essay based on in-depth research. *PREREQUISITES: All courses in the History major.* 4 credits

**HLTC 540 Practicum in Health Care**

This project-based practicum is an entry-level field experience designed to assist health care-related majors in exploring career and vocational settings in which they can use and apply their knowledge and skills. The nature of the practicum is exploratory in nature, involves extensive student initiative in designing and implementing the practicum, and is conducted under the supervision of the practicum mentor. A supplementary objective of the practicum is to explore and assess possibilities for settings and situations in which the student may engage in an upper level Health Care Internship. *PREREQUISITES: HLTC 550 Emerging U.S. Health Care System. Registration for this course is by permission of the*

*Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

**HLTC 544 Special Topics (Lower Level)**

A study of current and variable topics in Health Care. Course content changes from term to term. 1 to 4 credits

**HLTC 550 The Emerging U.S. Health Care System**

This course traces the evolution of the U.S. health care delivery system over the last hundred years with a focus on the structure and function of the contemporary managed care system. The course examines a wide range of external factors (social, political, economic, legal and technical) which have impacted the evolution of the current system. Economic factors related to the delivery of health care services are extensively covered. Comparative health care systems are examined. The impact of the changing demographics of the U.S. population on the design and delivery of health care is reviewed. 4 credits

**HLTC 626 Principles of Case Management**

The focus of the course is on the core concepts of the case management model and principles of application in a wide variety of practice settings. The following topics are included as they relate to case management: history and development, process, role, skills set, documentation, legal and ethical issues, promotion of resource value, and the health care delivery system. The real-life application of case management is an on-going theme in the course, and the challenges of actual practice will be explored through case studies. *NOTE: Background in health care or human services is recommended.* 4 credits

**HLTC 627 Reimbursement and Financing Techniques in Health Care**

This course analyzes various methods of health care financing including Medicare/Medicaid, private insurance (including HMO's), and self-funding. It then discusses the various methodologies for reimbursement under these programs, including fee-for-service, capitation, and DRG's and their impact on the health care organizations providing the services. This is not a managerial finance course that assumes knowledge of or experience in financial management. It is designed to introduce health and human services professionals to the basic concepts of health care finance and reimbursement. Students will be able to understand and analyze how budgets, expenses, financial statements, etc., are linked to the reimbursement process and the role of the non-financial manager in health and human services in these processes. *PREREQUISITE: MGMT 555 Introduction to Fiscal Management in Health Care.* 4 credits

**HLTC 629 Law and Ethics for Health Care and Human Services**

This course provides students with a framework for working through increasingly complex legal and ethical issues that affect Health and Human Services professionals. This framework and broadened perspective will help practitioners recognize and respond to dilemmas in the field. Through an overview of regulatory action and the legislative and judicial processes students will become familiar with how lawmakers confront changes brought on by pervasive issues such as patient rights, technological advances, and managed care. Following an initial overview of ethical theory, students will analyze precedent setting cases related to such topics as research and individual rights vs. the public good. Based on their own work or current issues in the field, students will apply these concepts to actual situations. 4 credits

**HLTC 630 Perspectives on Health Care and Human Services**

This course explores the aspirations, roles, and realities of health care managers, clinicians, and those in human services. In these multifaceted fields, individual, organizational, and systemic demands present ongoing challenges both to caregivers and to managers. Managers of health care and human service organizations can optimize their creative problem-solving capacity and enhance their career satisfaction when their sphere of understanding and reflection includes perspectives from outside of their own professional role. Perspectives explored in this course include patient advocacy, community impact, cultural differences, historical developments, spiritual dimensions, and issues of stress, burnout, and wellness. *PREREQUISITES: HLTC 550 Emerging U.S. Health Care Systems or BEHS 502 Human Services and the Helping Process.* 4 credits

**HLTC 637 Health Information Systems**

This course is designed to provide students with knowledge regarding information systems in health care. Students are introduced to information systems and their applications for managerial support. The course explores the current status of electronic databases and their implications as well as security risks. *PREREQUISITE: MATH 504 Statistics.* 4 credits

**HLTC 638 Health Care Policy**

This course explores the multifaceted issues affecting health care policy in the United States. The course reviews the history of health care policy, and provides students with an understanding of how it has shaped our current health care delivery system. Major health care policies and initiatives are reviewed. The course also explores the many political challenges (state and national), political process, impact of the presidential administration, and political interest groups.

Students examine the impact that various parties have on health care policy and the challenges facing reform efforts. *PREREQUISITE: HLTC 550 The Emerging U.S. Health Care System.*

4 credits

#### **HLTC 640 Internship or Project in Health Care/Human Services**

The upper level course is a field-based experience designed to develop and hone the practical application skills of a health care or human services major. Students apply for an internship at a self-selected site and negotiate the terms of the internship experience with a site supervisor under the auspices of their GSC internship mentor. The internship requires documented evidence of 80 hours of supervised experience and practice in a field setting where health care-related knowledge and skills are applied. A non-field-based project may be substituted with approval of the Dean of Undergraduate Studies. *NOTE: Students must have completed the majority of upper level course work in their major prior to enrolling in this course. Registration for this course is by permission of the Office of Academic Affairs. Early registration deadlines may apply.* 4 credits

#### **HLTC 650 Integrative: Health Care Management**

This project-based capstone integrative seminar focuses on the concepts and techniques of successful health care management practices. It analyzes the process of developing and executing strategies designed to optimize a health care organization and its management. Students apply their knowledge of health care systems, policy, financing, and information systems to a course project. The project integrates essential knowledge from the degree program at both the practical and the theoretical levels while fulfilling the student's own field of professional interest. *PREREQUISITES: All requirements in the major.*

4 credits

#### **HUMN 501 Humanities in an Age of Technology**

This course explores the relationship between the humanities and technology. In terms of human endeavor and achievement, the humanities have traditionally asked why, whereas science and technology have asked how. Keeping this fundamental difference in mind, students in this course are asked to examine how the two approaches to human understanding may lead to competing visions of the world, how they may both contribute to intellectual growth, and how each affects social ethics and cultural values. This examination requires learners to engage in a verbal and written dialogue with the works of scholars, artists, and critics that attempt to understand the cognitive, ethical, psychological, and social impact of technological change. *PREREQUISITE: ENG 500 The Writing Process.*

4 credits

#### **HUMN 502 American Popular Culture**

This course examines the origin, nature, and social impact of popular culture in America. Students explore and define what culture is, beginning with the differences between high culture, or the culture of the elite and intelligentsia, and low culture, or the culture of the masses - particularly as these differences in taste, recreation, art, and leisure activities relate to social and economic class, educational level, political power, health, and human development. Subsequently the focus is primarily on aspects of popular culture. Students acquire and hone the skills of cultural analysis by dissecting both the ephemeral and archetypal facets of an eclectic and wide-ranging sampling of public media, art, music, fads, trends, and entertainment.

4 credits

#### **HUMN 504 Comparative Religions (GP)**

This course offers a comparative study of world religions. The focus of the course is to acquire a broad overview of world religions through an examination of sacred texts, art and iconography, as well as religious experience and practice. Theological, philosophical and cultural influences are considered as religious language is examined. Religions considered are: Islam, Judaism, Hinduism, Christianity, Buddhism, religions of Africa, as well as primal religions.

4 credits

#### **HUMN 505 Introduction to Ethics**

This course introduces students to a variety of prominent ethical theories. It examines their complex interrelations, historical development, and relevance to ordinary life. Students are encouraged to engage in the critical analysis and comparison of these theories and to consider how they might explain and evaluate contemporary controversies such as war, environmental protection, euthanasia, and abortion. Relationships between ethics and other areas of philosophical investigation are considered.

4 credits

#### **HUMN 507 Introduction to Philosophy**

This course is an introductory survey of philosophical issues. Philosophical issues covered may be drawn from a wide range of positions, from those of the Greeks to contemporary positions such as existentialism and feminism. The survey includes Metaphysics (What is real? What is the mind? Is there a God? Are we free?), Epistemology (Can we know? What is knowledge? Are there different kinds of knowledge? What is truth?), Ethics (How should human beings live? Are some actions right and others wrong? Why?), Logic (What makes an argument sound?), and Aesthetics (What is beauty? What is art?).

4 credits

#### **HUMN 544 Special Topics: Lower Level**

A study of current and variable topics in Humanities. Course content changes from term to term.

1 to 4 credits

#### **HUMN 550 American Sign Language I(GP)**

This introduction to American Sign Language (ASL) emphasizes proficiency with the basic vocabulary of the language. Students explore the development of ASL relative to other sign languages. In addition to the study of the language for the Deaf and Hard of Hearing, this course introduces students to certain qualities of Deaf Culture, including the causes of deafness and the philosophies and trends in the education of the Hard of Hearing and Deaf.

4 credits

#### **HUMN 551 American Sign Language II (GP)**

This course expands the student's facility with American Sign Language (ASL). New vocabulary is introduced and there is additional emphasis on incorporating phrases, concepts and idioms in ASL expression and reception. Students take a deeper look at the life of the Hard of Hearing and the Deaf through field activities and use their insights to develop public awareness activities. *PREREQUISITE: HUMN 550 Introductory American Sign Language.*

4 credits

#### **HUMN 560 Elementary Spanish I (GP)**

This is the first of a two-course sequence in which students build a foundation for speaking and understanding the Spanish language. It presents introductory grammar and vocabulary in order to lay the groundwork for comprehension, communication, and interest in Spanish and Spanish-speaking cultures. Students develop a basic proficiency in the language through practice in reading, writing, listening comprehension and oral expression.

4 credits

#### **HUMN 561 Elementary Spanish II (GP)**

This second course in a two-course series introduces students to additional concepts of grammar and vocabulary for comprehension, communication, and proficiency in the Spanish language and cultures. Elementary Spanish II expands use of the past tenses and vocabulary to allow students to communicate more freely. *PREREQUISITE: HUMN 560 Elementary Spanish I or previous study in Spanish.*

4 credits

#### **IDIS 500 College Seminar**

College Seminar provides the foundation for an informed and meaningful college experience. In the seminar, students discover how their individual capacities position them for the attainment of their academic goals within the academic community of Granite State College. The course broadens understanding of key concepts common to higher education settings. It empowers students to engage in informed planning for subsequent courses. It combines theoretical and practical knowledge in the areas of writing, research, learning modalities, and quantitative reasoning. College Seminar fosters the self-awareness and

intellectual perspective that are the hallmarks of well-educated persons and lifelong, engaged students. 4 credits.

#### **IDIS 501 Research Methods**

In this course students will investigate methods, assumptions, constructs and principles in the social/behavioral sciences and education. Students in this trans-disciplinary course utilize the process and products of research to understand and explore their particular area of study. This introductory course will provide depth and context through the consideration of research terminology, conception, design, implementation, and analysis. Students develop research skills required in specific majors, learn disciplinary norms for ethical research, and understand the generation of new knowledge in their chosen field. *PREREQUISITES: CRIT 500 Critical Thinking, ENG 500 The Writing Process and one of the following: PSY 501 Introduction to Psychology, SOC 501 Introduction to Sociology, PSY 509 Human Development, or EDU 510 Foundations of Education.* 4 credits

#### **INST 511 Role of the Speech-Language Assistant**

This course is designed to provide students with an overview of the profession of a Speech-Language Assistant. Topics include professional ethics, the American Speech-Language Hearing Association (ASHA), and gaining familiarity with the association's guidelines for becoming a registered Speech Language Assistant. Also discussed are roles and responsibilities such as observing, documenting, defining and understanding goals and objectives in educational and medical settings; implementing both immediate and long-term accommodations; working as part of a team; practicing appropriate health and safety precautions; and working effectively with cultural differences in diverse populations. 4 credits

#### **INST 512 Survey of Communication Disorders**

This course provides students with knowledge of the basic components and development of speech and language. Historical aspects of Speech-Language and Audiology are addressed. Various disorders including language, articulation, voice, fluency, and hearing are explored. 4 credits

#### **INST 513 Anatomy & Physiology of Speech & Hearing**

This course is designed to provide students in the speech-language concentration with knowledge of the basic anatomy and physiology of the speech production and perception systems to support understanding of directions from a Speech-Language Pathologist. The focus is on those aspects of anatomy and physiology that are critical for clinical implementation. Measurement tools and instrumentation used in the field are discussed. 4 credits

#### **INST 514 Articulation and Phonological Disorders**

This course introduces phonetic principles, categorization of sounds, and various applications of these concepts. Students become familiar with the International Phonetic Alphabet (IPA), learn to read a Speech-Language Pathologist's transcription, and develop their own transcription skills. Articulation and phonological disorders are presented and distinctions and direct connections discussed, with the primary emphasis on intervention and remediation strategies. Additional topics include children and adults for whom English is a second language, and individuals with dialectic and/or cultural differences. 4 credits

#### **INST 515 Intro to Audiology & Aural Rehabilitation**

This course is designed to equip Speech-Language Assistant concentration students with knowledge of the hearing process, symptoms of hearing impairment, basic methods by which an audiologist diagnoses hearing difficulties, and elements of rehabilitative approaches for persons with hearing impairment. An overview of various causes of hearing impairment is explored. 4 credits

#### **INST 516 Clinical Practicum I**

This course provides students in the Speech-Language Assistant concentration with a series of introductory fieldwork experiences during which they will observe Speech-Language Pathologists as they provide speech and language therapy to clients. Students gain practical experience in observing techniques and theories as applied in a therapeutic setting. Twenty-five hours of observation are required for each two-credit practicum, in settings approved by the clinical faculty. 2 credits

#### **INST 516A, B, C Clinical Practicum II, III, IV**

This course provides students in the Speech-Language Assistant concentration with a series of introductory fieldwork experiences during which they will observe Speech-Language Pathologists as they provide speech and language therapy to clients. Students gain practical experience in observing techniques and theories as applied in a therapeutic setting. Twenty-five hours of observation are required for each two-credit practicum, in settings approved by the clinical faculty. 2 credits each

#### **INST 540 Practicum in Education & Training**

This project-based practicum is an entry-level field experience designed to assist applied science education and training majors in exploring career settings in which they can use and apply their knowledge and skills. The practicum is exploratory in nature, involves extensive student initiative in designing and implementing the practicum, and is conducted under the supervision

of the practicum mentor. A supplementary objective of the practicum is to explore and assess possibilities for settings and situations in which the student may engage in an upper level Education and Training Internship. *PREREQUISITES: PSY 615 Psychology of Adulthood, INST 605 Teaching and Learning in Adulthood.* Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply. 4 credits

#### **INST 544 Special Topics (Lower Level)**

A study of current and variable topics in instructional studies. Course content changes from term to term. 1 to 4 credits

#### **INST 605 Teaching and Learning in Adulthood**

This course examines the nature and process of teaching and learning in adulthood by reviewing and building on theories and philosophies of adult learning. It focuses on teaching adults in formal and informal settings. Understanding cognition and the learning process provides the foundation to employing instructional strategies that empower the adult learner. Students will explore active learning, collaborative learning, self-directed learning in relationship to learning styles, motivation and the importance of self-reflection and assessment. 4 credits

#### **INST 607 The Learning Workplace**

This course deals with the professional learning needs and priorities of the workplace with an emphasis on business and industry settings. It examines the variety of ways in which employees and their managers gain new knowledge and skills. 4 credits

#### **INST 610 Instructional Design and Interactive Learning**

This course provides an introduction to theory and practice of instructional design and its role in developing interactive learning. It covers all the necessary elements to analyze, design, develop, implement and evaluate effective learning, including interactive learning systems, and cultivates the effective combination of technology and instruction. The course addresses the different models used to develop effective instruction and expands the student's understanding of how to facilitate meaningful connections in learning through collaboration, discovery and engagement. 4 credits

#### **INST 640 Internship in Education & Training**

The upper level Education and Training Internship is a field-based experience designed to develop and hone the practical application skills of an education and training-related major. Students apply for an internship at a self-selected site and negotiate the terms of the internship experience with a site supervisor under the general auspices of their GSC internship mentor. The internship requires documented evidence of 80

hours of supervised experience and practice in a field setting where education and training-related knowledge and skills are applied. *NOTE: It is recommended that students have completed the majority of upper level course work in their major prior to enrolling in this course. Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

#### **INST 650 Program Development and Learning**

This course encompasses a broad spectrum of program development ranging from an individual course to a complete program of major learning activities conducted over a period of time for the education and training of adults. This project-based course serves as the integrative capstone and is designed to provide an opportunity to apply theories, skills, and principles to a variety of situations adult educators may encounter in practice. *PREREQUISITES: INST 605 Teaching and Learning in Adulthood, INST 610 Instructional Design and Interactive Learning, and PSY 615 Psychology of Adulthood.* 4 credits

#### **MATH 402 Basic Mathematics**

This course is first in a sequence of two preparatory courses for MATH 502 Contemporary College Mathematics and focuses on developmental work in arithmetic. Topics include operations with whole numbers, fractions, decimals, percentages, and word problems. Offered credit-no credit only; course may be repeated. Credits do not apply to degree requirements.

*PREREQUISITE: Acceptable score on Accuplacer arithmetic assessment.* 2 credits

#### **MATH 405 Developmental Algebra**

This course is second in a sequence of preparatory courses and addresses a wide variety of pre-algebra and basic algebraic topics including percent, geometric measurement, measures of central tendency, simplification of algebraic expressions, solving linear equations, and graphing linear functions. This course fulfills the prerequisite for MATH 502: Contemporary College Mathematics when passed with a minimum of a B grade. Credits do not apply toward degree requirements. *PREREQUISITE: Acceptable score on Accuplacer arithmetic assessment.* 4 credits

#### **MATH 502 College Mathematics**

This course addresses topics in mathematics necessary in a liberal arts education. It provides the reasoning strategies needed for mathematical problem solving in the workplace and in everyday life. The course serves as the foundation for higher-level math courses and provides the quantitative skills necessary to be adequately prepared for coursework in other academic areas. Topics include set theory and logic, mathematical modeling, math of finance, and probability and statistics with an emphasis on applications.

*PREREQUISITES: Acceptable scores on Accuplacer arithmetic and elementary algebra assessments or approved exemption from assessment, or a minimum grade of B in MATH 405.* 4 credits

#### **MATH 504 Statistics**

This course addresses introductory statistical concepts, methods and procedures important for making well informed decisions in real world settings. It provides students with both theoretical principles and practical skills in statistics. Topics include an overview of descriptive and inferential statistics, specifically sampling, measurements of central tendency and dispersion, frequency distributions, graphing techniques, probability theory, hypothesis testing, normal distribution, regression and correlation, t-tests and analysis of variance. *PREREQUISITE: CMPL 511 Software Tools and MATH 502 College Mathematics or an acceptable score on the Accuplacer elementary algebra assessment.* 4 credits

#### **MATH 510 Pre-Calculus**

This course is intended as a bridge course between algebra and calculus. The course focuses on strengthening the student's mathematical problem solving skills and developing a firm understanding of functions, their graphical representation, their behavior and their use to model real-life situations. Various classes of functions will be highlighted: polynomials, rational, exponential, logarithmic and trigonometric. Topics may also include: algebraic concepts, real number system, systems of equations and inequalities, complex numbers and polar coordinates. *PREREQUISITE: MATH 502 College Mathematics. A graphing calculator is required.* 4 credits

#### **MATH 544 Special Topics (Lower level)**

A study of current and variable topics in mathematics. Course content will change from term to term. 1 to 4 credits

#### **MATH 600 Mathematical Proof**

This course introduces students to the language and methods used to create and write mathematical proofs and solve problems. Methods of proof will include: direct, contrapositive, contradiction, and induction. Methods of problem solving will be based on Polya's four steps for problem solving. Students will learn about and utilize the many functions of proof including: verification, explanation, communication, discovery, justification, and inquiry. The course will also explore the relationship between problem solving and the process of proving. Students will explore fundamental abstract concepts in mathematics chosen from the following areas: functions and relations, set theory, number theory, and logic, Euclidian and non-Euclidian geometry, algebra, mathematical reasoning, proof, and problem solving. Connections to middle and secondary school mathematics curriculum emphasized.

