ST. FRANCIS COLLEGE

established by the

CONGREGATION OF THE RELIGIOUS BROTHERS
of the
THIRD ORDER REGULAR OF ST. FRANCIS
FRANCISCAN BROTHERS

CATALOGUE 1979/80

BROOKLYN CIVIC CENTER
180 Remsen Street
Brooklyn, New York, 11201
Telephone 212-522-2300

Communications should be addressed to the proper office as indicated below:

Executive Business  President
Academic Matters  Academic Dean
Alumni, Development and Public Relations  Coordinator of College Relations
Applications, Admissions  Director of Admissions
Athletics and Athletic Information  Director of Athletics
Business Matters  Chief Financial Officer and Controller
Continuing Education  Dean of Continuing Education
Financial Aid  Director of Financial Aid
Placement Service  Director of Placement
Student Affairs  Dean of Student Affairs
Transcripts, Records  Registrar

Visitors to the campus are welcome. For interviews with the administrative staff or faculty members, it is suggested that appointments be made in advance.
DIRECTIONS

IRT
7th Avenue and Lexington Avenue lines to Borough Hall.

IND
A, E, or L trains to Jay Street — Borough Hall.

BMT
D, N, B or QB trains to DeKalb Avenue. Change to “M’” or “RR” trains, go two stops to Court Street.
B-38 Bus (DeKalb Avenue) to Court Street — Borough Hall.
B-41 Bus (Flatbush Avenue) to Court Street — Borough Hall.
B-52 Bus (Gates Avenue) to Court Street — Borough Hall.
LIRR — to Flatbush Avenue Terminal. IRT to Borough Hall.

By Car
From Manhattan — Brooklyn Bridge to Cadman Plaza West Exit — follow arrows.
From Staten Island — BQE to Atlantic Avenue Exit — follow arrows.
From Queens — BQE to Fulton Street Exit — follow arrows.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>7</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>ADMISSION OF STUDENTS</td>
<td>15</td>
</tr>
<tr>
<td>FEES</td>
<td>18</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>20</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>ACADEMIC REGULATIONS</td>
<td>39</td>
</tr>
<tr>
<td>REQUIREMENTS FOR DEGREES</td>
<td>45</td>
</tr>
<tr>
<td>DEPARTMENTAL ORGANIZATION</td>
<td>49</td>
</tr>
<tr>
<td>DIVISION OF CONTINUING EDUCATION</td>
<td>63</td>
</tr>
<tr>
<td>COURSES OF INSTRUCTION</td>
<td>69</td>
</tr>
<tr>
<td>BOARD OF TRUSTEES</td>
<td>129</td>
</tr>
<tr>
<td>COUNCIL OF REGENTS</td>
<td>130</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>131</td>
</tr>
<tr>
<td>FACULTY</td>
<td>136</td>
</tr>
<tr>
<td>COMMITTEES OF THE FACULTY</td>
<td>143</td>
</tr>
<tr>
<td>ALUMNI ASSOCIATION</td>
<td>145</td>
</tr>
<tr>
<td>INDEX</td>
<td>146</td>
</tr>
</tbody>
</table>
# Academic Calendar

## Fall 1979

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22-23</td>
<td>Wed.-Thu.</td>
<td>Free program changes</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Tuesday</td>
<td>Late registration and free program changes</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Monday</td>
<td>Labor Day—Holiday—Administrative Offices and Library closed</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Wednesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Thursday</td>
<td>Last day for free program changes</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Tuesday</td>
<td>Last day for adding courses</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>Tuesday</td>
<td>Last day to file &quot;Pass-Fail Course Requests&quot;</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Friday</td>
<td>Last day for seniors to file &quot;Application for Degree cards&quot; for 1980</td>
</tr>
<tr>
<td>Oct. 29-Nov.30</td>
<td>Mon.-Fri.</td>
<td>Early registration for spring 1980 semester</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Monday</td>
<td>Mid-semester grades due</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>Tuesday</td>
<td>Thanksgiving recess begins after last class— Administrative Offices and Library closed until Mon., Nov. 26.</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Sunday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 17-23</td>
<td>Mon.-Sun.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>Dec. 24-25-26</td>
<td>Mon.-Tue.-Wed.</td>
<td>Holidays—Administrative Offices and Library closed</td>
</tr>
<tr>
<td>Dec. 28</td>
<td>Friday</td>
<td>Final grades due by noon in Registrar's Office</td>
</tr>
<tr>
<td>Dec. 31-Jan.1</td>
<td>Mon.-Tue.</td>
<td>Holidays—Administrative Offices and Library closed</td>
</tr>
</tbody>
</table>