*PREREQUISITE: MATH 510 Pre-Calculus.* 4 credits

#### **MATH 601 Number Systems**

This course examines the structure and properties of mathematics while focusing on the development of mental mathematics strategies and problem solving skills. Includes sets, functions, applications of rational numbers, integers, fractions, decimals, percents, and number theory. Utilizes appropriate grade level techniques to investigate algorithms, probability and statistics, counting techniques, scientific notation, complex numbers, exponents, geometry, and measurement. Course includes investigation of ration, proportion, data analysis, patterns, and the connections to algebra and geometry topics in the context of the 5-12 grades mathematics curriculum. *PREREQUISITE: MATH 510 Pre-Calculus.* 4 credits

#### **MATH 602 Geometric Structures**

This course will examine concepts in Euclidean and non-Euclidean geometries. Course topics include: area and volume, 2 and 3 dimensional perspectives, congruence and similarity, properties of and relationships among geometric shapes and structures. Students will investigate graphing, vectors, motion and symmetry. Students will engage in course concepts through proofs, problem solving, dynamic geometric software, and through activities used in secondary and middle school mathematics. Throughout the course students will be given opportunities to relate the mathematical concepts studied to the mathematical concepts they will be teaching. *PREREQUISITE: MATH 606 Calculus I.* 4 credits

#### **MATH 603 Probability and Statistics**

In this course students study topics in data analysis including: descriptive and inferential statistics, probability, odds and fair games, probability distributions, normal distributions, and estimation. Among the topics are numerical and graphical summaries for one and two variables, linear regression and correlation, confidence intervals and tests concerning means, sampling and experimentation, basic probability, confidence intervals, hypothesis testing, sampling distributions, two-sample t-tests for means, chi-squared tests, regress and correlation, and possible other topics. A standards statistical software package is used throughout the course to support the course format that includes: hands-on activities; computer-based simulations; creating and implementing student developed investigations; and actual secondary and middle school mathematics classroom activities. Throughout the course students are given opportunities to relate the mathematical concepts studied in this course to the mathematical concepts they will be teaching. *PREREQUISITES: MATH 504 Statistics and MATH 606 Calculus I.* 4 credits

**MATH 604 Linear Algebra**

This course examines concepts in algebra including: patterns and functions, arithmetic sequences, geometric sequences, arithmetic and algebra of the integers, least common multiple and greater common divisor, inequalities, modular arithmetic and systems of numbers, properties of groups and fields, the field of complex numbers, polynomial arithmetic and algebra, linear equations. The course develops the mathematical structures, algebraic properties, and applications of matrices, determinants, vectors, vector spaces, systems of linear equations, and linear transformations. Students engage with these concepts through exploration, analysis, proof, and problem solving based on activities used in secondary and middle school mathematics. Throughout the course students are given opportunities to relate the mathematical concepts studied to the mathematical concepts they will be teaching. *PREREQUISITE: MATH 607 Calculus II.* 4 credits

**MATH 605 Discrete Mathematics**

This course is designed to introduce students to discrete and abstract mathematical topics: including propositional and predicate logic; elementary set theory; introduction to proof techniques including mathematical induction; sets, relations, functions, and relations; recurrence relations, graph theory, as well as the properties of groups, rings, and fields. Students study number systems, mathematical induction, algorithms and complex number systems, matrix manipulation, combinatorics, graph theory, and finite differences. Course activities are based on secondary and middle school mathematics curricula. This course considers the basic objects of mathematics through real-world examples and the methods used to elucidate their properties. *PREREQUISITE: MATH 607 Calculus II.* 4 credits

**MATH 606 Calculus I**

This course is the first semester of a calculus sequence dealing with applications and modeling of the differential and integral calculus. The course focuses on functions and their graphs, limits, continuity, differentiation, integration, the derivative and its uses in optimization and mathematical modeling, as well as the Fundamental Theorem. Throughout the course students are given opportunities to relate the mathematical concepts studied to the mathematical concepts they will be teaching. Graphing calculators are used throughout the course to explore and represent concepts. *PREREQUISITE: MATH 510 Pre-Calculus or equivalent.* 4 credits

**MATH 607 Calculus II**

This course is the second semester of a calculus sequence dealing with applications of differential and multivariable calculus. Calculus of transcendental functions, applications of integration,

some differential equations, multidimensional calculus with applications, sequences and series, differentiation and integration of trigonometric functions. Throughout the course students are given opportunities to relate the mathematical concepts studied to the mathematical concepts they will be teaching. Graphing calculators are used throughout the course to explore and represent concepts. *PREREQUISITE: MATH 606 Calculus I.*

4 credits

**MATH 608 History of Mathematics**

This course address the historical development of major themes in mathematics, including calculation, numbers, geometry, algebra, infinity, and formalism in various civilizations ranging from the antiquity of Babylonia and Egypt through classical Greece, the Middle and Far East, and on to modern Europe. The course emphasizes how earlier civilizations influenced or failed to influence later ones and how the concepts evolved in these various civilizations. *PREREQUISITES: MATH 606 Calculus I or MATH 706 Calculus I.* 4 credits

**MGMT 500 Principles of Management**

This course examines a wide range of business theories and practical applications related to effective management. In addition to learning about what management is and what managers do, students also explore and assess their own management skills and styles. Students apply critical thinking skills to core business functions. Focus is on contributing factors to management styles such as communication, the role of the manager, design of the organization, ethical issues, social responsibility and globalization. Course format emphasizes the application of these management roles and competencies through experiential activities, group exercises and case analysis. 4 credits

**MGMT 501 Introduction to Public Administration**

Analysis of the nature of bureaucracy; recruitment, training, leadership, supervision, and organization of civil servants; public unionism; problems of communication, allocation of resources and public budgeting process; administrative law; and problems of public support. 4 credits

**MGMT 510 Managerial Accounting**

This course builds upon fundamental knowledge developed in MGMT 511 Financial Accounting. Students apply the concepts and methods of managerial accounting. Topics include the business environment, cost concepts and classifications, job-order costing, process costing, cost behavior, relationships to volume and profits, variable costing, activity based costing, profit planning, standard costs, relevant costs, applications of differential cost analysis, cash flows, and economic value added. *PREREQUISITE: MGMT 500 Principles of Management.* 4 credits

**MGMT 511 Financial Accounting**

This course provides a study and overview of accounting theory, practice, issues and objectives. The course focuses on the proper interpretation of financial information to understand the financial condition of any type of organization. The course will cover the nature, function, and environment of accounting, the basic accounting statements, and key financial accounting ratios. *PREREQUISITE: Acceptable score on Accuplacer arithmetic and elementary algebra assessments and basic spreadsheet proficiency are required. NOTE: Prior completion of CMPL 511 Software Tools is recommended.* 4 credits

**MGMT 514 Principles of Marketing**

Marketing is the process of planning and executing the conception, pricing, promotion, and distribution of goods and services to maintain relationships that satisfy organizational and individual needs and wants. The course introduces students to terminology, functions, institutions, philosophy, consumer behavior, market decision making and public policy issues. The course will provide students with the basic framework to understand the role and scope of marketing in the business environment. 4 credits

**MGMT 518 Human Resource Administration**

This course focuses on how human resource managers build effective networks and coalitions with others to accomplish tasks and stimulate motivation, cooperation, and satisfaction among work groups. It develops an understanding of the role and functions of human resource practitioners in a variety of organizational settings. Students build a knowledge base and identify the skills needed in the primary areas of human resources administration including interviewing and selection, employee benefits and total compensation, performance assessment, professional development, workplace safety and wellness, employee relations, collective bargaining, workplace diversity, human resource information systems, rewards and recognition, performance coaching and corrective action, compliance and employment law, and organizational development. 4 credits

**MGMT 540 Practicum in Management**

This project-based practicum is an entry-level field experience designed to assist Business Management majors in exploring career and vocational settings in which they can use and apply their business-related knowledge and skills. The nature of the practicum is exploratory in nature, involves extensive learner initiative in designing and implementing the practicum, and is conducted under the supervision of the practicum mentor. A supplementary objective of the practicum is to explore and assess possibilities for settings and situations in which the learner may engage in an upper level Business

Management Internship. *PREREQUISITES: MGMT 500 Principles of Management and MGMT 566 Organizational Behavior. Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

#### **MGMT 544 Special Topics (Lower Level)**

A study of current and variable topics in Management. Course content changes from term to term. 1 to 4 credits

#### **MGMT 555 Introduction to Fiscal Management in Health Care**

This course is designed for health care managers who do not have a background in financial management. As an introduction to the tools and processes that empower managers entrusted with budgetary oversight, the course provides fundamental skills for effective financial management in the rapidly changing health care environment. Students become prepared to make their organizations more effective in the four managerial functions of planning, organizing, leading and controlling by balancing inflows (revenues) and outflows (expenses), successfully monitoring and controlling costs and staffing, and identifying areas to be targeted for improvement. Strategies to acquire and allocate funds and to plan, analyze, and control financial operations are introduced. 4 credits

#### **MGMT 566 Organizational Behavior**

This course focuses on practical application of current research and concepts in human behavior in order to understand and analyze organizations. Interpersonal processes, problem-solving, and managerial decision-making are considered through examination of the roles of power, politics, ethics, and conflict in organizations. Topics include individual behavior, motivation and performance, interpersonal relations, small group relations, the role of leadership, and organizational culture. 4 credits

#### **MGMT 568 Strategic Data Analysis**

This course explores the effective use of data in organizational strategy and planning. Fundamentals including data-gathering, evaluation of data, and effective communication to multiple stakeholders will be emphasized. The course develops an introductory understanding of the importance of both quantitative and qualitative data. Students identify data relevant to learning in their primary area of interest and determine how such data can be applied to the planning and execution of organizational goals, such as strategic planning, budgeting, and complex projects. *PREREQUISITE: MATH 502 College Mathematics.* 4 credits

#### **MGMT 601 Contemporary Management Issues**

In this course, students examine how such issues as globalization, technology, the environment, business ethics, and business-government relations impact how businesses are managed. They also examine how leaders manage leaner and flatter organizations comprised of diverse employees working in teams. Students explore the broad impacts of these contemporary management issues through reading, research, case studies, and active discussions. *PREREQUISITE: MGMT 500 Principles of Management or MGMT 501 Introduction to Public Administration.* 4 credits

#### **MGMT 602 Leadership**

This course guides participants in developing lifelong learning skills for leadership that apply to any organizational level in a wide variety of environments. Both historical and current leadership theory and practice are explored. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today's workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. *PREREQUISITES: MGMT 500 Principles of Management or MGMT 501 Introduction to Public Administration. MGMT 566 Organizational Behavior is recommended.* 4 credits

#### **MGMT 606 Human Resources and Organizational Development**

This course explores the role of the human resource professional as facilitator and agent of organizational change and development. It focuses on the behavioral aspects of organizational development in which human resource practitioners must balance their responsibilities to management and to employees. The course addresses such concepts as: organizational change, team building, team effectiveness, downsizing/re-engineering, conflict management, the impact of technology, developing internal partnerships and cross-team collaboration, and managing multiple teams. *PREREQUISITE: MGMT 518 Human Resource Management. MGMT 566 Organizational Behavior is recommended.* 4 credits

#### **MGMT 607 Human Resources and the Law**

This course addresses the complexity of employment and labor law and workplace policies. It explores issues such as alcohol and drugs, sexual harassment, privacy rights, wrongful discharge, the Americans with Disabilities Act (ADA), negligent employment practices, and discrimination. Beyond this foundation knowledge, the course uses case studies to demonstrate how human resources managers can apply this knowledge to protect and add value to their organizations. *NOTE: MGMT 518 Human Resource Administration or MGMT 625 Legal Issues in Business and Management is recommended.* 4 credits

#### **MGMT 608 Managing Diversity (GP)**

This course examines the challenges, opportunities, and techniques of effective management of a diverse workforce. Students explore demographic changes and analyze the ethical and business-related reasons why managers need to focus on such issues as gender, racial, and age discrimination, sexual harassment, and disabilities. This course also asks students to examine their own biases and to understand the impact these can have on their managerial style and effectiveness. The course prepares managers who understand the challenges and opportunities of a global workforce. *MGMT 566 Organizational Behavior recommended.* 4 credits

#### **MGMT 611 Money and Banking**

This course examines financial markets and financial intermediaries, and their role in creating and maintaining economic efficiency. It analyzes the performance of banks and other financial institutions and reviews the functions and measurements of money. It also examines and assesses the use of monetary policy tools, targets and goals within the context of current economic conditions. *PREREQUISITES: ECO 512 Principles of Economics. ECO 600 International Economics is recommended.* 4 credits

#### **MGMT 612 Investment Principles**

This course provides the learner with a thorough overview of investments. Topics include the analysis of investment vehicles (such as stocks, bonds, money markets, and mutual funds), consideration of risk and expected rates of return, time value of money applications, and the principles of asset allocation, risk tolerance, and diversification. *PREREQUISITE: MATH 502 College Mathematics.* 4 credits

#### **MGMT 613 Financial Management**

A successful financial manager focuses on maximizing shareholder wealth, while also considering other stakeholders such as employees and communities. This course utilizes financial formulas, tables and spreadsheets to focus on the financial functions of analysis, planning and decision making, and control. Major topics include financial statement analysis and forecasting, working capital policy, cost of capital and capital budgeting techniques, interaction with financial markets, and time value of money techniques. *PREREQUISITE: MGMT 511 Financial Accounting.* 4 credits

#### **MGMT 614 Planning New Business Ventures**

Students assess their aptitude for business ownership and develop and apply the fundamental business planning skills needed to launch a new business venture. Emphasis is placed on the nature of entrepreneurship, opportunity recognition and business concept development, and feasibility

analysis. Key issues include identifying resources and sources of capital, marketing and market research, and financial forecasting. Working individually or in teams, students prepare a business plan. *PREREQUISITE: MGMT 500 Principles of Management.* 4 credits

#### **MGMT 615 Financial Modeling and Decision-Making**

This course prepares managers to develop real-world financial models and to interpret financial information for effective business decision-making. It builds upon knowledge in accounting, finance, and economics, and emphasizes the strategic application of such knowledge in the corporate setting. Students employ the tools of analysts to develop their understanding of how managers use financial data to guide decisions and to increase value. Topics include capital budgeting, strategic investments, financial risk, and debt. *PREREQUISITES: MGMT 511 Financial Accounting and ECO 512 Principles of Economics. MATH 504 Statistics is recommended.* 4 credits

#### **MGMT 620 Effecting Positive Change in Organizations**

This course explores the inner landscape of organizational systems with respect to personal, interpersonal, and interactional dynamics that facilitate or impede functionality and affect the change process in organizations. The organizational structure is viewed as the context in which individual, interpersonal, group, organizational and systemic change is examined. Characteristics of functional and dysfunctional systems are defined, and the change process is delineated. Models, skills, techniques and strategies for change related to individuals, relationships, groups, management, organizations and systems are examined. *PREREQUISITES: COMM 550 Interpersonal Communication or COMM 551 Small Group Communication or MGMT 566 Organizational Behavior.* 4 credits

#### **MGMT 621 Managing Conflict**

This course teaches concepts and skills to manage conflict effectively between two people, within small groups, within organizations, and between organizations and systems. It is designed to help those who want to sharpen their ability to understand, manage, and create opportunity out of conflict. As a result of this course, one knows oneself and others better, enhances personal and interpersonal skills, and develops techniques to improve relations at work and at home. For the most part, the class is a laboratory for simulations, working on actual conflict situations through role playing, and practicing new communication skills. 4 credits

#### **MGMT 622 Database Management Systems**

This course provides prospective users of database management systems with a solid theoretical and practical foundation for using these systems in a variety of contemporary organizational environments. The course traces the nature of DBMS from general conceptual structures, through the design, interface and implementation of actual database systems. The course includes a mix of classical database theory with practical hands-on application using state of the art DBMS packages; similar to those used today by large and small organizations alike to run their information systems. *PREREQUISITES: CMPL 515 Programming Fundamentals and CMPL 612 Advanced Software Tools.* 4 credits

#### **MGMT 623 Systems Analysis and Design**

This hands-on course introduces students to the role of the systems analyst in the development of information systems for organizations. The systems analyst is a problem solver. As such, this course emphasizes development of effective solutions and communicating those solutions to the development team. Use of accepted design techniques, project management approaches, written and verbal communication, collaboration and teamwork, and organizational tools prepares the student for the many demands of an entry-level systems analyst. *PREREQUISITES: CMPL 612 Advanced Software Tools or CMPL 515 Programming Fundamentals and acceptable scores on the Accuplacer arithmetic and elementary algebra assessments.* 4 credits

#### **MGMT 624 Managing Information Technology**

This course helps students understand the important role of information technology in business strategy. Emphasizing the management of information technology rather than specific technical aspects, students explore the alignment of information technology with organizational goals, efficiencies gained through technology solutions, project management and the implementation of information technology, and organizational and industry changes driven by information technology for competitive advantage, the positioning of information technology in the organization, the pace of innovation in a digital economy, and emerging trends in information technology are discussed. *PREREQUISITE: MGMT 500 Principles of Management OR MGMT 566 Organizational Behavior.* 4 credits

#### **MGMT 625 Legal and Ethical Issues in Business Management**

This course addresses the nature, functions, and operations of the legal system and how legal rules affect business operations. Students examine the legal framework of laws, rules, health and safety regulations, and judicial opinions that have direct and profound impacts on managerial

decision making and practice. Considerable emphasis is placed on the federal, state, and local regulations that directly impact business practice; consumer laws, labor and employment law, and the social and ethical environment of business policy and management practice. 4 credits

#### **MGMT 626 Project Management Strategies**

This course examines tools and methods used to manage projects of varying size and scope, and explores how these tools can be deployed to plan, schedule, execute and assess projects from start to finish. Topics include cost, risk, and quality management frameworks. While designed primarily for students in management-related and technology-related fields, the course takes a broad approach, recognizing the diversity of professions which require project management skills and knowledge. Students will be introduced to the roles and responsibilities of project and program managers in various settings, to the knowledge areas of the Project Management Institute, and to the significance of project management teams. *PREREQUISITE: MGMT 500 Principles of Management or MGMT 501 Introduction to Public Management.* 4 credits

#### **MGMT 629 Global Marketing (GP)**

This course analyzes the environment of global marketing by assessing different political, social, cultural, and legal contexts. Students examine the international trade and financial spheres within which global marketing is conducted. The course also addresses the strategic approaches to global markets with specific reference to the global marketing mix of product, pricing, distribution, and promotion decisions. The goal of the course is to provide students with the tools they need to market effectively in a competitive global marketplace. *RECOMMENDED: MGMT 514: Principles of Marketing.* 4 credits

#### **MGMT 640 Internship in Management**

The upper level Business Management Internship is a field-based experience designed to develop and hone the practical application skills of a Business Management major. Students apply for an internship at a self-selected site and negotiate the terms of the internship experience with a site supervisor under the general auspices of their GSC internship mentor. The internship requires documented evidence of 80 hours of supervised experience and practice in a field setting where business management-related knowledge and skills are applied. *NOTE: It is recommended that learners have completed the majority of upper level course work in their major prior to enrolling in this course. Registration for this course is by permission of the Office of Academic Affairs. Earlier registration deadlines may apply.* 4 credits

**MGMT 644 Special Topics (Upper Level)**

A study of current and variable topics in management. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject matter. 1 to 4 credits

**MGMT 650 Integrative: Strategic Management**

This capstone course focuses on the concepts and techniques of strategic management. It analyzes the process of developing and executing strategies designed to maximize a company's competitive advantage. Students will not only learn how to assess a company's internal and external environments but also the range of competitive strategies available. With this information, students will develop skills to determine the appropriate strategy to fit the company's unique resources and environment. Students in competing management teams will apply these concepts and techniques by crafting and executing strategy in a business simulation exercise. They will also apply their knowledge of strategic management to their own field of professional interest by completing a course project. *PREREQUISITES: MGMT 500: Principles of Management, MGMT 504: Statistics, MGMT 511: Financial Accounting, MGMT 514: Principles of Marketing, and MGMT 613: Financial Management.* 4 credits

**MGMT 660 Integrative: Applied Studies in Management**

This capstone course for Applied Studies in Management builds on all previous work in both the applied studies foundation and business management. Students synthesize their knowledge of an applied field and management theory to develop and implement effective managerial strategies in their own field of professional interest by completing a course project. Students explore current research in the field of management to meet their personal professional goals and goals of their organizations. *PREREQUISITES: All courses in the BS Applied Studies Option in Management major.* 4 credits

**POL 550 American Government and Politics**

This course introduces the student to the historical background, the institutions, and the political processes in American national government. The focus is on process, but appropriate attention is given to the institutions of government in which the political processes occur. The course employs a systems model of politics to identify how politics works in America on the national scene. Both process and institutions are studied from a systems perspective so that critical functions and decision points can be identified, described, and judged as they influence system outputs: public law and policy. 4 credits

**POL 554 Law and Society**

This course is designed to provide an interdisciplinary approach to study of the law, incorporating history, philosophy, economics, political science, sociology, and psychology. Students are introduced to law in society by focusing on social and legal theory analysis from a critical perspective. Beginning with a historical overview of the law, students explore the variety of forces that shape the law as well as its impact on society at large. In addition, the course provides a basic introduction to legal reasoning and the law in the context of society. Landmark United States Supreme Court criminal and civil cases will also be examined. 4 credits

**POL 600 The US in World Affairs (GP)**

This course examines the conduct of the foreign affairs of the United States in a volatile environment marked by fundamental changes in the international system of states since the collapse of the Soviet Union. Students trace the transformation in international relations since 1991 leading to the creation of institutions to liberalize world trade and investment, the proliferation of regional ethnic and religious conflicts, and most challenging of all, the emergence of transnational terrorism. Students form an understanding of the international system, develop competence in defining both transient and enduring national interests, and build confidence in appraising the policy responses of national actors to those challenges. 4 credits

**PSY 501 Introduction to Psychology**

This survey course provides an introduction to the science of psychology. It examines the major areas of applied and experimental psychology. The following specialty areas are covered: History of Psychology, Research Methods, Biological Psychology, Cognition, Learning, Memory, Human Development, Stress, Emotion, Health Psychology, Personality Theories, Abnormal Psychology, and Social Psychology. *Prior completion of CRIT 500 Critical Thinking and ENG 500 The Writing Process strongly recommended.* 4 credits

**PSY 508 Child Development**

This course focuses on the development of children from birth to early adolescence. It includes the major developmental theories and perspectives as well as an overview of the research methodology used in the field. Through reflective writing, current research in the areas of physical, cognitive, and social and emotional development is explored in the context of the child's environment. 4 credits

**PSY 509 Human Development**

This course focuses on the development of the individual from conception to death. Major developmental theories, milestones, processes, and influences are covered. Research findings

that bear on these topics are examined. Growth and development are viewed as products of interacting biological, psychological, and social factors. The risks and opportunities in the developing person's social environment as well as the application of theories and research findings are emphasized. 4 credits

**PSY 510 Infant and Toddler Development**

This course focuses on major theoretical perspectives of child development with particular attention to infant and toddler development. Topics include the physical, social, emotional, and cognitive milestones of the growing child along with factors that contribute to optimal development. There is an emphasis on the importance of creating high quality, safe, and supportive environments as well as on attachment and the role of communication in the development of trust and autonomy. Students observe children to develop strategies for creating and maintaining developmentally appropriate environments. *Prior completion of PSY 509 Human Development or PSY 508 Child Development recommended.* 4 credits

**PSY 521 Language Acquisition**

This course introduces research, theory, and practical applications pertinent to first language acquisition. The development of language is explored through its five major components: phonology, pragmatics, semantics, morphology, and syntax. Stages of acquisition are traced from pre-linguistic communication in infancy through adolescents' use of abstract thinking and expressions. Distinctions between language disorders and developmental differences are considered, as are relationships between language and literacy skills (reading and writing). 4 credits

**PSY 602 Theories of Personality**

This course examines specific theories of personality for the purpose of explaining normal and abnormal development and behavior. Psychoanalytic, Trait, Humanistic, Existential, Cognitive, Behavioral and Social Learning Theories, among others, are reviewed and critiqued based on research evidence. Each theory or theoretical perspective is presented in terms of historical context, basic assumptions, and hypothetical constructs. Students explore behaviors and motivations from the perspective of different personality theories. The application of personality theories in helping-profession contexts is introduced. *PREREQUISITE: PSY 501 Introduction to Psychology.* 4 credits

**PSY 603 Crisis Intervention**

This course focuses on crisis theory, methods of crisis intervention, and specific crises that occur with individuals and families such as suicide, unemployment, natural disasters, illness, divorce,

and death. Students are expected throughout the course to apply their exploration of theory to their work and life experiences. 4 credits

#### **PSY 604 Counseling Theories**

This course provides an overview of counseling theories developed by major theorists. The course examines how both the historical context and the scientific knowledge of the time helped to shape the theories developed during the past century. Research findings evaluating the effectiveness of therapeutic modalities are reviewed. Important elements of the counseling process which includes assessments, confidentiality, the therapeutic alliance, and the impact of funding sources on decision making, are examined.

*PREREQUISITES: PSY 501 Introduction to Psychology or PSY 509 Human Development.* 4 credits

#### **PSY 605 Principles of Assessment**

This course is a survey of assessment issues and methods for students pursuing studies in education-related fields or the behavioral sciences. Topics include: differences between formal and informal assessment and evaluation; issues such as reliability and validity, differences between norm-referenced and criterion-referenced tests, development of assessment and evaluation instruments and plans, methods for observing and recording behavior, and how to use assessment information to develop and/or modify programs and environments. *PREREQUISITES: MATH 502 College Mathematics or MATH 504 Statistics and PSY 501 Introduction to Psychology or PSY 508 Child Development or PSY 509 Human Development.* 4 credits

#### **PSY 606 Educational Psychology**

This course focuses on the study of teaching and learning, including several theoretical perspectives specific to human and cognitive development. Course topics will include motivation, critical thinking, student assessment and achievement, and implications of approaches to each. The course critically examines the relationship between research and education, including the contributions and limitations of measurement in instructional settings, and the interplay with educational policy. *PREREQUISITES: (BEHS 501 or EDU 501) and (EDU 510 or PSY 501) and (PSY 50 or 509).* 4 credits

#### **PSY 608 Social Psychology**

Social Psychology is the scientific study of how we influence and are influenced by our social environment, which consists of individuals, groups, organizations, and culture. This course provides an overview of classic and contemporary work in this field and explores such topics as aggression, attitude formation and change, social thinking, individual and group influence,

prejudice, friendships and romantic relationships, leadership, social influence, altruism, and conformity. Course topics may also include applications of social psychology to the legal system, health-related behavior, and environmental sustainability. *PREREQUISITE: PSY 501 Introduction to Psychology. BEHS 501 Research Methods is recommended.* 4 credits

#### **PSY 609 Cognition and Learning**

This course explores the major theories of cognition and learning. Current cognitive theories, nature of consciousness, memory, language, and reasoning, and traditional behavioral approaches such as operant and classical conditioning are examined. These approaches will be supplemented by relevant neuroscience research on brain based processes. Comprehension will be enhanced through the application of these approaches to everyday behavior. *PREREQUISITE: PSY 501 Introduction to Psychology.* 4 credits

#### **PSY 611 Art Therapy**

Students explore the history and theory of art and art therapy, the impact of the creative process and unconscious expression, and the discipline's incorporation of psychological theories. By engaging directly in a variety of art exercises, students learn about art media and techniques and how they relate to different populations' specific needs and goals. Populations covered include age-defined groups, persons afflicted with psychiatric or medical disorders, and those coping with life transitions or events. *PREREQUISITE: PSY 501 Introduction to Psychology. RECOMMENDED: PSY 508 Child Development or PSY 509 Human Development.* 4 credits

#### **PSY 615 Psychology of Adulthood**

This course is a life-span developmental approach to adulthood in contemporary American society that includes the major theoretical perspectives regarding developmental transitions and age-related tasks. The following topics are included: 1) methodological issues related to the study of development, 2) patterns of stability and change across adulthood with regard to processes such as biological functioning, sensation and perception, cognition, personality, identity, gender and social roles, relationships, career, and mental health, and 3) death and dying as the final stage of life. Students can consider their own development in light of this content. *PREREQUISITE: PSY 501: Introduction to Psychology.* 4 credits

#### **PSY 616 Psychology of Occupational Stress**

This course focuses on primary areas in occupational stress research including the identification of work organization and psychosocial sources of stress and their influence on employees, treatment of occupational stress, and approaches that promote occupational health and create healthy workplaces. Each area is examined from the individual worker's perspective as well as from that of

management. Once acquainted with the major theoretical principles and processes, students apply these findings to their own experiences as employees, employers, or health professionals. *NOTE: Prior completion of PSY 501 Introduction to Psychology is recommended.* 4 credits

#### **PSY 617 Abnormal Psychology**

The focus of this course is on the societal definitions of abnormal and deviant behavior, and what may be considered mental illness. It discusses the societal impact of mental illness, with a consideration of both how mental illness is regarded in different societies and how treatment may vary, depending on the society. It deals with major disorders and personality syndromes considered to be abnormal or deviant and examines the various etiologic factors known or believed to play a role in each of the disorders, considering them from varying perspectives, such as psycho-analytic, cognitive behavioral, biological and humanistic. Differences in recognition and treatment of mental illness in varying cultures will also be considered. *PSY 501: Introduction to Psychology is recommended.* 4 credits

#### **SCI 502 Nutrition Concepts and Controversies**

This course provides the student with a foundation in the science of nutrition and the knowledge necessary to separate nutrition fact from fallacy. The research supporting direct and indirect links between nutrition and disease is examined. In addition, current controversial issues are discussed along with the validity of nutrition-related claims. 4 credits

#### **SCI 505 Human Biology**

This course is an introductory study of anatomy and physiology that provides a foundation in biological science and the correlation of structure and function of the human body. Topics explored include genetics, heredity, reproduction, endocrinology, immunology and the concept of homeostasis. The building of a relevant vocabulary and a foundation of facts and concepts provides the background needed for further understanding of developments in bioscience and biomedicine. 4 credits

#### **SCI 506 Physiology of Wellness**

This course provides the student with a background in basic physiological processes related to overall health and fitness. Topics include metabolism, homeostasis, how body systems work together, nutrition, and exercise. Factors that interfere with healthy physiological functioning are examined. In addition, common diseases such as diabetes, obesity, high cholesterol, hypertension, heart disease, and asthma are discussed in light of physiological and environmental factors that increase the risk of these diseases. Genetic predisposition to disease is also examined. Finally, measures to maintain overall health and fitness are addressed. 4 credits

**SCI 508 Issues in Women's Health**

This course examines women's health and women's health care from biological, medical, historical, political, and social perspectives. It begins with the study of endocrinology and the physiological processes unique to women. Factors related to health care issues specific to women are examined. Societal and health care constraints, which hinder women from achieving their full health potential are also addressed. The course also presents information on women's health care practices, including the concept of self-care, and relates this to the development of educated consumerism in the health care industry. 4 credits

**SCI 509 Diseases of the 21st Century (GP)**

This course is a survey of many diseases that have emerged as serious health problems on a global scale. Students examine the etiology, transmission, detection, treatment, and method of prevention of newer diseases such as HIV and AIDS, as well as tuberculosis, malaria, and other ancient diseases that continue to pose health threats. There are also constantly new possible pandemics on the global horizon. With an international perspective, students analyze public health policies and cultural differences with respect to disease detection, treatment, and prevention. 4 credits

**SCI 512 Introduction to Astronomy**

Through a variety of activities, this course provides the student with a basic background in astronomy which enhances appreciation of the universe and the technology used in our attempt to understand it. This course exposes the student to the real, measurable, and verifiable connections that exist between the universe and life on Earth. Readings, observations, discussions, and other activities will explicate that what goes on out there can and does have a real and measurable influence on what happens down here. 4 credits

**SCI 513 Introduction to Meteorology**

This course is an introduction to the fundamentals of weather and climate. Topics include observing the weather, physical properties and processes of the atmosphere, weather systems, hazardous weather, rudiments of forecasting, and climate. The course will focus on interpreting current weather and exploring the interrelationships between humankind and the atmosphere. 4 credits

**SCI 518 Physical Geography**

Physical Geography is the study of planet Earth. In this course, students examine the nature of the Earth's six spheres: the atmosphere (the layer of gases); hydrosphere (the water in oceans, streams, lakes, etc.); cryosphere (the ice in glaciers); geosphere (the solid earth), biosphere (life); and

anthrosphere (humans and human activities). By investigating the processes operating within each sphere and how these spheres interact with each other to shape all aspects of our planet, students gain an understanding of how the Earth works and how landscape features have formed. 4 credits

**SCI 520 Introduction to Oceanography**

This course examines the ocean, including the processes that control its major features, the life within it, and its impact on earth processes. An ecological approach is used to integrate the geological, biological, chemical, and physical aspects of oceanography. Special emphasis is placed on the coastal environment. 4 credits

**SCI 523 General Ecology**

This course explores the diverse and complex relationships between organisms and their environment. Students examine the nature of human impact on the local and global environment and its impact on other organisms. 4 credits

**SCI 528 Natural History of Northern New England**

This course focuses on the evolutionary adaptations of plants and animals that allow them to survive and thrive through all of New England's seasons. Students are introduced to the origin and development of the diverse ecosystems of our region and their relationship to the resident and migratory wildlife of Northern New England. The effects of the Ice Age on northern New England's topography and on the rhythms of the animal and plant life cycles are investigated. 4 credits

**SCI 539 Energy and the Environment (GP)**

This course examines contemporary concepts and use of energy from scientific, pragmatic, and ethical perspectives and explores how energy influences our lives. Special emphasis is placed on the conservation of energy resources and the development of alternative sources of energy for use in transportation, the home, and industry. Energy's relationships to modern scientific, political and social issues are also examined. 4 credits

**SCI 541 Introduction to Environmental Science (GP)**

An introductory survey of global environmental problems such as global warming, acid rain, nuclear waste storage, agricultural runoff, and heavy metal contamination. This course explores the interrelationship between the natural environment and the effects of human activity resulting in pollution of air, water, and land. A major focus of the course is critical examination of ecological, economic, and political aspects of pollution in a global context. 4 credits

**SCI 542 Introduction to Forest Science and Policy**

This course provides a background in forest science which is then applied to exploring current issues such as tropical deforestation, air pollution, global warming, global forest products trade, forest fires, bio-mass energy, and clear-cutting. Concepts of resource management and development, including public land management, soil and water protection, community forestry and biodiversity are also addressed. Current issues of local interest are included whenever possible to illustrate the general principles. 4 credits

**SCI 544 Special Topics (Lower Level)**

A study of current and variable topics in Science. Course content changes from term to term. 1 to 4 credits

**SCI 600 The Human Brain**

The Human Brain addresses the relationship between the brain, mind, and behavior and provides an overview of the biological basis of human emotion, cognition, and behavior. Topics may include basic functional neuroanatomy and physiology, development of the brain, sensation and perception, sexual processes and behavior, emotion, aggression and violence, learning and memory, consciousness, language systems, sleeping and dreaming, behavioral health problems (stress related disorders, anxiety, depression, schizophrenia) and their pharmacological treatment. Aberrant brain development, brain injuries, disorders and neurological diseases are also noted in the context of understanding normative functioning. *PREREQUISITE: PSY 501 Introduction to Psychology. SCI 505 Human Biology recommended.* 4 credits

**SCI 644 Special Topics (Upper Level)**

A study of current and variable topics in Science. Course content changes from term to term. It is expected that the student will have prior course work or experience in the subject area. 1 to 4 credits

**SDLR 550 Individualized Studies Seminar**

This course is the gateway for self-directed bachelor's degree candidates proposing a major in Individualized Studies. Seminar participants explore personal, academic, and professional goals in the context of academic disciplines and broaden their understanding of trends in their chosen field. Students have the opportunity to increase their network of colleagues and professional contacts. Through a step-by-step learning process, participants build a proposal for their customized major; approval of the final proposal constitutes successful completion of the course. *PREREQUISITES: Admission to the BS or BA in Individualized Studies and receipt of all official transcripts by the Admissions Office.* 4 credits

**SDLR 551 Assessment of Prior Learning**

This learning experience is designed for adults who have gained knowledge and skills from life/work experiences that may be equivalent to college-level learning. Students identify, analyze, and describe the knowledge they have gained and how it relates to areas within higher education. Each student is responsible for preparing a written portfolio that documents and demonstrates that learning which is appropriate to his/her own degree plan of study. Upon completion, the portfolio will be submitted to the Office of Academic Affairs to be evaluated for applicable degree credit. *PREREQUISITE: Permission of instructor.* 4 credits

**SOC 501 Introduction to Sociology**

This course introduces basic concepts, theories, and methods in the discipline of sociology that reveal the relationship between the individual and society and challenge students to develop a sociological perspective. Students are exposed to diverse cultures and social structures with an emphasis on the dynamics of power and inequality on the local, national, and global levels as they are influenced by the social constructs of race, ethnicity, class, gender and sexuality. 4 credits

**SOC 601 Society and the Individual**

This course explores the interface between individuals and their social context. It uses sociological perspectives such as symbolic interactionism, functional theory and conflict theory to examine the relationships we as individuals have to our society. The course also examines the extent to which our roles and status are determined at birth, and the role we play in shaping ourselves as well as the institutions in which we live. How social factors influence individual perceptions and choices is viewed in the context of the institution of marriage; family structure and relationships; demographics such as age, gender, race, ethnicity, and class; attitudes and moral behavior; violence and aggression; and work and authority. *PREREQUISITE: SOC 501 Introduction to Sociology.* 4 credits

**SOC 603 Work and Society (GP)**

This course analyzes the social nature of work in industrial societies. Topics include the study of occupations, training, automation, unemployment, and the role of minorities in the workplace. Through ethnographic case studies and recent articles, the course compares work structures in North America, Asia, and Europe. *NOTE: Prior completion of SOC 501 Introduction to Sociology recommended.* 4 credits

**SOC 607 Child Abuse and Neglect**

This course provides an examination of child maltreatment from a variety of perspectives, including theoretical, cultural, historical, and legal. It offers definitions of the types of child abuse and neglect, and allows students to reflect on how culture and history play roles in the defining process. Students learn to identify signs and symptoms resulting from maltreatment, and take an in-depth look at how trauma affects all areas of child development. The roles of child protection workers, the complex child protection system, and the legal systems are explained. Students have the opportunity to critically review current research and debate emotionally charged ethical issues. This course challenges students to consider the dynamics that may lead people to harm children, and that it is only through this understanding can prevention strategies be developed. An introductory sociology or psychology course is recommended. 4 credits

**SOSC 500 Introduction to Anthropology (GP)**

This course introduces the study of anthropology from both biological and cultural perspectives. A survey of the four subfields (physical anthropology, archaeology, socio-linguistics, and cultural anthropology) examines topics such as human evolution, physical variation, and the diversity of human cultures in both the past and the present. 4 credits

**SOSC 519 Living in a Digital Democracy**

The growth of the internet has impacted virtually every aspect of American society. This course provides a broad overview of the societal issues and concerns raised as groups and individuals make the transition to a digital environment. The primary focus of this course is to provide the opportunity to analyze how the internet is being used to change voting behavior, stimulate the growth of a global economy, and alter our sense of community. *Prior completion of CRIT 500 Critical Thinking and ENG 500 The Writing Process recommended.* 4 credits

**SOSC 544 Special Topics (Lower Level)**

A study of current and variable topics in Social Science. Course content changes from term to term. 1 to 4 credits

This course examines current issues facing American society in the area of human sexuality. Using current research findings the course focuses on a multidimensional approach to studying sexual issues. Opinions, attitudes, and values affecting societal responses to sexual issues are explored in relation to scientific fact and a variety of theoretical frameworks. Special emphasis is placed on the impact of sexual issues on individuals, institutions, and public health and welfare. 4 credits

**SOSC 602 Men and Women in Cross-Cultural Perspectives (GP)**

This course provides a basis for analyzing alternatives in the relationships between men and women by looking at the roles women play in widely different societies; for example, in peasant, socialist, and capitalist industrial societies. The range of women's and men's roles in a variety of cultures is explored through readings, discussions, films, and slides. 4 credits

**SOSC 604 Dynamics of Family Relationships**

This course examines evolving family structures in contemporary American society. The functions which a family serves are reviewed. The stages of family life and development, a variety of communication patterns and the causes of breakups are addressed. The focus of the course is on helping students develop an ability to assess the strengths of a family system, evaluate the decision making processes used by a family and discuss the resiliency of the family. The course reviews a range of intervention methods which can be used to improve family relationships. 4 credits

**SOSC 605 Stress and the Family**

This course examines the characteristics of both healthy and troubled families as they progress through each developmental stage. Change is a constant in each person's life; the family's response to change and the resulting stress is reviewed. A family's ability to manage extraordinary stressors, from both external and internal sources, is discussed. There is an emphasis on maladaptive patterns including family violence, runaways and self-harming patterns. 4 credits

**SOSC 630 Aspects of Aging**

The course introduces the physical, psychological, economic and social aspects of aging. Attention is given to these key aspects of aging and their relationship to the characteristics of our aging population in the United States. The course also explores the impact of culture, family structure, and societal values on the elderly in our society. *PREREQUISITE: PSY 501 Introduction to Psychology, PSY 509 Human Development, or SOC 501 Introduction to Sociology.* 4 credits

**SOSC 644 Special Topics (Upper Level)**

A study of current and variable topics in Social Science. Course content changes from term to term. It is expected that the student will have prior coursework or experience in the subject area. 1 to 4 credits

**TCHM 650 Integrative in Technology Management**

This final course in the Technology Management minor is a project-oriented capstone that is designed to integrate and apply learning from the disciplines of management and information technology. Case studies that highlight real-world challenges, demonstrate best practices, and emphasize the importance of decision-making for business strategy in technology management will serve as common background and will foster each individual student's project development and execution. *PREREQUISITES: All requirements in the Technology Management minor.* 4 credits

## Undergraduate Admission Process

The admission and enrollment process combines academic advising with formal and informal appraisals of an applicant's ability to succeed in higher education.

### Admission Policy

Admission is granted to students who have earned a high school diploma or GED. The College requires that every degree applicant meet basic academic criteria. We retain the right to deny applications when:

- basic criteria are not met;
- the student's ability to actively participate in the academic community or complete an educational program is unlikely;
- the student reasonably appears to pose a threat to or appears likely to endanger the College community.

### Application Procedure

Undergraduate degree applications may be submitted at any time during the academic year.

- Apply for free online at:  
<http://granite.edu/students/prospect/getstarted/admissions/splash.php>

Or

- Complete a paper application and mail along with a \$45 check or money order to:  
Granite State College  
Undergraduate Admissions Office  
25 Hall Street  
Concord, NH 03301

*Note: A paper application is not complete and will not be processed until payment of the application fee has been received.*

Official transcripts from each postsecondary institution attended and any college-level standardized tests completed are necessary to evaluate credits transferred into any degree program. Veterans or active military applicants, if intending to have military experiences evaluated for possible college credit, must request an official military transcript. High school seniors must request an official final high school transcript after graduation noting high school completion.

All official transcripts should be sent directly from the issuing institution to:

Granite State College  
Undergraduate Admissions Office  
25 Hall Street  
Concord, NH 03301

### Full Acceptance Status

Full acceptance status is attained when an application is complete, the application fee has been paid (if applicable), and all necessary official transcripts have been received and evaluated by the Undergraduate Admissions Office.\* Once fully accepted, students will receive notification in writing or by email.

### \*Individualized Studies

Students accepted into an Individualized Studies degree program will enroll in SDLR 550: Individualized Studies Seminar, to research a major and develop an Individualized Studies proposal. Some education majors and templated programs are exempt. Consult with your local Campus to see if the SDLR 550 requirement applies.

### Conditional Acceptance Status

An applicant will retain conditional acceptance status until all official transcripts and college-level standardized test scores have been received and evaluated by the Undergraduate Admissions Office.

### Degree Status at More Than One Institution

A student who is pursuing an associate degree at another college or university may be conditionally accepted to a Granite State College bachelor's degree program. Under a Joint or Dual Admission Agreement students will file their Intent to Matriculate with the College's Undergraduate Admissions Office by the date of their associate degree conferral.

Upon conferral of the associate degree from another institution and receipt of the final official transcript, the student with a Joint or Dual Admission status will be fully accepted to Granite State College.

### Degree Status in More Than One Program at Granite State College

A student may only be fully accepted in one degree program at one time. Students nearing completion of an associate degree program at Granite State College may also apply for admission to one of the College's baccalaureate degree programs.

### Eligibility for Financial Aid

Students may receive financial aid for required courses in only one degree at a time. Credits may not exceed those allowed under Title IV regulations, and programs may be audited to ensure compliance. Courses will not be approved for financial aid if they do not fulfill degree requirements for the degree program in which the student is currently accepted.

### Change of Program

Students looking to move from one degree level to another, change majors, or add or delete a designated minor, must complete and submit a Change of Program form. Change of Program forms are available on each Campus and online at <http://my.granite.edu/resources/forms/ug-changeofprogram.htm>. A GSC associate degree candidate pending conferral may use this form to apply to a bachelor's degree. Students will be accepted under current catalog degree requirements.

### Returning for a Second Major

A graduate who already has a bachelor's degree from the College may apply for readmission for the purpose of adding a second major to that degree. Students will follow the major requirements at the time of readmission and will complete all other requirements, including 30 residency credits of course work. Once completed, the second major will be noted on the student's transcript but will not result in eligibility to march a second time at the commencement ceremony.

### Second Bachelor's Degree

Any baccalaureate graduates who wish to pursue a second degree (for example, a B.S. graduate who now wants to complete a B.A. degree) must apply and subsequently complete at least 30 residency credits of course work toward the second degree. All current major and general education requirements of the second degree must be met before the conferral of the second degree.

### Previous College Transcripts

Degree candidates must request that all official previous college transcripts are sent directly to the Undergraduate Admissions Office. This is required so that courses can be evaluated for applicable transfer credit to a GSC degree program. It is the student's

responsibility to monitor the receipt of the transcripts by utilizing the Admissions Checklist in the My.Granite WebROCK student portal. Transfer credits from regionally-accredited institutions of higher education are accepted based on equivalency of course content and outcomes. Courses that support the College's degree programs are accepted if grades of C or better were achieved. The Undergraduate Admissions Office, in consultation with Academic Affairs, is responsible for determining the acceptance of transfer credit. When necessary, students may be requested to provide course descriptions, course outcomes, and syllabi to assist in the evaluation of credit.

Prior college transcripts will be eligible for degree credit evaluation if received by the deadlines for applying to graduate. (see page 68)

The College also recognizes competency demonstrated through CLEP, DSST, Excelsior College Examinations, and certain other postsecondary exams approved by the American Council on Education. Students seeking credit for examinations must request that official transcripts be sent directly to the Undergraduate Admissions Office for evaluation as transfer credit.

### Recent High School Graduates

Applicants who are seniors in high school will be admitted for the term following graduation.

### Homeschooled Applicants

To meet admission requirements, applicants educated through a home school program of study must submit a GED score in lieu of a high school diploma.