## Spring 1980

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 17-18</td>
<td>Thu.-Fri.</td>
<td>Free program changes</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>Tuesday</td>
<td>Late registration and free program changes</td>
</tr>
<tr>
<td>Jan. 28</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan. 29</td>
<td>Tuesday</td>
<td>Last day for free program changes</td>
</tr>
<tr>
<td>Feb. 1</td>
<td>Friday</td>
<td>Last day for adding courses</td>
</tr>
<tr>
<td>Feb. 8</td>
<td>Friday</td>
<td>Last day to file &quot;Pass-Fail Course Requests&quot;</td>
</tr>
<tr>
<td>Feb. 18-19</td>
<td>Mon.-Tue.</td>
<td>Presidents' Holidays—no classes— Administrative Offices and Library closed</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Monday</td>
<td>Mid-semester grades due</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>Tuesday</td>
<td>Easter recess begins after last class—</td>
</tr>
<tr>
<td>Apr. 4</td>
<td></td>
<td>Administrative Offices and Library closed April 4 and 7.</td>
</tr>
<tr>
<td>Apr. 9</td>
<td>Wednesday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Apr. 14-23</td>
<td>Mon.-Fri.</td>
<td>Summer registration</td>
</tr>
<tr>
<td>Apr. 21-23</td>
<td>Mon.-Fri.</td>
<td>Early registration for fall 1980 semester</td>
</tr>
<tr>
<td>May 13</td>
<td>Tuesday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 14-20</td>
<td>Wed.-Tue.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 23</td>
<td>Friday</td>
<td>Final grades due by noon in Registrar's Office</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Holiday—Administrative Offices and Library closed</td>
</tr>
<tr>
<td>Week of June 1</td>
<td></td>
<td>Baccalaureate Service</td>
</tr>
<tr>
<td>June 7</td>
<td>Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SUMMER 1980</strong></td>
</tr>
<tr>
<td>June 9</td>
<td>Monday</td>
<td>First summer session begins</td>
</tr>
<tr>
<td>July 4-7</td>
<td>Fri.-Mon.</td>
<td>Holidays—no classes—</td>
</tr>
<tr>
<td>July 10</td>
<td>Thu.</td>
<td>Administrative Offices and Library closed</td>
</tr>
<tr>
<td>July 14</td>
<td>Monday</td>
<td>First session ends</td>
</tr>
<tr>
<td>Aug. 14</td>
<td>Thu.</td>
<td>Second summer session begins</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Tuesday</td>
<td>Second session ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late registration for fall 1980</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

HISTORY AND GOVERNMENT OF THE COLLEGE

In the early part of 1858, the Right Reverend John Loughlin, first Bishop of Brooklyn, invited the Irish Congregation of the Franciscan Brothers to undertake the education of boys in his Diocese. On September 16, 1858, the Brothers purchased a building at 300 Baltic Street, and in the fall of 1859 opened the first classes of St. Francis Academy, in which the college had its origin. Additional property adjoining St. Francis Academy was purchased in 1868, and a wing added to the original foundation containing additional classrooms, a chapel, and accommodations for boarding students. On June 2, 1868, the original foundation under the title of The St. Francis Monastery of the City of Brooklyn was incorporated.

On May 8, 1884, the Trustees of The St. Francis Monastery were empowered “to establish a literary college in the City of Brooklyn under the title of St. Francis College and appoint as trustees of said college twelve persons of full age, citizens of the United States and of the State of New York, whom it desires to manage and direct the said college, and their successors in office shall have power to make such by-laws as they shall deem proper for the management of said college, and to prescribe the course of study and discipline to be pursued and observed by the students attending the same, and under the title of the trustees of St. Francis College shall have the same power to confer diplomas, literary honors and degrees as is possessed by the universities and colleges of the State.” The College thus became a function of The St. Francis Monastery.

The Bachelor of Arts degree in course was conferred for the first time in June, 1885. In 1891, the Board of Regents approved the Bachelor of Science curriculum, and the Bachelor of Science degree was conferred for the first time in June, 1892. The Bachelor of Business Administration degree was conferred for the first time in June, 1956.

In 1912, the College discontinued accepting boarding students to meet the needs of expansion. The living quarters of the students were remodeled to include additional science laboratories, a library, and lecture rooms. The need for more accommodating facilities and a modern building became urgent; in 1923, the Brothers appealed to the people of Brooklyn to meet the demand. The College building formerly at 35 Butler Street (erected in 1926) was the result of this appeal. The College became a separate legal corporate entity under Charter issued by the Regents of the University of the State of New York on April 10, 1957. In 1960, several buildings were purchased on Remsen Street in the new Brooklyn Civic Center. Two additional buildings were opened in the fall of 1968. One building increased the student union facilities, faculty offices, and faculty residence facilities. The other building houses the science facilities and additional classrooms. A new health and physical
education building was opened in 1971. Traditionally an all-male college, St. Francis became a co-educational institution in 1969.

St. Francis College admits students of any race, color, national or ethnic origin, as well as handicapped students, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, handicap, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school—administered programs, or in its employment policies, practices, and procedures.

LOCATION

St. Francis College is within two blocks of the Borough Hall station of all subways and is easily accessible from all parts of the metropolitan area. The campus is located on Remsen and Joralemon Streets in Brooklyn Heights—a national historic landmark district.