### Transcripts from Other Countries

Applicants who attended a college or university in a foreign country will need to have their transcript translated and evaluated prior to full acceptance. The College uses the Center for Educational Documentation ([www.cedevaluations.com](http://www.cedevaluations.com)) to perform international credential evaluation. A fee, based upon the extent of the evaluation, will be charged. Brochures and request forms are available at any Campus or write directly to:

Center for Educational Documentation  
P.O. Box 170116  
Boston, MA 02117  
1.617.338.7171  
email: [info@cedevaluations.com](mailto:info@cedevaluations.com)

If the foreign transcript has been previously evaluated by an entity other than the Center for Educational Documentation, contact the Undergraduate Admissions Office to ensure eligibility.

### English Proficiency

English proficiency is required for academic success at the College. Adequate proficiency is demonstrated by a minimum Test of English as a Foreign Language (TOEFL) score of 80 (internet), 550 (paper-based) or 213 (computer-based); or a minimum International English Language Testing System (IELTS) score of 6.5. Any student not demonstrating adequate proficiency will be referred to an institution that offers courses in English for Speakers of Other Languages. Scores must be sent directly from the testing agency to the Undergraduate Admissions Office. Use code 0458.

<http://www.toeflgoanywhere.org/>

<http://www.ielts.org/>

*Note: Individuals who are in the U.S. as permanent residents or with visa status allowing education participation are eligible for study. Contact the Admissions Office for information.*

### Credit for Prior Learning

Prior learning acquired through previous college courses, work or life experience is acknowledged and recognized as the foundation on which to build a degree program. The College provides the following options as opportunities to demonstrate how prior learning equates to degree program requirements.

- Courses from regionally-accredited colleges or universities or other college experience
- Portfolio assessment of learning from unaccredited colleges or universities
- Selected professional certifications and licenses
- Workplace and military training evaluated by the American Council on Education
- GSC evaluation of local workplace or volunteer training programs
- Standardized examinations
- Portfolio assessment of workplace or volunteer training experiences
- Portfolio assessment of experiential learning
- Workplace and military training evaluated by the National College Credit Recommendation Service

### Credit Limits

The College will apply a maximum of 48 prior learning credits towards an associate degree and 94 credits towards a bachelor's degree. These credits do not count in the residency requirement for degree programs.

*Note: Prior learning credit requests submitted at the conclusion of a degree program will not be accepted.*

### Testing (CLEP and DSST)

32 credits toward associate degree  
64 credits toward bachelor's degree

### Military Training and National Training Programs

48 credits toward associate degree  
94 credits toward bachelor's degree

### Institutional and Individual Training

48 credits toward associate degree  
94 credits toward bachelor's degree

### Portfolio Assessment

48 credits toward associate degree  
94 credits toward bachelor's degree

### Transfer Credits

Transfer credits from regionally-accredited colleges or universities may be awarded for courses satisfactorily completed with grades of C or better. The number of transfer credits accepted will depend upon the specific requirements in the degree program selected; the maximum at the associate level is 48 credits and at the bachelor's level 94 credits. A maximum of 78 credits will be accepted from two-year institutions if applicable to bachelor's degree requirements. A maximum of 78 semester credits from completed three-year RN nursing diploma programs will be accepted in transfer. Applicants must provide the Undergraduate Admissions Office with an official transcript and documentation, such as the original nursing license, that indicates a passing score on a Registered Nurses State Board examination.

### Articulations

Agreements have been established with many two-year institutions to enable a seamless transition for graduates from selected associate degree programs to certain bachelor's degrees at the College. Graduates from certain associate degree programs can access Program Transfer Agreements (PTAs) at the College's campuses which show exactly how earned associate credits fit into bachelor's

degree program requirements. Granite State College and the Community College System of New Hampshire (CCSNH) have collaborated to form specific articulation agreements. A list of these articulations can be found at: <http://nhtransfer.org/>.

Current and prospective students can access an interactive database to view how their CCSNH courses will transfer to bachelor's degree programs at the College. The direct link to the database is:

<http://www.nhtransfer.net/artweb/chgri.cgi>

### Military Training

All branches of the United States military offer training for enlisted personnel and commissioned officers. The American Council on Education (ACE) has evaluated hundreds of training programs and classifications and has published credit recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Services. Visit the site at: [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu) Official transcripts are required for evaluation of transfer credit. Order an official Army (AARTS) transcript at: <http://aarts.army.mil> Order an official Navy or Marine (SMART) transcript at:

<https://smart.navy.mil/request.pdf>

### National Training Programs

The American Council on Education (ACE) and the Board of Regents of the University of the State of New York have evaluated and made recommendations regarding college credit for many formal training programs from business and industry, government, and nonprofit agencies. Credit will be awarded based on the recommendations of the ACE National Guide to Educational Credit for Training Programs (<http://www2.acenet.edu/credit>) and the College Credit Recommendations Directory (<http://www.nationalccrs.org/>) published by the Board of Regents of the University of the State of New York. Students must request an official transcript from ACE or the NY Board of Regents documenting successful completion of training. Transcripts may be sent directly to GSC Admissions.

### Training Programs Evaluated by GSC

Granite State College awards credit for college-equivalent learning gained through training. Training the College has evaluated includes the NH Police Standards and

Training Academy, the UNH Institute on Disabilities, the State of NH Division of Personnel Management, NH Fire Standards and Training, the Northern New England Center for Financial Training, the Child Development Association National Credential Program, Primex training programs, and the New England EMS Institute. The student must provide official documentation of successful completion of the training program. Contact a Campus for detailed information on credit for training options.

### Portfolio Options

Portfolio options are available to demonstrate college-level learning acquired through other types of training experiences, as well as life experiences. Check with the Office of Undergraduate Studies for additional information.

### Examination Programs

Certain tests are available to demonstrate college-level knowledge and earn credit. The College recognizes competency demonstrated through CLEP (College Level Examination Program), DSST, Excelsior College Examinations and certain other post-secondary exams. A maximum of 32 credits will be awarded through testing toward an associate degree or 64 credits toward a bachelor's degree.

The College will award the number of credits and the subject area recommended by the American Council on Education (ACE) on the student's score report. For credit to be awarded, the content of the exam must meet an outstanding degree requirement. Credits acquired through testing cannot duplicate credits earned from other sources.

### CLEP (College Level Examination Program)

Students who take a CLEP test and do not receive a passing score must wait 180 days before retaking the test. For detailed information about CLEP exams, visit: <http://clep.collegeboard.org>

### CLEP General Exams

General exams may be taken if no prior course work or credits earned through assessment, validation or testing have been awarded in the content area of the exam. Credit will be awarded based on the total score; credit is not allowed for sub-scores and partial credit.

### Credit Recommendations: (Computer Based Testing)

#### Title

College Mathematics  
\*College Composition  
Humanities  
Natural Sciences  
Social Sciences/History

*\*Satisfies the writing requirement for degree programs. English Composition without an essay will not satisfy the writing requirement.*

### CLEP Subject Exams

Contact a Campus prior to taking any CLEP examination to ensure that the examination selected is not duplicative of course work completed or projected, or of other tests. Following is a list of available examinations:

American Government  
American Literature  
Analyzing/Interpreting Literature  
Calculus  
College Algebra  
French Language  
German Language  
Spanish Language  
English Literature  
Financial Accounting  
Biology  
Chemistry  
Human Growth and Development  
Info. Systems/Computer Applications  
Introductory Business Law  
Introduction to Educ. Psychology  
Introductory Psychology  
Introductory Sociology  
Precalculus  
Principles of Macroeconomics  
Principles of Management  
Principles of Marketing  
Principles of Microeconomics  
U.S. History I: Early Colonization to 1877  
U.S. History II: 1865 to Present  
Western Civilization I  
Western Civilization II

### CLEP and ENG 500 The Writing Process

The CLEP general exam, College Composition, will satisfy the ENG 500 The Writing Process requirement if a minimum score of 50 is achieved. College Composition replaced English Composition with Essay which will also satisfy the ENG 500 requirement.

English Composition (no essay) was recently replaced by College Composition Modular and neither satisfies the ENG 500 require-

ment. They may not be taken for credit after matriculation at the College.

College Composition, Freshman English, or Freshman College Composition, if passed with the minimum ACE recommended score and taken prior to matriculation at the College, will fulfill the ENG 500 requirement. A maximum of 2 courses or 8 credits is allowed for introductory writing courses.

### DSST Exams

No credits will be awarded for content that duplicates other credits earned. Students who take a DSST exam and do not receive a passing score must wait 180 days before retaking. For detailed information about DSST exams, visit:  
[www.getcollegecredit.com/index.html](http://www.getcollegecredit.com/index.html)

### Current Title

Art of the Western World  
Astronomy  
Business Ethics and Society  
Business Law II (U)  
Business Mathematics  
Civil War and Reconstruction (U)  
Criminal Justice  
Environment & Humanity  
Ethics in America (essay required)  
Foundations of Education  
Fundamentals of College Algebra  
Fundamentals of Counseling  
General Anthropology  
Here's to Your Health  
History of the Vietnam War  
Human/Cultural Geography  
Human Resource Management  
Introduction to Business  
Introduction to Computing  
Introduction to Law Enforcement  
Introduction to the Modern Middle East  
Introduction to World Religions  
Lifespan Developmental Psychology  
Management Information Systems (U)  
Money and Banking (U)  
Organizational Behavior  
Personal Finance  
Physical Geology  
Principles of Finance (U)  
Principles of Financial Accounting  
Principles of Physical Science I  
\*Principles of Public Speaking  
Principles of Statistics  
Principles of Supervision  
Rise and Fall of the Soviet Union (U)  
Substance Abuse (U)  
Technical Writing (with Technical Writing Essay)  
Western Europe Since 1945

(U) indicates that upper-level credit will be awarded.

*\*Multiple choice score plus passing grade on speech portion.*

### Test Centers

CLEP and DSST tests are given regularly at the College Campuses. Register and pay online at <http://my.granite.edu/orientation/testing.htm> or contact a test center for additional information.

### Test Centers and Codes

**Claremont** 603.542.3841

CLEP 7741

DSST 8064

**Concord** 603.513.1384

CLEP 3814

DSST 8478

**Conway** 603.447.3970

CLEP 8512

DSST 8749

**Rochester** 603.332.8335

CLEP 8520

DSST 8369

The fee for tests taken at the above sites is \$102 per CLEP test and \$110 per DSST test. The fee is subject to change without notice. Register 30 days in advance of the testing date. To request an official copy of a CLEP transcript, contact:

CLEP Transcript Request Service

PO Box 6600

Princeton, NJ 08541-6600

800.257.9558

<http://www.collegeboard.com/student/testing/clep/scores.html>

To request an official copy of a DSST transcript, download the DSST transcript order form available on the DSST web site: [www.getcollegecredit.com](http://www.getcollegecredit.com).

### Excelsior College Examinations (ECEs)

For detailed information about ECEs, visit <http://www.excelsior.edu/ecapps/exams/creditByExam.jsf>. There are limitations to the total number of times an exam can be retaken and a waiting period between attempts. ECEs must be taken with Pearson VUE. Test centers can be located at: <http://www.pearsonvue.com/excelsior/>

Cost varies depending on exam. Upper level credit may be awarded for some tests. A minimum ECE score of 45, C, or Pass is required for all ECE examinations.

### Credit Recommendations

#### Title

Abnormal Psychology (U)  
Adult Nursing (U)  
American Dream (U)  
Anatomy and Physiology  
Bioethics: Philosophical Issues (U)  
Community-Focused Nursing (U)  
Cultural Diversity (U)  
Earth Science  
English Composition  
Essentials of Nursing Care: Chronicity  
Essentials of Nursing Care: Health Differences  
Essentials of Nursing Care: Health Safety  
Essentials of Nursing Care: Reproductive Health  
Ethics: Theory and Practice (U)  
Foundations of Gerontology (U)  
Fundamentals of Nursing  
Health Differences Across The Life Span 1  
Health Differences Across The Life Span 2  
Health Differences Across The Life Span 3  
Human Resource Management (U)  
Introduction to Music  
Introduction to Philosophy  
Juvenile Delinquency (U)  
Labor Relations (U)  
Life Span Developmental Psychology  
Literacy Instruction in the Elementary School (U)  
Management in Nursing (U)  
Maternal and Child Nursing (associate)  
Maternal & Child Nursing (baccalaureate) (U)  
Maternity Nursing  
Microbiology  
Organizational Behavior (U)  
Pathophysiology (U)  
Psychiatric/Mental Health Nursing (U)  
Psychology of Adulthood & Aging (U)  
Research Methods in Psychology (U)  
Research in Nursing (U)  
Social Psychology (U)  
Transition to the Registered Professional Nurse Role (associate)  
World Conflicts Since 1900 (U)  
World Population (U)

(U) indicates that upper-level credit will be awarded.

*Note: Credits awarded for nursing subjects will be used as non-program elective credit, unless approved as part of an Individualized Studies program.*

## Financial Aid

Students who need assistance with tuition and other costs related to their education may find help through one of several financial aid programs. Federal, State, and most institutional aid programs require the filing of the Free Application for Federal Student Aid (FAFSA). Types of aid include gift aid (grants), work study (part-time employment while enrolled), and loans (borrowed money that must be repaid with interest).

For full descriptions, disclosures, deadlines, and additional information for any financial aid listing, please visit <http://my.granite.edu/finaid.php> or contact the Office of Financial Aid at (603) 513-1392.

### Federal Financial Aid Eligibility

To be eligible for federal financial aid, students must meet these general requirements:

- Be a U.S. citizen or eligible non-citizen; and
- Have a high school diploma or equivalent, pass an approved ability to benefit test, or have been home-schooled in a setting approved by state law; and
- Not have or have resolved any drug conviction that occurred while receiving federal student aid; and
- Not owe a refund on a federal grant or be in default on a federal student loan; and
- Be accepted in an eligible degree or post-baccalaureate certificate program; and
- Be enrolled at-least half time (4 credits) during any term(except for Pell Grant eligibility); and
- Be making Satisfactory Academic Progress at each scheduled review; and
- Not be receiving federal or state financial aid from another institution for the same period of enrollment.

## Federal Aid

### Federal Pell Grant

A Federal Pell Grant is awarded based on a student's financial need and only awarded to undergraduate students who have not earned their first bachelor's degree. The maximum Pell Grant Award is determined annually by the Federal Government.

Eligible Federal Pell recipients may have funds paid to their accounts ten days prior to the term start to cover the average cost for books and supplies if there is a credit balance on their account after direct charges have been paid. Students are responsible for repayment of these funds if they drop from any or all coursework. Students may opt out of this process by submitting the Opt Out of Advanced Funds form. Students who have a previous account balance are not eligible for Advanced Funds.

### Survivors of Service Members

Students who have a Pell Grant eligible expected family contribution (EFC) will be treated as a student who has a zero EFC and will be awarded the maximum Federal Pell Grant Scheduled award based on the following criteria:

- Parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 and;
- Student was less than 24 years of age or enrolled in a postsecondary program at the time of the parent or guardian's death.

These students are identified through the Department of Defense match conducted through the FAFSA.

### Iraq and Afghanistan Service Grant

A student who is not eligible for a Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Additional student eligibility requires the student to be under 24 years old or enrolled in college at least half-time at the time of the parent's or guardian's death.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is awarded to undergraduate students who have exceptional financial need, with priority given to Federal Pell grant recipients with the lowest EFC. Awards are based on availability from an annual allocation and are not guaranteed to every eligible student.

### Federal Work Study Program

Federal work study encourages part-time employment related to a student's course of study and/or career interests while pursuing a post-secondary education. Students must demonstrate financial need from the FAFSA to be eligible for this program. Awards are based on availability from an annual allocation and are not guaranteed to every eligible student.

Community service is a valuable component of the federal work study program. Granite State College has worked with various non-profit organizations, such as child care centers and alternative school settings, to provide important and meaningful services to communities across the state.

### Federal Direct Loan Program

Direct Stafford Loans are low-interest loans for students to help pay for the cost of an education. The lender is the U.S. Department of Education and offers the following types of loans:

**Subsidized:** For students with demonstrated financial need, as determined by the FAFSA. No interest is charged while a student is in school at least half-time. Available to eligible students enrolled in an undergraduate or Post-Baccalaureate program.

**Unsubsidized:** Loans that are not based on financial need; interest is charged during all periods, even during the time a student is in school.

Repayment begins six months after the student graduates, withdraws, stops attending, or drops below half-time enrollment. The standard repayment term is 10 years, although one can get access to alternate repayment terms (extended, graduated and income contingent repayment).

Under the terms and conditions that Federal Student Loan assistance is received, students may obtain deferral of the repayment of principle and interest for service under the Peace Corps Act, service under the Domestic Violence Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

### Direct Parent PLUS Loans

Direct Parent PLUS Loans are unsubsidized loans for the parents of dependent students. Parent PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. To be eligible, the borrower must be the student's biological or adoptive parent or stepparent, a U.S. citizen or eligible non-citizen, and cannot have an adverse credit history. A credit check is required. A valid FAFSA is required to apply for a Direct PLUS Loan.

The interest rate for Direct Parent PLUS Loans is a fixed rate of 7.9%. Interest is charged during all periods, beginning on the date of the loan's first disbursement. There is also a 4.0% origination fee that is deducted from the amount borrowed.

### Rights and Responsibilities

Federal, state, and institutional student financial aid is a privilege, which creates both rights and responsibilities.

- Know and understand the authorized educational expenses involved in the cost of attendance and that aid awards are only used for these expenses while enrolled;
- Be informed about the financial aid application process/procedures and respond promptly to all documentation and information requests;
- Understand how financial need is determined, how outside resources may affect eligibility, and report all resources received.
- Understand the award and the guidelines of the aid programs involved;
- Know and understand the refund policies pertaining to dropping and the return of federal aid as a result of withdrawing from coursework; as well as student responsibility for repayment of any returned funds;
- Understand the requirements for Satisfactory Academic Progress to receive federal financial aid and the responsibility to maintain SAP standards;
- Understand that financial aid records are confidential and maintained in accordance to the Federal Family Educational Right and Privacy Act (FERPA).
- Maintain copies of all forms and agreements signed;
- Recognize that the student and his/her family are primarily responsible for educational costs;

- Notify the Office of Financial Aid of any changes in anticipated enrollment, any drug conviction or incarceration, since it may affect eligibility;
- Satisfactorily perform and complete work assignments accepted through the federal work study program.

### Federal Financial Aid Penalties for Drug Convictions

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Act states that a federal or state drug conviction can disqualify a student for federal financial aid. Without a valid FAFSA for federal financial aid, students are also ineligible for State aid and most institutional aid programs. In accordance with an HEOA provision, a student whose eligibility has been suspended due to a drug conviction is allowed to resume eligibility if the student successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program

### State Grants

State grants may be available to residents from Vermont, Massachusetts, and Rhode Island for the College's students. Information from the FAFSA is sent to each state to determine eligibility.

### Institutional Aid

#### Senior Tuition Waiver

The College encourages New Hampshire residents 65 years and older to participate in courses by providing tuition remission on a space available basis. "Space available" means that a seat is available without excluding paying students. Two options are available:

- The College has a limited number of senior tuition waivers for those enrolling for credit. Payment of all applicable term fees and any lab or material fee is required. An individual may be granted no more than one waiver per term, not to exceed four per year.
- A Senior Audit Plan allows for an audit (no credit awarded) with payment of all applicable term fees and any lab or materials fee. At the time of registration, indicate "SA" on the upper right-hand corner of the registration form.

### National Guard Tuition Waiver

This program is available to students serving in the New Hampshire Air and Army National Guard. NH National Guard Waivers are for tuition costs only on a space available basis which means that a seat is available in a course without excluding paying students.

### The ALA Merit Scholarship Fund

The Alumni Scholarship Fund provides up to ten \$1,000 academic merit scholarships to deserving students every year. Qualified recipients are selected through an application process. To be eligible, students must:

- be an undergraduate enrolled in a degree program, or a student enrolled in the Post-Baccalaureate Teacher Certification Program.
- have completed a minimum of twenty-four credits at the College.
- have completed a minimum of four terms at the College.
- have a 3.5 grade-point average or better.

Interested applicants may obtain a Scholarship Application through the MyGranite website each year. For more information, current students should call Alumni Relations at 603.513.1308.

### Other Sources of Aid

Aid may be available from local sources, including local banks with education assistance trusts, community and civic groups, Veterans Administration, NH Job Training Council, Vocational Rehabilitation, and employer tuition reimbursement.

### Unique Annual Endowment Program

The Unique Endowment program provides increased, equal access and choice for deserving, high-need New Hampshire residents seeking the benefits of a NH post-secondary education.

### Osher Reentry Scholarship Endowment

The Bernard Osher Foundation, headquartered in San Francisco, supports higher education and the arts and provides scholarships to selected institutions nationally. Learn more about the Osher Foundation at: [www.osherfoundation.org](http://www.osherfoundation.org).

The Osher Reentry Scholarship Endowment Fund, sponsored by the Bernard Osher Foundation, is designed to provide tuition

assistance to eligible “reentry” students who are pursuing their first bachelor’s degree. A “reentry student” is a person who has experienced a cumulative gap of five or more years in their formal education and has not completed the requirements for a bachelor’s degree.

The College will select at least 25 recipients per year and awards may not exceed \$2000 per recipient or \$50,000 total per year. Preference will be given to newly-matriculated students or returning award recipients. To be eligible, the student must:

- have experienced a cumulative gap in their education of five years or more;
- be an undergraduate student pursuing his/her first baccalaureate degree and NOT be enrolled in an online degree program;
- ideally be between the ages of 25-50 and anticipate participation in the work force for a significant period of time;
- demonstrate financial need, not necessarily identified on the FAFSA;
- show academic promise and commitment to obtaining their undergraduate degree;
- must submit application, essay and references during the open application period that ends June 30th

### Child Development Bureau

#### Early Childhood Tuition Assistance Grant

For individuals working in licensed and licensed-exempt New Hampshire child care programs, preschools, or family child care, grants are available for enrollment in early childhood courses. This tuition assistance program is offered by the Child Development Bureau, Division of Child, Youth and Families, Department of Health and Human Services. Applications are available online at:

<http://www.granite.edu/finaid/forms.php>

### New Hampshire Charitable Fund

New Hampshire residents pursuing undergraduate or graduate study at approved institutions of post secondary education are eligible to apply for grants and scholarships from this fund. For more information, please visit [www.nhcf.org](http://www.nhcf.org).

### Veteran Benefits

Veterans are encouraged to take advantage of the benefits provided by the GI Bill. All of the College’s degree programs are

approved for veteran’s benefits. For more information, please visit [www.gibill.va.gov](http://www.gibill.va.gov) or contact:

VA Office in Manchester, NH  
800.827.1000

GSC Veterans Representative  
603.332.8335

GSC School Certifying Official  
603.513.1330

[gsc.veterans@granite.edu](mailto:gsc.veterans@granite.edu)

### Vocational Rehabilitation Programs

Every state operates a vocational rehabilitation program to assist people with a variety of disabilities to return to productive activity. In certain cases, a vocational rehabilitation agency will assist disabled students to meet their college expenses. Students should contact their local agency for more information.

### Online Scholarship Search Engines

Online scholarship search engines may be utilized to assist students in finding scholarships that reduce their educational costs. Trusted examples include: Fastweb, College Board Scholarship Search, and Peterson’s Scholarship Search.

### Monthly Payment Option

The College offers a monthly payment plan option at a nominal cost. This interest-free plan allows payments in monthly installments for a single term or multiple terms within the same academic year. The plan is administered for the College by Tuition Management System (TMS). For further information, contact TMS at 800.356.8329.

### Private (Alternative) Loans

Private loans, also known as alternative loans, are non-federal student loans that may be needed by students to fund and/or supplement the cost of their education. All private loans are credit-based and have variable interest rates (meaning there is no limit to the amount the rate can increase). Students may borrow up to the cost of attendance less any financial aid and are required to complete a self-certification form. Private Loans should be used as a last resort to fund one’s education.

The Office of Financial Aid strongly encourages the use of all federal, state and institutional aid programs identified through the filing of the FAFSA before applying for any private loan option.

## Financial Aid Application Process

1. **Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)** Receive your estimated financial aid award within 2 weeks. Awards will be issued beginning early May.
2. **Complete your admissions application.** Once processed, this will give you access to WebROCK to move forward with your financial aid.  
[www.granite.edu/students/prospect/getstarted/admissions.php](http://www.granite.edu/students/prospect/getstarted/admissions.php)
3. **Check WebROCK often for any additional requirements.** Requirements will vary from student to student and may include submitting an extra document or two, or you might find that you’ve been chosen for Verification. Your award may change as a result of the Verification process, so check WebROCK for updates and respond to any changes. All additional documents must be submitted before any financial aid can be finalized.
4. **Complete Federal Student Loan Requirements, if applicable.** For all new GSC Federal Student Loan Borrowers, complete the following two steps in order to begin classes:
  - a) Stafford Loan Entrance Counseling: Learn your rights and responsibilities associated with borrowing Federal Direct Loan funds.
  - b) Master Promissory Note (MPN) with Direct Lending: a legal document you sign which explains the terms and conditions of your loan, as well as your repayment responsibilities.
5. **Accept your award package in WebROCK!** Once your award is accepted check the missing requirements section for any additional requirements. If it lists additional requirements in WebROCK that you have already addressed, it is likely they will be satisfied within 24-48 hours. Check WebROCK for updates.

### Verification

Federal regulations require verification to be completed for some applicants and they may be selected by the U.S. Department of Education CPS or by the College. The purpose of verification is to maintain the integrity of student aid programs by verifying the information provided by students and

parents on financial aid applications. If selected for verification, students are required to submit:

- Copies of all signed federal tax transcripts or Non-Tax Filer Statement(s). Eligible students may utilize the IRS Data Retrieval Tool available via the FAFSA to satisfy the tax transcript requirement.
- Completed Dependent or Independent Verification Form
- Other documentation as requested upon review.

Requirements for verification must be completed before aid is finalized.

### Application Processing Timeline

Applications are accepted on a rolling basis. Student aid is packaged when all requirements are satisfied. Financial aid application processing may take up to fourteen days once the FAFSA results are received. Apply as early as possible to avoid delays. Verification documents must be completed prior to the last day of enrollment that is at least half-time, unless a student is Pell eligible (no later than 120 days after the last day of at least half-time status). Students must reapply for financial aid each academic year.

### Financial Need

Federal, state, and most institutional aid programs are awarded based on financial need except for the Direct Unsubsidized Loan and the Direct Parent PLUS Loan which are categorized as non-need based aid. Financial Need is the difference between the Cost of Attendance and your Expected Family Contribution added with external Educational Resources.

Cost of Attendance (COA), also known as the student's budget, is an estimate of educational and related expenses incurred during a period of enrollment.

The Expected Family Contribution (EFC) is a measure of your family's financial strength and resources available to assist with the cost of your education which is calculated through the FAFSA.

Any anticipated Educational Resource, paid directly to you or to the College on your behalf, is your legal responsibility to report, and may affect your financial aid eligibility. Examples include, but are not limited to, Vocational Rehabilitation, Veterans Administration, and employer tuition reimbursement.

### Special Circumstances

The College does recognize that a student and/or family's true circumstances may not be accurately portrayed at the time they file their FAFSA. Special circumstances may include, but not limited to: loss of job, divorce, and medical expenses above the average allowance. A special circumstance application requires completion of the verification process, supporting documentation, and providing further information upon request.

### Code of Conduct

The staff of the Office of Financial Aid and designated agents of the College are expected to always maintain exemplary standards of professional conduct and to follow this code of conduct outlined by the National Association of Student Financial Aid Administrators (NASFAA).

The professional shall:

1. Refrain from taking any action for his or her personal benefit.
2. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
3. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

### Financial Aid Calendar 2012-13

This calendar applies to standard term courses. Late Start coursework and/or contract courses may affect the disbursement and credit balance check dates due to different published drop dates. Dates are subject to change.

#### Summer Term

**(July 7 – August 31, 2012)**

**July 3, 2012** – Advanced funds for qualified Pell recipients to obtain books and supplies

**July 13, 2012** – Last day to drop a class and receive a refund

**July 13, 2012** – SAP appeal deadline for term reentry

**July 16 - 18, 2012** – Credits verified and aid released to student accounts

**July 31, 2012** – Check printed and mailed for credit balances

#### Fall Term

**(September 8 – December 7, 2012)**

**August 24, 2012** – SAP appeal deadline for term reentry

**September 5, 2012** – Advanced funds for qualified Pell recipients to obtain books and supplies

**September 21, 2012** – Last day to drop a class and receive a refund

**September 24-26, 2012** - Credits verified and aid released to student accounts

**October 9, 2012** - Check printed and mailed for credit balances

#### Winter Term

**(January 5 – March 29, 2013)**

**December 23, 2013** – SAP appeal deadline for term reentry

**January 3, 2013** - Advanced funds for qualified Pell recipients to obtain books and supplies

**January 18, 2013** – Last day to drop a class and receive a refund

**January 21-23, 2013** - Credits verified and aid released to student accounts

**February 5, 2013** - Check printed and mailed for credit balances

**Spring Term****(April 6 – June 28, 2013)****March 22, 2013** – SAP appeal deadline for term reentry**April 2, 2013** - Advanced funds for qualified Pell recipients to obtain books and supplies**April 19, 2013** - Last day to drop a class for tuition refund**April 22-24, 2013** - Credits verified and aid released to student accounts**May 7, 2013** - Check printed and mailed for credit balances**Constitution Day**

September 17 is designated as Constitution Day for all schools eligible for Title IV funding. Granite State College annually celebrates Constitution Day to promote an understanding and appreciation of the U.S. Constitution.

## Satisfactory Academic Progress to Receive Financial Aid

Federal regulations require that all financial aid recipients progress at a reasonable rate (satisfactory academic progress) toward achieving and completing their program of study.

This requirement applies to all GSC students receiving federal financial aid. Students are expected to meet the minimum SAP standards outlined below during each scheduled review. These standards ensure that any student will complete his/her program of study within the maximum timeframe.

Students who fail to achieve these standards will no longer be eligible for financial aid and will be placed on financial aid suspension which will result in the loss of all federal, state and institutional aid, including grants, scholarships, loans and work-study.

The minimum Satisfactory Academic Progress Standards are:

1. ***Maintaining a cumulative GPA in accordance with the following scale:***

Undergraduate Program GPA	
Total Credit Hours Attempted	Cumulative GPA
0 – 12	0
13 – 24	1.00 or above
25 – 36	1.50 or above
37 – 48	1.70 or above
49 – 59	1.90 or above
60 and above	2.00 or above

2. ***Students are required to make progress (an acceptable pace) towards program completion and successfully complete the required number of credits in accordance with the following scale:***

Undergraduate Credit Completion	
Total Credit Hours Attempted	Minimum Number of Credit Hours Completed
0 - 24	0
25 - 36	12 or more
37 – 48	24 or more
49 – 56	32 or more
57 – 72	44 or more
73 – 82	54 or more
83 and above	Complete two-thirds of all credits attempted

The number of credits attempted shall include all GSC credits and any transfer credits that are applicable to the student's current degree program at the time of review.

3. ***Maximum timeframe.*** Students may not receive Title IV financial aid for courses that do not count toward completing their current degree or certificate program. The timeframe for degree completion is limited by federal regulations to 150% of the published length of the degree program. This equates to a maximum number of credit hours that includes transfer credits and all credit hours attempted at Granite State College. *Example: A Bachelor's degree requires 124 credits; students may not exceed 186 credits to earn a Bachelor's degree.*

Credit hours attempted will include completed credits, incompletes, withdrawals, transfer credits applicable to the student's degree, and repeated or failed classes. If due to withdrawals, failed courses, change in

degree program, etc., the student exceeds the maximum number of attempted credits for his/her program or a student cannot complete the program of study without exceeding the maximum timeframe, then he/she will no longer be eligible for federal financial aid programs for any future terms.

Various types of coursework impact the calculation of SAP:

- Dropped Coursework during the official add/drop period is not included as attempted and/or unsuccessful credits.
- Audit Coursework receives no credit and is not relative to grade point average nor counted in the evaluation of SAP.
- Remedial/Developmental Coursework receives no credit and is not relative to grade point average nor required to be counted in the evaluation of SAP. However, only 30 credits worth of remedial/developmental coursework will be included in enrollment status for federal financial aid.
- Repeated Coursework will count in calculation of hours attempted and completed hours earned if the student receives a passing grade; however, only the last grade earned is calculated in the GPA.
- Prior Learning Assessment (PLA) Credits are brought in as transfer credits since credits are not paid for but the evaluation process is. PLAs are applicable as degree credits that lead toward degree completion. Therefore, PLAs are counted in the credits attempted and successfully completed, as well as the maximum timeframe.
- Pass/Fail Coursework is not calculated in the cumulative GPA, but will be included in credits attempted and completed (if applicable).
- Transfer Coursework is applicable to the student's degree program and included in attempted and successfully completed credits.
- Consortium Coursework, while a GSC student enrolled in an eligible program, will be counted in attempted credits, completed credits (if applicable), and calculated in cumulative GPA.
- Subsequent Major includes all credits transferred from the previous degree program and impacts the maximum timeframe measure.

**Annual SAP Review**

SAP will be reviewed at the end of the Spring term payment period on an annual basis for students in the following programs:

**All GSC undergraduate degree programs**

- Associate Degrees (64 credits)
- Bachelor Degrees (124 credits)

**Financial Aid Suspension**

All students who do not meet the minimum SAP standards during the scheduled review will be placed on Financial Aid suspension which results in the loss of all Federal, State and institutional aid, including grants, scholarships, loans and work-study.

**Regaining Eligibility**

Students may re-establish Title IV eligibility when they achieve the minimum SAP standards at the next scheduled review or if an appeal is successful. Students may not regain eligibility if suspension is due to reaching the maximum timeframe or may reach the maximum timeframe without completing the program. If no appeal is submitted or an appeal is not approved following a suspension, then the student may continue to take courses at their own cost unless the student is academically suspended.

**SAP Appeal**

A student whose eligibility is suspended may request an appeal if s/he feels that extenuating/special circumstances existed that affected his/her ability to achieve the minimum SAP standards. A student cannot appeal a financial aid suspension if he/she has reached or will reach the maximum time-frame before program completion.

An extenuating/special circumstance must exist and be supported by additional documentation to file an SAP appeal. A special circumstance may include an injury, illness, the death of a relative, or other special circumstance. Circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc. All submitted documentation of special circumstances is confidential and only used to verify and support a student's special circumstance. All documentation will be filed in the student's financial aid record.

To file the appeal, a student may complete the aid-year specific Financial Aid Satisfactory Academic Progress Appeal

Form which includes an explanation of what has changed in relation to the special circumstance(s) that will allow the student to achieve the minimum SAP standards upon the next review and an academic plan approved by a Campus Director (if applicable). All plans must demonstrate that the student will achieve the required SAP standards by the next scheduled review. The Appeal Form is available in the Financial Aid section of my.granite.edu.

**Number of Appeals**

Students that are reviewed annually are allowed to appeal at two different times during their academic career at Granite State College. However, students cannot appeal in successive aid years. Post-Baccalaureate students who are in the advanced endorsements may only appeal once. If an appeal is denied, the student may not submit another appeal unless he/she achieved the minimum SAP standards and regained eligibility before the next appeal is submitted.

**Appeal Approval**

SAP appeals will be reviewed by the Office of Financial Aid who will determine a student's eligibility or ineligibility for continued federal assistance. Any incomplete appeal will not be reviewed. Approvals may involve, but are not limited to, a reduced course load, specific courses, a required GPA by term, etc. The student and the appropriate Campus Director will be informed in writing of the decision and any additional requirements.

**Financial Aid Probation**

A student who is approved through the appeal process will be placed on financial aid probation for the subsequent payment period. If the student is unable to achieve the minimum SAP standards at this time, then the student will be placed on his/her approved academic plan if the student achieves at least a "C" in each course while completing 100% of the credits attempted during probation. Students who achieve the minimum SAP standards after probation will have their eligibility reinstated and will not be required to follow an academic plan.

**Academic Plan**

A student who completes probation and did not achieve the minimum SAP standards will follow the academic plan created and approved by his/her Campus Director. The academic plan must demonstrate the achievement of the minimum SAP standards by next scheduled review. Progress will be reviewed on a term by term basis in accordance with the academic plan. Any academic plan will require a student to achieve at least a "C" in each course attempted while completing 100% of the credits in the academic plan. Any higher expectations will be communicated in writing.

## Registration

### Academic Year

The Academic Calendar including term registration periods appears at <http://www.granite.edu/academics/schedule/calendar.php>. Please contact a Campus or visit the web for a copy of the current term course schedule. The College's academic year consists of four terms:

Fall	September-December
Winter	January-March
Spring	April-June
Summer	July-September

### Selecting Courses

Campus staff are excellent resources for students selecting courses each term. Academic Coaches are assigned to each degree candidate and are also available to assist other students. Contact a Campus to discuss enrollment in courses that best support degree completion including general education and major requirements, as well as specific learning goals.

### Placement

Some of the College's courses require a pre-registration skills assessment.

### Degree Candidates

Students who apply to and are accepted into a degree program at the College are degree candidates. All other students attending the College shall be considered non-degree.

### High School Seniors

High school seniors who are at least 17 years of age will be considered for participation in lower level courses. Students must submit a letter of recommendation from their high school guidance counselor indicating the student's maturity, academic ability and a rationale for why the student would be taking the course. In the case of a home schooled student, documentation of a strong academic background is required. Students must also submit a registration form with the signature of the parent/guardian noting permission. Students are required to submit these documents to a Campus Director seeking endorsement prior to enrolling in a course.

### Enrollment Status

Full-time status for undergraduate students is defined as enrollment in at least eight credits within a twelve week term. Half-time status for undergraduate students is defined as enrollment in four credits within a twelve week term. Full-time status for graduate students is defined as enrollment in at least six credits within a twelve week term. Half-time status for graduate students is defined as enrollment in three credits within a twelve week term. Full-time/half-time status will differ at other USNH institutions.

### Registration

The College reserves the right to deny enrollment in any course for which the prospective student lacks the necessary background or prerequisites. For each course, check to ensure all prerequisites have been satisfied. Please note that some courses require a pre-registration skills assessment.

- Register online via WebROCK at [my.granite.edu](http://my.granite.edu)
- or
- Complete a registration form and fax, mail, phone, or drop it off at a local Campus.

Students are officially registered when all tuition and fees are either paid in full or when financial clearance has been confirmed. This process must occur by the term's posted payment due date to avoid being dropped from courses. Once financially cleared, students will be contacted only if the course for which they have registered is cancelled.

Students are responsible for purchasing textbooks and materials. Textbooks are an additional expense. MBS Books is the authorized textbook supplier for the College. To order and obtain ISBN information go to: <http://direct.mbsbooks.com/gsc.htm>

or:

Call: 800.325.3252

Fax: 800.499.0143

### Student Identifier Number

All students who wish to register for credit bearing courses are required to provide their social security number (SSN) with the first registration. The SSN is required by federal law and federal financial aid, and will be

used to report 1098-T data for education tax credits under the Taxpayer Relief Act of 1997. Student SSNs will be shared only where legally required and will be accessible only by authorized personnel. The College protects confidential information by complying with the Family Education Rights and Privacy Act of 1974. A unique student identifier number (SID) will be generated for all students. Use this SID for all College transactions, including subsequent registrations, account payments, and initial logging on to the College website portal.

### Financial Clearance

Payment for all classes must be made or financial clearance confirmed by the posted due date for each term. Due dates are published in the course schedule and on the MyGranite website. Financial clearance is confirmed when any of the following conditions are met:

- Payment for all tuition, fees, and charges is made in full, OR
- A payment arrangement is approved by the Student Accounts Office for all remaining charges (ex. third party payments, VA, Voc Rehab, pending scholarships, etc.) OR

### *For admitted degree candidates using financial aid:*

- Financial Aid is finalized and covers all charges, OR
- Financial Aid is finalized; however the award does not cover all charges and a payment arrangement with the Student Accounts Office is approved, OR
- The FAFSA and all required documents are received by the Office of Financial Aid, loans are accepted and provisional clearance is approved.

*Note: New degree candidates, or individuals applying for a subsequent degree, must have all admission and financial aid documentation submitted to the College by the published due date for the term. To apply for admission and financial aid and register for a course after the payment due date for the term has passed, another form of payment must be secured at the time of registration. Students may receive reimbursement after acceptance to a degree program is achieved, a financial aid award is determined and funds are disbursed to the student's account.*

If financial clearance has not been confirmed by the posted due date for the term, students may be dropped from some or all of their courses. Students may re-register once the Registration, Tuition, and Fees conditions for financial clearance have been met. A \$25 re-registration fee will be assessed.

### Change of Registration

Students may add or drop courses online through the course's posted add/drop period. Students may also add or drop a course during the add/drop period by contacting a Campus or by completing the Course Add/Drop Form located at <http://my.granite.edu/resources/registrationchanges.htm>. See below for further information on Adding Courses or Dropping Courses. After the add/drop period, students may withdraw from a course(s) by completing and signing the Course Withdrawal Form. See Withdrawing from Courses section below for further information.

### Petitions for Change in Enrollment Status

Students with extreme extenuating circumstances who have been unable to participate in a course in the current term may petition to drop the course past the published deadline through a written petition process facilitated by the student's advisor. Students who have participated in a course in the current term but are unable to complete it due to extenuating circumstances, may petition to withdraw past the published deadline and request financial relief. The Petition Committee, consisting of College administrators, rules on change in enrollment status petitions. The petitioning student is notified by letter of the decision. If a student determines that additional information is available to support reconsideration of the decision, or the need to further clarify information previously presented, an appeal of the decision may be requested within 30 days of receipt of the letter indicating the initial decision. The appeal process is as follows:

- An Appeal Form should be completed and signed by the student and sent to the Office of Academic Affairs. The form is available at <http://my.granite.edu/resources/petitions.htm>
- The Appeal Form should include a brief statement as to why the decision should be reconsidered as well as additional supporting evidence or clarification of the original request.

- Upon receipt, the appeal will be forwarded to the Academic Appeal Committee for review. The committee will consist of two other members of the Office of Academic Affairs staff and the Dean of Academic Affairs. Every effort will be made to handle the appeal within 10 working days.
- The decision by the Academic Appeal Committee is final, and the student will be notified immediately in writing.

### Adding Courses

Students may add a twelve week course up to the end of the second week of the term (see the course schedule) via the online registration function in WebROCK, by calling or e-mailing a Campus or by completing a Course Add/Drop Form at <http://my.granite.edu/resources/registrationchanges.htm> and faxing it to a Campus or the Registrar's Office at 603.513.1386. Courses that do not follow a twelve week schedule may be added during specified add/drop periods, as published on <http://my.granite.edu/>

### Dropping Courses

A "drop" is a cancellation of an individual registration. If a course is dropped during its add/drop period, all tuition and fees are refunded. You may drop a course via the online registration function in WebROCK, by calling your campus, or by completing the Course Add/Drop form at <http://my.granite.edu/resources/registrationchanges.htm> and faxing it to a Campus or to the Registrar's Office at 603.513.1386. The last day to drop a twelve week course is the end of the second week of the term. For courses that do not follow the twelve week schedule, specific drop dates are posted on <http://my.granite.edu/>. Students who remain registered after the drop period are financially responsible for all tuition and fees. Officially dropped courses are not recorded on transcripts. Failure to officially drop will result in an AF grade (administrative failure), which is maintained on the official student record and included in the grade point average (GPA). An AF may also result in an unpaid account balance due to the College if federal financial aid has been received.

### Withdrawing from Courses

A withdrawal is a change in registration after the official add/drop deadline. A Withdrawal (W) will be noted on a transcript indicating that an individual did not complete the course. To determine the last

day to withdraw from a regularly scheduled twelve week course, see the Academic Calendar published on the last page of the Catalog. To withdraw from a course that does not follow a twelve week schedule, please consult the course schedule or contact a Campus. To withdraw from a course, submit a completed Course Withdrawal Form located at <http://my.granite.edu/resources/registrationchanges.htm> before the last published day to withdraw. Withdrawal from course(s) is official once a signed form has been received by a Campus or the Registrar's Office. The form should be faxed to the Registrar's Office at 603.513.1386 or scanned and emailed to [registrars.office@granite.edu](mailto:registrars.office@granite.edu). The date of official withdrawal is the day that the completed form is received by the College. There is NO refund of tuition or fees for withdrawals (financial aid recipients please refer to the Tuition Refund Policies). If a student is receiving financial aid, (grants and/or loans, consult with the Financial Aid Office before withdrawing. Depending on the aid received, if a student withdraws that student may be responsible for repaying some or all of the aid to the College. If federal financial aid has been received, it will be returned to the lender in accordance with the U.S. Department of Education regulations in effect at the time of the withdrawal. The return of aid may create an unpaid balance due to the College. Failure to officially withdraw will result in an AF grade, which is maintained on the official student record and included in the grade point average (GPA). Not attending classes does not constitute an automatic withdrawal.

*Note: For purposes of adding or dropping a standard twelve week course, the end of the week is considered to be Friday.*

*Note: Students who drop or withdraw from a course are required to return all college property.*

### Audit

Students may register for a course as an auditor (i.e., not for credit, in pursuit of a personal interest or for purposes of personal or career development). Full tuition and applicable fees will be charged for an audited course. Students registering for academic credit will be given priority over auditors in registration. A request to change from an audit status to a credit-bearing status or vice versa may be submitted via an updated

registration form before the final day of the add/drop period for the course. It is not expected when auditing a course that a student will be evaluated in any way. The extent to which auditors will participate in the course will be at the complete discretion of the instructor. A grade of AU will be entered on the official student record. An audit will not be included in the calculation of GPA, for satisfactory academic progress, for determining full or part-time status, or for financial aid eligibility. To register, please contact a Campus. AUDIT must be clearly marked in the upper left-hand corner of the registration form. Online registration is not available for audits.

### Independent Learning Contracts

Independent Learning Contracts are normally four credit learning experiences and are completed within a twelve week term. Independent learning contracts must be appropriate to a student's program of study.

#### *The following policies apply:*

- Contact a Campus to initiate the process.
- Contract faculty must be approved to teach at the College through the standard Academic Affairs review process for faculty and will be hired by an administrator; students should not ask faculty directly for Independent Learning Contracts.
- Regular catalog course contracts may be requested by an advisor and submitted to Academic Affairs.
- Arrangements for payment must be made at or before the time of contract registration
- Contracts that are replacing regularly offered courses will be taught by faculty who normally teach those courses.
- A maximum of three contracts may be completed with any one faculty.
- Contracts are for courses not available in a given term schedule.
- Contracts will normally require online learning.
- Any contract involving research with human participants must be submitted with a complete request for review by the Institutional Review Board.
- Withdrawals and incompletes are subject to the same policies as regular courses.
- Consult [my.granite.edu](http://my.granite.edu) for contract request and registration deadlines.
- For graduating students, contracts must be completed no later than the last day of the final term.

### Enrollment Verification

The College sends enrollment data for each term to the National Student Clearinghouse soon after the standard add/drop date. Once the data has been processed by the Clearinghouse, students may obtain instantaneous enrollment verifications by logging on to WebROCK at [my.granite.edu](http://my.granite.edu) and linking to the National Student Clearinghouse website. Students may print a certificate of enrollment to send to their health insurers and credit issuers. Students can view any electronic notification forms that the Clearinghouse has sent to their lenders, servicers, and guarantors, and may also link to real-time student loan information to determine outstanding balances and due date of their next payment.

### Overload Policy

The maximum credit load for a single term is 16 credits. A student who wishes to enroll for more than 16 credits must request permission from the division Dean.

### Pass/Fail

The pass/fail option is intended to provide degree candidates with an opportunity to examine areas of study which they might otherwise avoid because of grade pressure or unfamiliarity with the subject. With the approval of an advisor, degree candidates may use the Pass/Fail option at the time of registration. A maximum of 4 elective credits may be earned through Pass/Fail per term, not to exceed 8 elective credits within a degree program. When registering, obtain the advisor's signature on the registration form which authorizes the Pass/Fail registration status. The Pass/Fail option can only be used for elective credit. It cannot be used with courses which satisfy general education, concentration or major requirements or with a repeated course.

Instructors are not notified if students have chosen the Pass/Fail option. The minimum College grade accepted for a learning activity taken Pass/Fail is D-. The grade earned will not be calculated into the GPA, but the Pass or Fail will be recorded on the transcript. Students earning a passing grade will receive the assigned credits towards degree requirements. Those earning a failing grade will not receive credit, and the grade will be calculated in the GPA. Courses from other USNH institutions offered at the College cannot be taken Pass/Fail.

### Senior Citizens

New Hampshire residents 65 years and older are encouraged to participate in courses and the College provides tuition remission on a space available basis. Space available means that a seat is available without excluding paying students. Registration takes place at the Campuses. Two options are available:

1. The College has a limited number of Senior Tuition Waivers for those enrolling for credit. The Office of Financial Aid must approve all senior tuition waivers before registration. Any individual may be granted no more than one waiver per term, not to exceed four per year. Payment of the registration fee and any other fee or charge is required. Official verification of age is required. Senior Tuition Waiver requests are available online at <http://granite.edu/finaid/aid/waivers.php>
2. A Senior Audit plan allows for an audit (no credit awarded) with a payment of a registration fee and any other fee or charge if applicable. At the time of registration indicate an "SA" in the upper right-hand corner of the registration form. Official verification of age is required. Registration for auditing a class cannot be completed online.

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## University System of New Hampshire Policies

### Suspension from any University System of New Hampshire Institution

The University System of New Hampshire (USNH) consists of the University of New Hampshire Durham and Manchester, Plymouth State University, Keene State College and Granite State College. A student ineligible to register for or attend classes at any USNH institution because of suspension entered upon finding of responsibility for violation of the institution's code of student conduct shall be ineligible to register for or attend classes at any other USNH institution during the entire period of suspension. A student ineligible to register for or attend classes at any one USNH institution because of permanent expulsion entered upon finding of responsibility for violation of the institution's code of student conduct shall be ineligible to register for or attend classes at any other USNH institution for a

period of two (2) years following the date on which the student was permanently expelled.

A student ineligible to register for or attend classes at any one USNH institution because of a pending student disciplinary charge shall be ineligible to register for or attend classes at any other USNH institution for as long as the charge remains pending.

### Cross Registration

College degree candidates who wish to take courses at other USNH institutions and/or CCSNH institutions should verify course selection at their Campus prior to registering. A Cross Registration form is available from any Campus. If using financial aid, there must be an approved financial aid consortium agreement between GSC and the college attended. Once this has been verified, students may complete the Cross Registration form and forward it to the Office of Financial Aid. The academic record will be noted "Cross Registration" which will qualify the student for financial aid. After completion of course work, students request that an official transcript from the host college be sent to the GSC Registrar's Office.

### New Hampshire Residency Domicile

A student shall be classified as in-state or out-of-state for tuition purposes at the time of admission or initial registration at the College. The decision shall be made by the individual processing the application or registration based upon information furnished by the student. If a student's domicile changes while enrolled, the student must contact the Registrar's Office to request a change of residency.

## Tuition and Fees

Mandatory tuition and fee charges are subject to final approval by the University System of New Hampshire Board of Trustees. Course charges, fees, and regulations are subject to change without advance notice. Tuition and fees are effective for Summer 2012 term charges unless otherwise noted.

For current tuition rates visit <http://www.granite.edu/students/prospect/tuition.php>

### Undergraduate Per Credit

Resident	\$285
Non-resident	\$295

*Note: All students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate. Identification may be required at time of registration.*

### Undergraduate Fees

#### Academic Services Fee

Per term for 4 credits or more \$40  
This fee supports the information technology infrastructure of the College, including computer labs and the digital library.

#### Registration Fee per Term \$35

Registration fees help cover the data entry and record keeping expenses related to maintaining accurate academic transcripts.

**Materials** Variable  
Specific programs and some courses require supplementary materials, portfolio subscription or other charges beyond tuition; these fees are assessed on a course-by-course basis.

**Field-Based Mentoring Fee** \$250  
Any field-based courses that require oversight of a GSC field mentor will have an additional fee assessed.

**Overdue Accounts**  
All costs, including attorney fees associated with the collection of an overdue account, will be charged to the student.

**CMPL 511 Software Tools Portfolio** \$275

**Returned Checks** \$25  
Personal checks returned by the bank.

**Re-registration Fee** \$25

**Testing**  
Fee is charged to individuals taking tests at the College test sites:  
CLEP per test \$105  
DSST per test \$110

**Training Portfolio** \$275  
Flat fee for review of professional training programs (e.g., corporate, organizational, governmental, medical, educational) or of individual training experiences.

**Undergraduate Graduation** \$100  
This fee covers the costs of degree audits, degree certification and diploma printing.

Graduation fees, if received within one month after the deadline, are subject to an additional \$25 late fee. Students who file after the one month period will be scheduled for the next conferral date.

## Financial Aid Refunds

### Tuition Refund Policies

The following student financial aid refund policies are in effect for the 2012-2013 academic year for all students. These policies supersede all other refund policies previously in effect. The refund policies incorporate the Higher Education Amendments of 1992 of the Higher Education Act of 1965 and the revisions to the Student Assistance General Provisions (34 CFR, Part 668) issued by the U.S. Department of Education for Title IV financial aid recipients.

### Tuition Refunds

Students are eligible for a refund of tuition and fees for courses dropped during the Add/Drop period for the course. For courses that do not follow the twelve week schedule, specific drop dates are noted in the course schedule or posted at <http://my.granite.edu/>. After the Add/Drop deadline there will be no refund of tuition or fees. For specific information on dropping courses please refer to page 57.

### Aid Returns for Withdrawals

If a student receiving federal financial aid officially or unofficially withdraws from course work in a term or from a degree program, return policies designated by the U.S. Department of Education will apply. A prorated schedule is used to determine the amount of federal aid a student has earned at the time of withdrawal up to the 60% point of a student's enrollment. If grant and/or loan funds are returned to the federal funding source, the student will be responsible for any tuition charges remaining after the return. If a student withdraws from a course, but is registered or plans to register for a late start course in the same term (and the drop date has not passed for the late start course), then written confirmation of the student's intent to return is required to be provided to the Office of Financial Aid or a return calculation will be performed.

Questions on these policies may be directed to:  
Office of Financial Aid  
603.513.1392 or 888.228.3000, ext. 711  
Or  
Student Accounts Office  
603.513.1302 or 888.228.3000, ext. 302.

Student Accounts  
Granite State College  
25 Hall Street  
Concord, NH 03301

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## Student Accounts

The Student Accounts Office's core mission is to serve the College community by establishing and maintaining business practices that will enable staff to provide consistent information and quality service to all students, faculty, staff, and vendors. The Office generates bills, processes payments and refunds, and assists students in understanding and managing their accounts and payment obligations. This includes scholarship payments, veteran's benefits, vocational rehabilitation or other third party payments and the Tuition Management System's interest-free monthly payment plan.

***Note:** Students are responsible for the status of their accounts and should contact the Student Accounts Office immediately with questions or concerns about accounts, or if there have been changes in any payment arrangements.*

### Statements of Financial Responsibility

By enrolling in classes at the College, students agree to pay all charges incurred including any late penalties assessed due to failure to pay. Students should also understand that collection costs will be added if the services of a collections agency are employed.

### Bill Payment

The College accepts personal checks, money orders and credit cards (Visa, MasterCard, and Discover).

### Payment Options

***Payments Online:*** Students with a WebROCK account may make electronic check and credit card payments online:

1. Go to <http://my.granite.edu/index.html>
2. Login to WebROCK
3. Select Student Accounts
4. Select Make an Online payment

***Payments by Phone:*** Students may make credit card payments (Visa, Mastercard, Discover) by phone at 888.228.3000, ext. 330.

***Payments by Mail:*** Mail a check or credit payment to:

### Consequences for Non-Payments

If an account balance is unpaid by the due date, students may be dropped from courses, charged a late fee, or have a hold placed on their account which prevents registration or obtaining transcripts. The account may also be assigned to an outside agency for collection efforts. For more information e-mail [student.accounts@granite.edu](mailto:student.accounts@granite.edu) or visit online at: <http://my.granite.edu/studentaccounts.htm>

### Taxpayer Relief Act of 1997

The College is required to file form 1098-T with the U.S. Internal Revenue Service to report certain enrollment and identifying information for payments received toward "Qualified Tuition and Related Expenses" in a tax year. IRS Form 1098-T provides information from educational institutions to students which may be of use in determining a student's eligibility for tax credits (American Opportunity Tax Credit or Lifetime Learning Credit). In order to provide this information, the first time an individual registers, their social security number will be required.

## Student Success Coaching

Granite State College student success professionals help students plan their educational path and access the information needed to make a number of important decisions. The student success team is available at the College to support any decision concerning a degree program, upcoming courses, financial aid, academic difficulties, and any other concerns that develop while enrolled at the College.

### A Model for Student Success

#### *Definition*

Student success is defined as supporting student achievement to develop graduates who have a high level of self-confidence, are professionally competent, and are prepared to assume leadership roles in their community as well as their chosen field.

#### *Vision*

Granite State College is student-centered and accessible for adults of all ages.

#### *Creating the Place*

The following guiding values drive College practices and promote an environment that encourages student success.

**Academic Advising:** We support a developmental and intentional advising approach that engages students in the academic process.

**Academic Expectations:** We cultivate academic challenge by clearly communicating educational expectations, as well as provide the services necessary to enhance the alignment of our students.

**Collaboration:** We foster an environment of student success through advocacy for strong, well-integrated academics.

**Culture:** We embrace diversity and place emphasis on student satisfaction and service from recruitment to transition – at GSC students are the priority.

**Mentoring:** We value mentoring relationships, between students and their peers, and students with faculty and staff.

### Ethical Standards

The College has adopted a set of eight ethical principles based on four fundamental ethical ideals (Utility, Justice, Respect for Persons, and Fidelity) to guide staff actions with learners. The eight principles were formulated by the National Academic

Advising Association and are as follows:

1. Seek the best possible education for the student.
2. Treat students equitably.
3. Enhance the student's ability to make decisions.
4. Advocate for the student with other offices.
5. Interact with the student with fidelity, about college policies and procedures.
6. Support the college's educational philosophy and its policies
7. Maintain the credibility of the advising/coaching process.
8. Accord colleagues appropriate courtesy and respect.

### Orientations

Campuses provide orientation sessions for students about the knowledge, skills, and attitudes they need to be successful in college. Included is information on purchasing books, faculty and courses, homework and assignments, accessing library resources, and strategies for success.

Orientations are also available for electronic resources including the MyGranite website and WebROCK. Look for announcements of these orientation sessions through the MyGranite website at <http://my.granite.edu/orientation.htm>, on the GSC website, and in the term course schedules.

### Placement Options/Skills Assessment

The academic success of students is a priority at Granite State College. In order to ensure current skills in basic academic subject areas, decisions about course selection at the outset of the academic program will be based on an assessment of student skill level in reading, writing, and mathematics. Determination of placement will include review of past academic performance, writing ability, and if appropriate, skills assessment.

Granite State College offers options for meeting placement requirements, including the 4-credit course IDIS 500 College Seminar. Skills assessment should be completed within the first 24 credits of enrollment after degree application. Skills assessments are tools for the student and the campus student success team to use in planning an academic program.

Students may also choose to take Accuplacer™, a computer-based product with assessments in sentence structure, reading comprehension, arithmetic and algebra. Each takes approximately 30 minutes to complete. There is no charge for Accuplacer™.

Before taking Accuplacer™, visit the following websites to refresh and polish skills.

#### **Writing:**

<http://owl.english.purdue.edu/owl/section/1/5>

#### **Mathematics:**

[www.khanacademy.org/](http://www.khanacademy.org/)  
[www.mathwizz.com](http://www.mathwizz.com)  
[www.mathpower.com](http://www.mathpower.com)  
[www.mccc.edu/~kellid/page200.html](http://www.mccc.edu/~kellid/page200.html)  
[www.mymathtest.com](http://www.mymathtest.com)  
[www.math.com](http://www.math.com)  
[www.mathforum.org/dr.math](http://www.mathforum.org/dr.math)  
[www.purplemath.com](http://www.purplemath.com)

#### **Writing and Mathematics:**

[www.onlinecollegeprep.com](http://www.onlinecollegeprep.com)

Based on the results of the skills assessment, students may need to brush up on basic math or writing principles. Campuses have an array of services available, ranging from computer-assisted tutorials, workshops and tutoring to developmental courses in reading, writing, arithmetic, and elementary algebra. Campuses regularly schedule skills assessment sessions. Contact a Campus near you for more information.

Another option for learners is the use of A+dvancer™, an online, web-based tutorial. Geared for concentrated review and mastery of the skills needed for Accuplacer™ assessments, A+dvancer™ provides individualized, self-paced instruction that is targeted to each student's learning needs.

### Disabilities

Granite State College will provide qualified individuals with disabilities the same educational opportunities available to persons without disabilities. When an individual's documented disability creates a barrier to educational opportunities, the College will attempt reasonable accommodation to remove the barrier. Conditions such as physical limitation, illness, or learning disability do not prevent an individual from being a productive student. The College,

however, does not have supplementary services or programs for special audiences.

Services are provided to individuals with disabilities in order to:

- help overcome obstacles
- provide opportunities for academic success
- increase self reliance
- encourage independence
- create self-advocacy
- foster/encourage self-esteem
- encourage participation in educational opportunities

If a student needs assistance, it is important that s/he makes contact early to ensure that requests can be reviewed prior to the start of each term. To apply for accommodations, contact an academic coach at a campus or the Dean of Students in the Administrative Offices in Concord at 513-1308.

#### **Accommodations for Disabilities:**

1. Decide if support is needed – Talk with a coach to determine if work at the College may require requesting support services.
2. Apply for services – In anticipation of requesting any accommodation, complete and submit an Application for Support Services.
3. Request documentation – Documentation of the disability will be required. Complete a “Release of Medical Information” form and send it to a medical and/or testing provider along with “Guidelines for Documenting Disability.” All necessary forms are available on the web at: <http://www.granite.edu/students/prospect/getstarted/disability.php> Evaluations and testing must be current (within the past three years). High school IEP’s or testing results are not accepted for documentation at the college level.
4. Review of documentation – Complete an “Authorization to Review Documentation” form and send it to the Dean of Students. All materials will be reviewed and summary materials will be prepared which suggest accommodations. These will be sent to the student for endorsement.
5. Plan ahead – Determine an academic plan with a coach. Four to six weeks prior to each term, begin the process of reviewing the outcomes of the course(s) to be taken. Decide whether to request specific accommodations.

6. Meet with faculty - A student may meet with the faculty member before the class begins. Contact the faculty member and work together to identify reasonable accommodations and resources based on those approved by the College. There is an agreement form that will be used to identify and agree upon accommodations. This form will be mailed from the Dean of Students’ Office once the documentation regarding a disability has been reviewed.

#### **Library and Research Commons**

At Granite State College we believe that proactive delivery of library services is fundamental to a student’s academic success. The GSC Library & Research Commons (LRC) seeks to be a nexus of virtual and innovative learning and research services that support the GSC community. Our approach to services reflects this mission.

The LRC serves the Granite State College community by providing services and resources that support, enrich, and enhance the students’ educational experience. Services of the LRC include an extended hours electronic reference service, bibliographic instruction available in a variety of convenient venues, a focus on integrate information literacy skills for the workplace, and growing access to curriculum-driven digital resources. Our newly redesigned website is at: <http://library.granite.edu/>

Our digital library is available 24/7, a necessity for busy students and faculty. It provides access to the full-text of scholarly journals and thousands of other periodicals that support all programs of study. The LRC also offers research guides organized by program that provide additional tutorials, as well as multi-media resources, and websites that support teaching and learning.

Our Research Toolkit walks a student through the research process, from when an assignment is first made, and the questions a student should ask, to the final editing, proofreading, and physical presentation of the research paper.

For our GSC faculty the LRC provides basic advice on copyright issues, access to teaching resources, a host of venues for delivering library instruction to classes, and recommendations for developing effective research assignments. The LRC also seeks always to collaborate with faculty in meeting students’ educational needs.

As part of Granite State College’s membership in the New Hampshire College and University Council (NHCUC) students may use resources, and borrow books from other NHCUC libraries.

#### **NHCUC Libraries**

Colby-Sawyer College, *New London*  
 Dartmouth College, *Hanover (no borrowing privileges)*  
 Franklin Pierce College, *Rindge*  
 Great Bay Community College, *Portsmouth*  
 Keene State College, *Keene*  
 Lakes Region Community College, *Laconia*  
 Manchester Community College, *Manchester*  
 Nashua Community College, *Nashua*  
 New England College, *Henniker*  
 NHTI, *Concord’s Community College*  
 Plymouth State University, *Plymouth*  
 River Valley Community College, *Claremont*  
 Rivier College, *Nashua*  
 Saint Anselm College, *Manchester*  
 Southern New Hampshire University, *Manchester*  
 University of New Hampshire, *Durham*  
 UNH-Manchester, *Manchester*  
 White Mountains Community College, *Berlin*

To learn more about the LRC’s services contact the College Librarian at: <http://library.granite.edu/research-help-available/>

#### **Online Resources**

##### ***MyGranite, eLearning+ and WebROCK***

MyGranite is the go-to resource for current student information and support services. It is also the launch pad to other online college resources such as the library, WebROCK, eLearning+, the GSC Library and Research Commons, IT Help and Go.Granite email. MyGranite can be found at: <http://My.Granite.edu>

eLearning+, powered by Moodle, is the college’s learning management system for delivering course content and learning activities online. It is used for online, hybrid, blended and classroom based courses. eLearning+ also offers access to e-portfolios, a file repository accessible from multiple courses and a streaming server for audio and video files.

Each faculty and student receive a Go.Granite email account which includes a suite of applications such as scheduling, reminders, file storage and sharing, instant messaging, remote access and collaboration. This email address is directly linked to the eLearning+ account. This email account can be used or forwarded to a preferred email address.

WebROCK provides direct access to student records and registration. Once logged on, students can:

- register for courses
- make e-payments
- request official transcripts
- verify enrollments
- view financial aid information
- view academic history
- view account information
- access the tax information the College has sent to the IRS

### **Textbooks**

Textbooks can be purchased from MBS Direct, the College's online bookstore. Books may also be ordered from MBS Direct by fax or telephone. For more information including ISBN numbers for required books visit <http://bookstore.mbsdirect.net/GSC.htm>

### **Technical Assistance**

For general information, account set up and answers to frequently asked questions, visit the IT Help site at: <http://it.granite.edu>. To request assistance in regard to any of these online resources, submit an online help request form on this help site or call 1.888.372.4270 during regular business hours. Visit the IT Help site for hours of operation.

### **University System Student Board**

The University System Student Board (USSB) is an advisory board to the USNH Board of Trustees, comprised of one student from each of the four component institutions.

Members of the USSB will serve from October 1 of the year they are elected until June 30 of the following year. Each member of the USSB will be entitled to one vote on all matters coming before the USSB. Each of the USSB members will also be assigned to one of the USNH Board of Trustees's committees.

The management of the student nomination process and the election of the Granite State College student representative is administered by the Alumni/Learner Association Board.

## **Alumni/Learner Association (ALA)**

Alumni have made a significant impact on the state of New Hampshire's economy over the past thirty years. Numbering more than 7000, GSC alumni work statewide in education, business, health care, and many other fields. The ALA network provides an excellent opportunity to meet other alumni and continue an important connection with Granite State College.

### **The ALA Merit Scholarship Fund**

Merit Scholarships are available to qualified current students. See the Financial Aid section for details.

### **The Alumni Ambassador Program**

This program extends the outreach abilities of the College by enlisting alumni volunteers to help with College wide efforts. Alumni Ambassadors may assist the College in connecting with prospective students from their local communities.

### **Victor Montana Alumni Award**

In honor of Dr. Victor B. Montana, past president of the College, an annual award is presented to an alumnus/a who most closely personifies Dr. Montana's spirit during his tenure with Granite State College.

Once a qualified name is submitted and an application form received, a committee of the Alumni Learner Association will make a decision based on the following criteria. The nominee must:

- demonstrate a commitment to lifelong learning.
- demonstrate a commitment to serving the community through professional or volunteer work.
- approach life with a "Can Do!" attitude as noted by others.
- demonstrate professional achievement or notable accomplishments in a chosen field.
- show personal integrity and credibility as noted by others.

A recognition award will be given to the recipient annually.

## **Career Planning Career Development and Life Planning (APST 505)**

This two-credit course attends to the particular concerns of adults at various stages of career development. This course helps students discover the conditions that guide planning decisions and give shape to individual careers.

### **Internet Resources for Careers/Employment**

Granite State College is committed to seeing students advance in their chosen fields. The college offers a variety of resources to assist in career development. Contact your Academic Coach for assistance in finding online information on resumé writing and submission, interviewing for jobs, career choices, and more.

## Academic Integrity

Academic integrity and intellectual truth are among the foremost priorities in institutions of higher learning. Without these, there is no real learning, critical thinking, creativity, or development of new knowledge. Therefore, the Trustees of the University System of New Hampshire confirm their commitment to these principles, and express their expectation that, in the pursuit of learning, students and faculty in the various institutions commit themselves completely to integrity in the pursuit of truth.

## Academic Honesty

Joining an academic community is a privilege with a long and honored history. All who join the community share in this history and, as in any community, all are charged with maintaining the integrity and standards of the academy. A primary function of this community is to stimulate scholarship that creates new knowledge or verifies existing knowledge. Academic dishonesty, therefore, seriously undermines the integrity of the academic community and interferes with this quest for knowledge. Such dishonesty hurts everyone. In particular, students who cheat diminish the value of their education and weaken their prospects for future academic successes. Our policies emphasize the seriousness of academic dishonesty and give faculty some options for handling violations of these standards. Faculty and students have a joint responsibility to ensure the integrity of the academic experience.

### Definitions

To ensure that students, faculty, and staff are operating within common guidelines, the following definitions of academic dishonesty are provided:

### Plagiarism

Plagiarism is defined as submitting or presenting another person's words and/or ideas as if they were one's own. This includes the use of the published or unpublished work of another person (including online)—either by paraphrasing or by copying word-for-word—without giving full and clear acknowledgement of where the words or ideas originated.

For more information about plagiarism and how to avoid it, please refer to information in the GSC Library tab at [my.granite.edu](http://my.granite.edu).

### Cheating

Cheating involves turning in work that is not one's own, as in giving, receiving, or using assistance not explicitly sanctioned by the instructor on exams, quizzes, projects, written assignments, and so forth. Other forms of cheating include purchasing assignments, unauthorized collaboration, and turning in the same work for more than one course when the faculty members involved have not given their explicit permission to do so.

### Policy

Plagiarism and cheating are unacceptable in any form. They are serious violations of academic honesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.

### Procedures

A faculty member who suspects a violation of the academic honesty policy will take reasonable measures to ascertain the validity of those suspicions, including but not limited to checking primary and secondary sources, comparing student papers and/or answers, conferring with other faculty and the Assistant Dean(s) of Faculty, or verifying inappropriate similarities in style or content. When the faculty member has reasonable evidence that academic dishonesty has occurred, the following procedures will be followed:

1. The faculty member contacts the student for discussion of the possible violation of the academic honesty policy within one week of discovering the incident.
2. Regardless of whether the incident is deemed to be intentional on the part of the student or not, if the instructor remains convinced after discussion with the student that a violation of the academic honesty policy has taken place, he or she contacts the Assistant Dean promptly after the discussion with the student to report the incident and discuss next steps.

3. The Assistant Dean will review the incident with the instructor, who has the option of assigning a failing grade for the assignment in particular or for the course.
4. Within two weeks of the date of the academic dishonesty incident, the instructor must submit to the student a written report describing the incident and notifying the student of the grade-related consequences. This written report must be copied to the Assistant Dean.
5. The Assistant Dean will contact the student in writing within one week of receiving the faculty member's written report. The Assistant Dean will offer the student an opportunity to respond in writing within one week.
6. The Assistant Dean will document the faculty member's decision with a letter to the student that will be placed on file in the office of the Dean of Undergraduate Studies, together with the evidence of academic dishonesty and any written response that the student has provided within the timeline permitted.
7. If the report is a first offense, the materials will be kept on file in the office of the Dean of Undergraduate Studies until the student graduates from Granite State College. If the report documents a second offense by a student who has already been penalized for a prior instance of academic dishonesty, the Dean of Academic Affairs will be notified, and the following procedures will apply.

In the case of a second offense, additional sanctions beyond grading penalties may be imposed. The Dean of Academic Affairs may determine that temporary suspension from the College or academic dismissal is warranted. Upon notification of a second academic dishonesty incident by the same student, the Dean of Academic Affairs notifies the student in writing that he or she is aware of the two charges made, the dates of the incidents, and the sanctions imposed by the faculty members. In this communication, the Dean of Academic Affairs informs the student of any additional sanctions imposed and of the student's right to a hearing to respond to the charge and sanctions. A copy

of this letter from the Dean of Academic Affairs will be placed in the student's official file.

When a student has received notification from the Dean of Academic Affairs of a second charge of academic dishonesty, the student has the option of making a request in writing to the Dean for a hearing within 30 days. The student may choose to bring a non-attorney third party to the hearing.

The hearing will be conducted by the Dean of Academic Affairs, with others in attendance at the discretion of the Dean of Academic Affairs. The student will have the opportunity in the hearing to review and comment on the evidence presented in support of the most recent charge only. The student will also have the opportunity to provide his or her own supporting facts and explanations and to ask questions concerning the most recent charge only.

The Dean of Academic Affairs will convey a written decision that (a) summarizes the evidence of the second charge; (b) provides a basis for the decision; and (c) conveys an outcome (e.g., further sanction, dismissal of second charge). This written decision will be placed in the student's official file, and is final.

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## Copyright

### Policy

Granite State College does not condone copyright infringement by faculty, administrators, staff, employees, or students. Each individual is solely responsible for obtaining permission from copyright holders to duplicate, or in any way reproduce, in part or in whole, materials held under copyright. The College Librarian can assist the GSC community in answering basic copyright questions. A copyright overview is available on the Library & Research Commons website at: <http://library.granite.edu/copy-right-basics/>, as well as more extensive copyright resources in the LRC's Research Toolkit.

### Procedures

The College follows the guidelines for "Educational Fair Use" as stated in the United States Code #107. They are:

### 1. *Single Copy for Teachers*

A single copy may be made of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. a chapter from a book;
- b. an article from a periodical or newspaper;
- c. a short story, short essay or short poem, whether or not from a collective work;
- d. a chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

### 2. *Multiple Copies for Classroom Use*

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- a. the copying meets the tests for brevity and spontaneity as defined and
- b. meets the cumulative effect test as defined and
- c. each copy includes a notice of copyright.

Definitions of what is allowable under the conditions of brevity, spontaneity, and cumulative effect as well as specific prohibitions are available online at <http://library.granite.edu/copyright-basics/>

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## Human Participant Research and Institutional Review Board (IRB)

### Policy

Granite State College is committed to the protection of the rights and welfare of the participants in research investigations conducted under the jurisdiction of the College. Granite State College believes that review independent of the investigator is necessary to safeguard the rights and welfare of human participants. All research involving human participants is conducted in accordance with federal regulations, including Title 45 of the Code of Federal Regulations, Part 46 (45 CFR 46). The review process is outlined in the Granite State College *Guidelines for the Protection of Human Participants in Research and Guidelines for Students*. These guidelines apply to any student, faculty, or staff who conducts research with human participants under the auspices of the College. Both documents are available at [my.granite.edu](http://my.granite.edu) under Academic Resources.

In accordance with this policy, all Granite State College research activities which involve human participants, regardless of the level of risk foreseen, require review and written approval by the College's IRB prior to the initiation of the activity.

### Procedures, Obligations and Responsibilities of Researchers

1. Research investigators acknowledge and accept their responsibility for protecting the rights and welfare of human participants and for complying with all applicable Granite State College policies.
2. Research investigators who intend to involve human participants will not make the final determination of exemption from review.
3. Research investigators are responsible for providing a copy of the informed consent document to each participant at the time of consent.
4. Research investigators will promptly report proposed changes in previously approved human participant research activities to their instructor. If the research investigator is not a student, changes will be reported to the designated Academic Affairs administrator.
5. Research investigators will promptly report to their instructor or to the designated Academic Affairs administrator any injuries or other unanticipated problems involving risks to participants and others.

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## Code of Conduct

Membership in society implies minimal norms for civil behavior towards one another. It is our expectation that all members of our college community treat faculty, staff, and fellow students with respect. Students need to be knowledgeable of and comply with college policies. Each individual is accountable for his/her actions and the consequences of any behavior that is inconsistent with these values and expectations

If an individual student disrupts college business or administrative functions he/she will be informed that the behavior is unacceptable and must cease. If after being warned the behavior persists the student will be notified by the Dean of Students

that the College may suspend or dismiss him/her and withdraw him/her from the course and/or the College.

After notification, the student has the opportunity to request a hearing. At this time evidence of the inappropriate behavior will be presented, and the student will hear the evidence and respond, presenting his/her perspective. The hearing will result in a decision to either suspend or dismiss based on the nature of the incident(s). This decision will be communicated in writing to the student by the Dean of Students and is final.

## Grievance Policy and Procedures

### A. Intent

All students are expected to conduct themselves as responsible members of the academic community.

Should there be an instance whereby a student feels his/her rights under Granite State College/USNH policy have been violated, the College has detailed the following procedure which protects the rights of all individuals involved and works towards resolution of the issue.

### B. Policy

A formal grievance may be filed any time a student believes that his/her rights under Granite State College/USNH policy have been violated. Grievances may arise over alleged violation of policy including, among other things, sexual harassment or discrimination on the basis of race, color, religion, veteran's status, sex, age, national origin, sexual orientation, or handicap. All students shall have fair hearing and appeal in all grievances. This grievance policy and procedure does not apply to grievances concerning grades or other academic decisions made by the Office of Academic Affairs.

The purpose of the formal grievance procedure is to provide a timely and fair method of resolving problems arising from alleged violations of college or USNH policy. Information on individual rights and responsibilities and the College's policies on nondiscrimination and sexual harassment are contained in the College's *Rights and Responsibilities Guide* published annually. All parties involved need to recognize that

there are time frames which must be observed in filing a complaint or grievance. Failure of the complainant to meet time specifications acknowledges the complainant's acceptance of the decision of the previous step. He/she forfeits the right to pursue the matter further. If an individual chooses to use outside legal or administrative processes concerning the same event or charges, the Granite State College grievance process terminates.

All records and written information submitted or collected in either the informal or formal resolution stages are confidential. Final decisions will be filed in the Dean of Student's Office with a cross reference in the student's student file. Confidentiality cannot be unconditionally guaranteed; however, the College will make every attempt to protect the rights of all parties involved.

### Step I. Informal Resolution Efforts

- A. Each student, faculty member, administrator or staff member has an obligation to make every effort to resolve problems informally as they arise. All members of the College community are urged to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. If a suitable solution cannot be reached informally through independent means, which may include consultation with staff members, a formal grievance may be filed.
- B. Such informal attempts of resolution shall continue until resolution is achieved or a formal grievance pursued or the issue is dropped. Should such resolution efforts fail in addressing these issues, the student may initiate the formal grievance procedure at Step II. However, because of the private and sensitive nature of sexual harassment and discrimination, an aggrieved individual may choose a support person to help with such a complaint on an informal basis.
- C. Process
  - 1a. A student who feels his/her rights have been violated has the option of reporting a complaint to the Dean of Students.
  - 1b. The Dean of Students is available to answer questions about policy

rights or filing a grievance. Contact the Dean at 603.513.1308.

2. The Dean of Students will set up a meeting with the student opting to file a complaint (complainant), the person who allegedly committed the violation (respondent) and any other appropriate individuals at the Dean's discretion.
3. In the oral presentation of the complaint, all parties shall have an opportunity to present their positions. In the informal resolution stage, all parties shall make a good faith effort to resolve the matter.
4. If the parties agree to a resolution, it must be recorded by the Dean and signed by both parties.

### Step II. Filing and Presentation of Grievance

- A. Should informal resolution efforts (Step I) be unsuccessful, the student has 3 months after the student knew, or should have known of the alleged violation, in which to file a grievance. He/she must notify the Dean of Students, in writing, that he/she wishes to pursue the next step.
- B. Process
  1. The complainant and the Dean of Students or appropriate designee shall meet with the person who allegedly committed the violation to discuss the grievance within 21 calendar days of this notification.
  2. At this meeting the student may be accompanied by a non-attorney third party, if desired.
  3. Investigation of the allegation might include interviews and the collection of relevant data from other parties. Care will be given to a thorough review of the alleged violation and to the protection of the rights of all parties involved.
  4. The designated administrator may choose to convene a hearing board of up to three individuals (a student, faculty and/or staff member) to hear the case and recommend a decision.
  5. The Dean of Students shall render a decision and advise the parties in writing of his/her decision. If the decision involves a recommendation for further administrative action, it needs to be conveyed to the

appropriate director or administrator. The decision may also include a recommendation for the sanction to be imposed.

### Step III. Appeal

If the complainant believes the decision is unjustified or the procedures have not been followed correctly, he/she may submit a written appeal to the President of the College within 14 days of receipt of the decision rendered under Step II. The petition should be accompanied by a statement of the resolution sought and copies of any previous written statements. The President will review all available materials and render a decision. This decision is final.

## Grading and Evaluation

### Grade Point Average

The grade point average (GPA) is determined by dividing the sum of the grade quality points (QP) by the sum of the semester hours (SH), (or GPA hours).

A sample GPA calculation:

	Grade	QP	SH	Total GP
CRIT 500	A	4.0	x 4	16.00
ENG 500	A-	3.67	x 4	14.68
MATH 502	B	3.0	x 4	12.00
			12	42.68

$$42.68 \div 12 = 3.55 \text{ GPA}$$

The cumulative GPA is calculated beginning with the first course taken at Granite State College. The GPA also includes all translocated USNH courses and any course taken after date of application to Granite State College at another University System campus. Courses taken by GSC degree candidates at other USNH institutions, at White Mountains Community College and at any other institution where a financial aid consortium agreement exists, will be included in the GPA calculation.

### The GPA will carry forward when a student:

1. applies to a degree program.
2. graduates or transfers from an associate to a bachelor's program.
3. transfers from a bachelor's to an associate program.

### Accessing Grades

1. All faculty enter final grades via WebROCK and are required to report grades by seven days following the last scheduled class.

2. Students may access their grades and other records by logging into WebROCK via the MyGranite website at my.granite.edu. College policy prevents staff from releasing grades over the telephone. See page 62 for more information about online resources.

### Letter Grades

The following is the grading system used by the College:

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Excellent
A-	90-94	3.67	
B+	87-89	3.33	
B	84-86	3.0	Good
B-	80-83	2.67	
C+	77-79	2.33	
C	74-76	2.0	Acceptable*
C-	70-73	1.67	†
D+	67-69	1.33	
D	64-66	1.00	Poor
D-	60-63	0.67	
F	≤ 59	0	Failure, no credit

\* A grade of C or better is required to meet requirements in the major, minor, or core General Education courses.

† A grade of C- or below generally does not transfer to other academic institutions.

### Administrative Failure (AF)

An AF grade is assigned to the student who stops participating in the course and has not completed course work sufficient for the assessment of course outcomes by the faculty member to issue a letter grade. The administrative failure is usually the result of a student's failure to withdraw from a course they stopped attending. An AF counts as an F grade in the calculation of grade point averages. It is not equivalent to a course withdrawal.

### Incompletes (IC)

All grades, including Incompletes, are due seven days after the last scheduled class session. A faculty member may award an Incomplete (IC) only when a student has requested an Incomplete from the faculty member and received the faculty member's approval to complete the remaining assignments for a course in which the student has already completed the major portion of work required. Students who receive a grade of IC in any course(s) must complete the course work required within the dead-

line set at the discretion of the faculty member, which may be prior to the deadlines below. Faculty filing IC grades will receive a grade change card from the Registrar for recording an updated letter grade. Incomplete course work not finished by the deadline will result in a grade of F which will be calculated into the GPA. **An incomplete in the final term of a student's program will prevent graduation.**

**Required course work must be completed no later than the following deadlines:**

**February 1 for Fall Term** (Sept.-Dec.)

Faculty to process paperwork by February 15. March graduation possible.

**June 1 for Winter Term** (January-March)

Faculty to process paperwork by June 15. June graduation possible.

**September 1 for Spring Term** (April-June)

Faculty to process paperwork by September 15. September graduation possible.

**November 1 for Summer Term** (July-Aug.)

Faculty to process paperwork by November 15. December graduation possible.

A request to extend an incomplete after the above deadlines must be submitted by the student to the Assistant Dean of Faculty who facilitates the request with the faculty member. The Assistant Dean of Faculty will notify the student and Campus Director of a decision.

### Repeating a Course

A minimum grade of C is required for core courses in General Education and in the major, minor or concentration. Students who earn less than C must repeat the course. When a student repeats a course, the second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade. While the first course grade will not be computed into the total GPA, it will continue to appear on the transcript. Repeated courses may not be taken Pass/Fail.

### Grade Corrections

The Registrar's Office is responsible for making corrections to grades reported in error. Please contact the Registrar at the Administrative Offices in Concord by emailing [registrars.office@granite.edu](mailto:registrars.office@granite.edu). The processing of the grade will be researched,

and the grade will be corrected, if indeed there was a reporting error. Grade corrections must be processed within six months after the grade has been issued. No grade changes will be made after graduation and certification for the degree has been processed. If appealing a grade, there are specific procedures that students must follow. Please refer to the following section.

## Grade Appeals Policy

Granite State College faculty are responsible for making a professional judgment about the quality of students' academic work and performance. Policy and procedure have been established to give students an opportunity to appeal if there is reason to contest a grade received in a course or learning contract offered through the College.

### Procedures

#### Step I. Student-Faculty Level

The student must contact the faculty member in writing within 14 calendar days of MyGranite posting of the grade in question to request a re-consideration of a specifically named assignment or of the final course grade, including in the written request the basis for the appeal. If the faculty member determines that there was an error in the grade calculation, or the request is otherwise appropriate, the faculty member can then change the grade for the assignment, and if necessary, initiate a change of grade for the course through the Registrar's Office.

If the faculty member determines that there was no error in the grade assigned, he or she will explain the criteria and process used in determining the grade. The faculty member will advise the student of his or her decision in writing within 14 calendar days, providing a copy to the Assistant Dean of Faculty.

If the student is not satisfied with the decision, he or she may proceed to Step II.

#### Step II. Assistant Dean of Faculty

If the student wishes to appeal the faculty member's decision to the Assistant Dean of Faculty or a designated representative, he or she must do so in writing within 14 calendar days of receiving the faculty member's decision.

The appeal should include the specific reasons for disputing the grade. The

Assistant Dean of Faculty may request that the student or faculty member provide within seven days, in writing, further documentation as needed. The Assistant Dean of Faculty or a designated representative will respond in writing to the student with a copy to the faculty member and the student's academic coach within 14 days of receiving the appeal to either:

1. inform the student that there is not adequate reason to reconsider the grade.
2. request that the faculty member reconsider the grade based on the criteria of a lack of reasonable process in assigning the grade, and/or a lapse of professional judgment.

If the student is not satisfied with the decision, he or she may proceed to Step III.

#### Step III. Dean of Undergraduate Studies

If the student wishes to appeal the Assistant Dean's decision to the Dean of Undergraduate Studies, he or she must do so in writing within seven calendar days of the date of the Assistant Dean of Faculty's correspondence. The appeal should clearly state the ground(s) on which the student is asking to have the grade reviewed and any relevant information. The Assistant Dean of Faculty will forward all materials concerning steps already taken and information received in Step II to the Dean of Undergraduate Studies. The Dean of Undergraduate Studies will review the appeal and will provide to the student and faculty member a final written decision.

## Academic Petitions and Appeals

Waivers of academic policies and procedures are considered by Academic Affairs through a written petition process facilitated by the student's academic coach. Academic Affairs rules on all petitions, and the student is notified of the decision by letter.

If a student thinks that reconsideration of the decision is warranted due to the availability of additional information, or the need to further clarify information previously presented, he or she may appeal the decision within 30 days of receipt of the letter indicating the decision, through the following appeal process:

1. An Appeal Form should be completed and signed by the student and sent to

the Office of Academic Affairs. (The Appeal Form is available at all Campuses.)

2. The Appeal Form should include a brief statement as to why the decision should be reconsidered as well as additional supporting evidence or clarification of the original request.
3. Upon receipt, the appeal will be forwarded to the Academic Appeal Committee for review. The committee will consist of three members of the Office of Academic Affairs and at least one Dean. Every effort will be made to handle the appeal within 10 working days.
4. The decision by the Academic Appeal Committee is final, and the student will be notified immediately in writing.

## Academic Standing

The policies concerning academic standing are intended to foster standards of academic quality in student performance and to ensure that students are making reasonable progress toward the completion of their degree programs.

All degree-seeking students have their academic standing reviewed at the end of each term. A student is considered to be making Satisfactory Progress if he/she maintains a cumulative GPA above the level defined in the following table:

Undergraduate Program GPA	
Total Credit Hours Attempted	Cumulative GPA
0 – 12	0
13 – 24	1.00 or above
25 – 36	1.50 or above
37 – 48	1.70 or above
49 – 59	1.90 or above
60 and above	2.00 or above

Students must also make progress (an acceptable pace) toward program completion and successfully complete the required number of credits in accordance with the following scale:

Undergraduate Credit Completion	
Total Credit Hours Attempted	Minimum Number of Credit Hours Completed
0 - 24	0
25 - 36	12 or more
37 - 48	24 or more
49 - 56	32 or more
57 - 72	44 or more
73 - 82	54 or more
83 and above	Complete two-thirds of all credits attempted

The number of credits attempted shall include all GSC credits and any transfer credits that are applicable to the student's current program at the time of review.

A degree candidate who does not maintain the appropriate cumulative GPA and progress toward program completion based on credit hours attempted will be placed on Academic Warning, Continued Academic Warning, or Academic Suspension, the three levels of academic status with appropriate notations on their Granite State College transcripts. Notifications from the Dean of Academic Affairs are sent to the students advising them to discuss their progress with their advisors and to take advantage of academic assistance services offered in each Campus.

### Academic Warning

When a student's cumulative GPA and progress toward program completion are below an acceptable rate based on credit hours attempted, the student is placed on Academic Warning. The "Academic Warning" notation will appear on the student's transcript.

### Continued Academic Warning

When a student fails to raise the cumulative GPA and progress toward program completion to an acceptable rate or above after one term on Academic Warning, the student is placed on Continued Academic Warning. A student may remain on Continued Academic Warning for as long as three terms if progress is being made to improve the GPA and progress toward program completion to the minimum acceptable level based on credit hours attempted. Students on Continued Academic Warning may have registration holds placed on their records to require them to repeat specific courses to more immediately affect their GPAs.

### Academic Suspension

Degree-seeking students who fail to improve their cumulative GPAs to the minimum acceptable level based on credit hours attempted are subject to Academic Suspension. Academic Suspension is effective for a period of one year, beginning on the date the student is notified in writing. At the end of one year, a student must petition with supporting documentation for readmission to the Dean of Academic Affairs. Supporting documentation might include official transcripts of successful college course work completed during the year at another institution.

### Academic Dismissal

A student is subject to Academic Dismissal, after suspension and re-admission, when he or she 1) does not improve the cumulative GPA or progress toward program completion during the term following re-admission to the degree program, or 2) fails to meet the conditions of readmission as specified by the Dean of Academic Affairs. Dismissal is effective immediately upon receipt of a certified letter from the Dean. The decision of the Dean is final.

## Honor Society and Dean's List

### Alpha Sigma Lambda

Alpha Sigma Lambda is a National Honor Society which recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of home and work.

Alpha Sigma Lambda honors those dedicated adult students who achieve and maintain high scholastic standards.

### National Criteria

1. Candidates must be admitted degree candidates who have not been awarded any baccalaureate degree and who have completed a minimum of 12 credits, excluding developmental course work, during the past calendar year.
2. Candidates must earn a minimum of 30 credits at Granite State College. Of these 30 credits, 15 credits must be in liberal arts and sciences, and be outside the student's concentration or major.
3. Candidates must have attended a minimum of four semesters at Granite

State College and have a minimum grade point average of 3.2.

4. Inductees will rank in the highest ten percent of all those who satisfy the requirements above.

Induction in the College's chapter, Delta Omega, takes place in the spring of each year. Candidates are chosen based on course work completed by the end of the fall semester preceding the induction.

The number of inductees will vary based on the number of those who meet the national criteria. For the 2012 Induction, 400 degree candidates met criteria one through four. Of those, only the top 40, based on highest GPAs (criteria four), were invited. All of those who were invited had GPAs of 3.91 or above. The National Honor Society notation will appear on GSC transcripts of ASL members.

### Dean's List

The Dean's List was established in 1993 to recognize the academic achievements of the College's students. The "Dean's List" notation will appear on college transcripts of students who meet the criteria. Additionally, the names of all Dean's List students *who have not requested confidentiality of their records* are listed in local and state papers and at the Campuses.

### Dean's List Criteria

To be eligible for the Dean's List, students must:

1. be fully admitted to a degree program
2. have completed a minimum of 12 credits toward the degree for the terms of consideration (summer/fall or winter/spring) with no grade below a C, no repeated courses, and no incomplete courses.\*
3. have a minimum combined grade point average of 3.5 for the terms under consideration, with no grade below a C during those terms.\*

*\*Note: Students with unresolved incomplete grades for the terms under consideration will be ineligible for the Dean's List.*

## Degree Status

### Inactivation and Withdrawal

Granite State College monitors the progress of degree candidates. If a student is not actively involved in learning experiences in a degree program for a period of four consecutive terms, s/he will be inactivated. A student may voluntarily withdraw from a degree program by notifying the College in writing. If requesting withdrawal from a degree program, a student will be considered inactive.

### Reactivation

Students who have been inactivated for a period of less than three years will complete a Request for Reactivation Form and will be readmitted under original degree requirements, following all policies and procedures in effect at the time of inactivation.

Students requesting readmission three years or more after the date of inactivation must complete a Request for Reactivation Form and will be re-admitted under current degree requirements.

### Class Levels

A student's class level is determined according to the total number of credits earned, including transfer credits accepted.

#### *Class levels for baccalaureate degree candidates:*

Freshman	0 - 29 semester hours
Sophomore	30 - 59 semester hours
Junior	60 - 89 semester hours
Senior	90+ semester hours

#### *Class levels for associate degree candidates:*

Freshman	0-29 semester hours
Senior Associate*	30+ semester hours

\*For financial aid purposes, the Senior Associate is awarded at the sophomore level.

## Graduation

### Graduation Procedure

The College will invite students to apply for graduation when 16 credits or less remain to be earned towards the minimum required for their degree program. A standard graduation fee is required for students who apply by the appropriate conferral deadline. A one-month grace period after the deadline is allowed but an additional fee will be assessed to those students who apply during that time. See page 61 for fees.

Students who have not applied for conferral within the one-month grace period will be eligible for the next conferral date.

When to apply to graduate depends on how many credits will be taken during the subsequent semesters. The Registrar's Office will complete an official degree audit for students who have filed before their final term. The audit will summarize current status and list any outstanding degree requirements.

All remaining coursework and testing must be completed prior to the conferral date. All prior college transcripts, validation and portfolio assessment requests must have been received by the deadlines for applying to graduate.

### Deadlines for applying to graduate:

- January 1 for June 30th conferral
- March 1 for September 30th conferral
- July 1 for December 30th conferral
- October 1 for March 30th conferral

### Graduation Requirements

#### *To graduate from a Granite State College degree program students must:*

1. earn an overall 2.0 cumulative grade point average.
2. earn grades of C or better for course work or other approved learning experiences taken as part of the concentration or major.
3. have a minimum grade of C in the core courses.
4. meet all curriculum and residency requirements.

### Academic Residency Requirement

Academic residency begins on the date of application to a degree program. Prior Granite State College credits earned as a non-degree student will apply to the residency requirements if the credit is applicable to the student's approved plan of study. For an associate degree, residency is 16 credits. For a bachelor's degree, residency is 30 credits. A student who has completed a Granite State College associate degree must earn an additional 14 credits in residence in the bachelor's program. Up to 50% of the GSC residency requirement, 8 credits in an associate degree and 15 credits in a bachelor's degree, may be met with credit from another USNH institution or from White Mountain Community College provided the credit is taken after application to a Granite State College degree program.

### Commencement

Candidates for graduation are encouraged to attend commencement ceremony, which is held in June each year. Participation in the ceremony is open to September and December graduates of the prior year, March graduates and those students pending June 30th and September 30th conferral. Students pending conferral for September 30th must apply to graduate before March 1 to be eligible to attend the current year's graduation ceremony. In order to participate in the commencement ceremony, students pending conferral for June 30th or September 30th must have met at least one of the following conditions:

1. Completion of all requirements for an associate degree or a bachelor's degree.
2. Enrollment in the courses necessary to complete all degree requirements by the end of the spring term, or anticipated enrollment in courses to complete all degree requirements by the end of the summer term.

### Honors

Bachelor's degree candidates whose academic performances meet the specified requirements are recognized by the College with an honors designation on their transcript, on their diplomas, and at graduation. Degree candidates who have completed at least 30 semester hours of graded work (including pass/fail grades) within USNH after application to the B.A. or B.S. programs will be eligible for honors as follows:

GPA	Designation
3.75-4.0	summa cum laude
3.50-3.74	magna cum laude
3.25-3.49	cum laude

The graduation program lists honors based on the GPA at the time of publication.

## Records

### Privacy Rights (FERPA, Buckley Amendment)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA/The Buckley Amendment), it is the policy of the College to protect the education records of its students, former students, and alumni. All personally identifiable information in an education record is considered confidential. Students have the right to inspect and review their education record, the right to seek to have the records amended, and the right to have some control over the disclosure of information from their records.

It is the College's practice not to release any information other than directory to noninstitutional persons or organizations, except as expressly allowed by this law. No one, other than third parties allowed by the Act, will have access to such records without the student's written consent.

The rights guaranteed under this policy do not extend to those who have applied for admission but do not enroll in courses, or to persons admitted to the College but who do not take courses. Exceptions to the consent requirement are:

1. Granite State College administrative employees who have legitimate educational interest in seeing the record.
2. Authorized federal and state officials auditing or evaluating federally and/or state supported educational programs.
3. Persons processing a student's financial aid application.
4. Recognized accrediting organizations carrying out their accrediting functions.
5. Federal or state law enforcement officials pursuant to a lawfully-issued subpoena or court order, or in response to a federal grand jury subpoena.
6. In an emergency, other appropriate individuals (as determined by the keeper of the records), if that information is necessary to protect the health and safety of the student or other persons.

### Directory Information

Granite State College complies with the federal government's Family Educational Rights and Privacy Act of 1974. Granite State College does not sell or otherwise provide any information collected in its student information system to any external entity except as expressly allowed by this law. However, the following data is considered directory information by the College.

- Name
- Address
- Telephone
- Business Telephone
- E-mail address
- Dates of attendance
- Concentration or major
- Degrees and awards received

### Request for Confidentiality

Under the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of directory information. Should a student decide to withhold, any requests for such information from non-institutional persons or organizations will be refused, except as allowed by the law. In addition, the student's name will not be published in the College's official graduation program or other public graduation or honors announcements. A written request to withhold directory information must be sent to the Registrar's Office.

### Gramm-Leach-Bliley Act (GLBA)

Gramm-Leach-Bliley Act (GLBA) is a federal law which requires financial institutions to ensure the security and confidentiality of customer personal financial information. The University System of New Hampshire seeks to:

- ensure the security and confidentiality of customer records and information - in paper, electronic or other form,
- protect against any anticipated threats or hazards to security or integrity of such records, and
- protect against the unauthorized access to or use of any records or information which could result in substantial harm or inconvenience to any customer.

Granite State College complies with the Gramm-Leach-Bliley Act.

### Purging Paper Files

Paper files will be stored for a period of five years after last year of attendance or graduation and will then be destroyed. Official transcripts of all course work/learning experiences completed with Granite State College will be on file permanently.

### Transcripts

Official academic records are maintained in the Office of the Registrar, Granite State College, 8 Old Suncook Road, Concord, NH 03301. Currently enrolled students may request official transcripts by logging on to the College's secure portal and entering the information on WebROCK. Requests submitted through WebROCK will be processed within two business days. A request for a transcript can also be made in writing to this office and must include the student's signature.

No transcript will be furnished to a student if a financial obligation to USNH has not been satisfied. There is no charge for transcripts.

### Institutional Name Change

In 1972, the Board of Trustees of the University System of New Hampshire established the School of Continuing Studies in order to extend the educational resources of the University System to all areas of the state. Seven years later in 1979, the name was changed to the School for Lifelong Learning. In 1993, the School became the College for Lifelong Learning. As a reflection of its expanded mission in providing statewide access to public higher education, on May 9, 2005, the name was changed to Granite State College. Transcripts are issued under the name of Granite State College. Diplomas and certificates awarded before the name change will be re-issued under the name of Granite State College for a \$20.00 fee.

## Education and Training Partnership (E&TP)

The Education and Training Partnership (E&TP) at Granite State College, a contracted service of the NH Division for Children, Youth and Families (DCYF), provides education and training to foster and adoptive parents, non-licensed relatives and childcare staff of NH residential facilities, and DCYF staff.

### Mission Statement

The Mission of the Education and Training Partnership is to enhance the quality of care for children in placement and build capacity for sustained family relationships through caregiver training.

The E&TP achieves this mission by providing competency based, accessible training. Curriculum is developed responsively and collaboratively, in a manner designed to maximize adult learning, and courses are delivered in a supportive atmosphere that recognizes participants' level of experience. The E&TP embraces a system of quality improvement and program evaluation that is both proactive and comprehensive.

### Programs

**Foster and Adoptive Care Essentials (FACES):** is offered to individuals interested in pursuing a license to provide foster/adoptive care. It consists of a minimum of 21 hours of training that promotes a better understanding of working with children, families and the child welfare system. This training assists in preparing the applicant to be a skilled caregiver, birth parent role model and a professional team member. Courses are primarily instructed by foster and adoptive parents. The training consists of seven three-hour modules.

**Caregiver Ongoing Training (COT):** provides competency-based education and training. COT offers more than 60 different classes in a variety of topics including behavior management, adolescence, matters related to health and education and abuse/neglect/trauma. Many are offered online or through other distance learning modalities. Courses are often instructed by local experts/practitioners. CEUs/training hours fulfill NH re-licensing requirements.

**Residential Counselor Core Training (RCCT):** is offered to residential counselors, in preparation for their work with children, youth in care in any of New Hampshire's children's residential facilities; and their families. RCCT is a 30-hour competency-based training series, consisting of five modules. Courses are instructed by local, residential-care-experts. RCCT meets New Hampshire's residential certification and child-care licensing requirements.

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## Osher Lifelong Learning Institute (OLLI)

The Bernard Osher Foundation funds lifelong learning programs throughout the United States and has awarded Granite State College a \$1 million endowment to run this program for adults age 50 and over.

The Osher Lifelong Learning Institute (OLLI) is a community-based membership organization with a simple philosophy: an active mind creates a sense of mental, physical, and social well being. The program consists of lectures, short courses, and other educational activities that are shaped by the interests of the members. There are no tests, no grades, and no need for prior college experience—just the chance to join peers in learning for the fun of it.

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## Community College System of NH (CCSNH)

Based on the educational foundation built through the Community College System of New Hampshire, students can seamlessly continue studies at Granite State College. Over 87% of GSC students arrive with transfer credit. We understand the challenges of finding an institution that can make your credits count and we design our curriculum to provide a smooth transition from NH Community Colleges. With classes on campus, online, or delivered through a combination of the two, our degree programs fit into the busy schedules of our students.

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## Military Partnerships

### Air University

Granite State College is proud to have been selected by the air force to join the prestigious institutions offering degree programs to support Air University – Associate to Baccalaureate Cooperative for active duty Air Force Personnel. For more information go to: <http://www.granite.edu/students/prospect/getstarted/military/airu.php>

### U.S. Air Force

Full-time students who attend Granite State College are eligible to enroll in Air Force ROTC courses at the University of New Hampshire to earn their commission in the U.S. Air Force after graduation. A full list of Air Force ROTC courses is available at: <http://www.unh.edu/afrotc/>

### U.S. Navy

Granite State College is a participant in the Service Members Opportunity Colleges Degree Network System (SOC-NAV DNS) for selected degree programs.

The faculty represents one of the most important dimensions of academic quality in colleges and universities.

The faculty of Granite State College is comprised of a group of dedicated instructors and independent scholars representing many businesses and professions. At Granite State College, Senior Lecturers, Lecturers, and Adjunct Faculty teach with expertise and enthusiasm. Faculty provide a supportive yet academically challenging environment for the adult student. Active faculty as of June 2012 are:

Ian Aebel  
Ph.D., University of New Hampshire

Steven Albrecht  
M.B.A., University of Alabama

Edward Alkalay  
J.D., University of Connecticut

Marjorie Allan  
M.Ed., Plymouth State University

Karin Allard  
M.S., Springfield College

Amy Allen  
Ph.D., Capella University

Erica Antonucci  
M.B.A., University of Phoenix

Cathy Apfel  
M.Ed., Georgia State University

Charles Bagley  
M.Ed., Plymouth State University

Stacey Bellabona  
J.D., University of South Carolina

Christopher Benedetto  
M.A., Brown University

Beth Benoit  
M.A., University of Massachusetts/Lowell

Robert Berks  
M.S., University of Southern Maine

Jay Berman  
M.B.A., University of New Hampshire

Nancy Brogden  
Ph.D., Syracuse University

James Brough  
M.Ed., Plymouth State University

Barbara Brunelle  
M.A., University of Vermont

Marsha Bryant  
Ed.D., University of Massachusetts/Amherst

Elizabeth Burtis  
M.Ed., University of Vermont

Zuzana Buzzell  
M.B.A., Southern New Hampshire University

Michelle Capozzoli  
Ph.D., University of New Hampshire

Richard Cardner  
M.Ed., Harvard University

Jessica Carloni  
M.Ed., University of New Hampshire

John Carter  
C.A.G.S., Plymouth State University

Paul Carter  
M.A., Rivier College

Corinne Cascadden  
M.Ed., Plymouth State University

Christopher Casko  
J.D., Massachusetts School of Law

Claude Caswell  
Ph.D., University of New Hampshire

Nancee Caughey  
M.S.W., Boston University

Barbara Christina  
Ed.D., Nova Southeastern University

Michael Cirre  
M.S., SUNY/Geneseo

Hobert Clanton  
M.S., University of Tennessee

Charles Clark  
Ph.D., Brown University

Sara Cleveland  
M.S.W., University of New Hampshire

Barbara Cohen  
Ed.D., University of Sarasota

Carolyn Cohen  
Ph.D., University of Minnesota

Molly Connelly  
M.Ed., University of New Hampshire

Christine Conroy  
M.B.A., Boston College

John Cook  
M.A., University of Massachusetts/Lowell

Patricia Cox  
M.S.W., University of New Hampshire;  
M.Ed., Bank Street College

Liam Coyle  
M.A., University of Vermont

Elizabeth Crockford  
Ph.D., Capella University

William Cuff  
Ph.D., University of Minnesota

Susan Dame  
M.Ed., Rhode Island College

Therese Davison  
M.Ed., Plymouth State University

Melissa Busher Day  
M.S., Illinois State University

Catherine DiPentima  
M.B.A., Southern New Hampshire University

Richard DiPentima  
M.S., University of Oklahoma

Lorianne DiSabato  
M.A., Boston College

Christie Diamond  
M.Ed., University of New Hampshire

Thomas Digiacinto  
M.B.A., Plymouth State University

Elaine Dodge  
M.Ed., University of New Hampshire

Teressa Drogue  
M.Ed., Keene State College

Anthony Dumas  
B.A., University of New Hampshire

Lorin Durand  
M.S., University of Montana

Robert Dullea  
D.A., Franklin Pierce University

Dennis Eaton  
Ph.D., Pennsylvania State University

Sarah Eaton  
M.Ed., Pennsylvania State University

Sarah Eck  
Ph.D., Dartmouth College

Patricia Eddy  
M.Ed., Plymouth State University

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M.Ed., Notre Dame College/NH

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Sandra Hall  
B.S., Plymouth State University

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M.B.A., University New Haven

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M.A., California State University/Sacramento

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M.A., Marywood College

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M.S., University of Maryland

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Andrea Lancey M.Ed., Plymouth State University	Robert McPherson M.Ed., Plymouth State University	David Park J.D., Washington Lee University
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Patricia McCarthy M.Ed., Cambridge College	Suzanne Nothnagle M.A.L.S., Dartmouth College	Andreas Reif M.Div., Gordon-Conwell Theological Seminary
John McCormick J.D., Pennsylvania State University	Deborah Nugent M.A.Ed., University of Phoenix	Justin Rendahl M.B.A., Franklin Pierce University

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# Campus Locations and Administrative Offices

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## Claremont Regional Campus

27 Pleasant Street  
Claremont, NH 03743  
603.542.3841  
Fax: 603.542.3942

## Lebanon Academic Campus

The Trade Center Building  
24 Airport Road  
W. Lebanon, NH 03784  
*Please call the Claremont Regional Campus*



## Concord Regional Campus

25 Hall Street  
Concord, NH 03301  
603.228.3000  
888.228.3000  
Fax: 603.513.1389

## Manchester Academic Campus

MillWest Building  
195 McGregor Street  
Manchester, NH 03103  
603.626.7714

## Nashua Academic Campus

*On the campus of Nashua Community College*  
505 Amherst Street  
Nashua, NH 03063  
603.578.8919



## Conway Regional Campus

53 Technology Lane  
Suite 150  
Conway, NH 03818  
603.447.3970  
Fax: 603.447.2740

## Berlin Academic Campus

2020 Riverside Drive  
Berlin, NH 03570  
*Please call the Conway Regional Campus*

## Littleton Academic Campus

39 Main Street  
Littleton, NH 03561  
603.444.6319



## Rochester Regional Campus

35E Industrial Way, Suite 101  
Rochester, NH 03867  
603.332.8335  
Fax: 603.822.5449

## Portsmouth Academic Campus

51 International Drive  
Portsmouth, NH 03801  
603.334.6061

## Administrative Campus in Concord

25 Hall Street  
Concord, NH 03301  
603.228.3000  
888.228.3000  
Fax: 603.513.1389

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### Academic Affairs

603.513.1310  
Fax: 603.513.1387

### Admissions

603.513.1339  
Fax: 603.513.1386

### Dean of Students Office

603.513.1308  
Fax: 603.513.1389

### Education and Training Partnership

603.271.6625  
Fax: 603.271.4947

### Financial Aid

603.513.1392  
Fax: 603.513.1386

### Human Resources

603.513.1332  
Fax: 603.228.1067

### Marketing

603.513.1331  
Fax: 603.513.1389

### Office of Graduate Studies

603.513.1334  
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### Osher Lifelong Learning Institute

603.513.1377  
Fax: 603.513.1389

### President's Office

603.513.1307  
Fax: 603.513.1395

### Registrar

603.513.1391  
Fax: 603.513.1386

### School of Education

603.822.5431  
Fax: 603.822.5448

### Student Accounts

603.513.1330  
Fax: 603.513.1386

### Tech Support

603.513.1361  
888.372.4270  
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