DESCRIPTION OF PLANT

The campus of St. Francis College consists of four interconnected buildings which provide instructional space, library, student service space and office space for the College. The Arts building is a seven-story building served by four elevators. A large cafeteria on the ground floor provides food service and is a gathering place for the student body. The building contains a total of 25 classrooms, four seating 25 students or less, 17 providing seating space for 30 to 40 students, and four providing space for 50 to 60 students. In addition, there are 3 seminar rooms which also serve as rooms for various faculty and student meetings. A number of the offices of the College are located in this building as well. They include on the 6th floor, the Office of the President, the Office of the Chief Financial Officer which includes offices for the Director of Student Accounts, the Director of Personnel, and the Office of the Academic Dean. The Counseling Office and the office of the Coordinator of College Relations are located on the 7th floor. The mezzanine floor (1M) contains space for the Dean of Student Affairs, the Director of Student Activities, Nurse, Student Government and Student Publications, the Dean of Continuing Education and staff, the Admissions Office, and the Director of Financial Aid. The Registrar’s Office is located on the 2nd floor. In addition, there are faculty offices in this building as well as the plant and Security Office.

The Science building is a six-story building adjacent to the Arts building on Remsen Street. It contains an elevator and an elevator which provide access to the Arts building as well as to the Science Building. The building provides instructional facilities for the sciences and for other offerings of the College. There are six classrooms seating 50 to 60 students, one seating 30 students, one seating 29, and one seating 92. Laboratory facilities are housed in the building for biology, chemistry, physics, earth science, and psychology. The Biology Department has six laboratories: two used for General Biology, Anatomy, and Physiology; one Physiology Laboratory: one Microbiology Laboratory: one laboratory which is used for teaching Genetics, Embryology, Histology, and Animal Microtechniques; and one radiation laboratory. There is an Animal Room with an adjoining surgical room and a greenhouse for raising and maintaining plants. The Chemistry laboratories consist of four large instructional laboratories with five adjacent instrumentation and/or balance rooms, two student/faculty research laboratories, two stockrooms, one for equipment and one for chemicals, a preparation room, a storage room, and a conference room which is used by other departments. One laboratory is provided for Physics instruction along with a preparation and equipment room and a darkroom. A laboratory for teaching Earth Science, with an adjacent equipment
room, is also available. The Psychology laboratory, designed for the support of the experimental program in Psychology, is also housed in the Science building. The building contains offices for the science faculty and laboratories for research by members of the department as well as offices for the Mathematics and Health Science Departments. The Computer Center is located in the Science building and consists of a large area with an adjacent office for the Director of the Computer Center. An additional keypunch room is located across the hall. The Computer Center provides support for various activities of the College: Financial Office, Admissions Office, Registrar's Office, Development Office, and other agencies. The equipment and space are also used for instruction in Computer Science courses. On the main floor is a large lounge and study area; adjacent to it is Founders Hall, a multi-purpose auditorium and classroom facility which seats 300 people. This is regularly scheduled for classes but is also used as an auditorium for college activities, such as, Charter Day, for outside speakers, and for productions of the student dramatic group, The Troupers.

The Physical Education building is located behind the Science building and is connected to the Science and Arts building at the back of the main lobby. The facilities consist of a gymnasium which serves as the principal area for the Physical Education Program and also provides the court for men's and women's intercollegiate basketball and a wide range of intramural activities. Included with the plant is a regulation AAU swimming pool, a weight training room, auxiliary gymnasium, a roof tennis court, and a dance area. Some office space is also provided.

LIBRARY

One hundred nineteen thousand eight hundred volumes comprise the working nucleus of the McGarry library. There are substantial increases each year through a large budget appropriation and the contributions of the alumni and friends of the College. More than eight hundred periodicals are received currently. Also accessible are stacks of bound and unbound periodicals and pamphlets, together with various government publications. The library is richly supplemented by the facilities of the libraries of the metropolitan area.

Library and all college office hours are posted each semester on the official bulletin boards and other bulletin boards throughout the college.

GENERAL OBJECTIVES

Established in the city of Brooklyn in 1884 by the Congregation of the Religious Brothers of the Third Order Regular of St. Francis, St. Francis is today an independent, urban, non-residential, co-educational college. It is chartered by the State of New York and is accredited by the Middle States Association of Colleges and Schools. Drawing its student body mainly from the New York City Metropolitan area, the College also enrolls a significant number of foreign students. The objective at its founding was to provide higher education for young men of modest means from Brooklyn; it continues to attract the majority of its students from comparable economic circumstances.

Legally the College is authorized "to establish and maintain an institution of higher learning at the college level and to conduct courses of instruction in the liberal arts and science and business administration leading to the degrees of bachelor of arts (B.A.), bachelor of science (B.S.), bachelor of business administration (B.B.A.), associate in arts (A.A.), and associate in applied science (A.A.S.), respectively, and with power in the corporation to confer said degrees, in course, and the honorary degrees of doctor of law (LL.D.), doctor of letters (Litt.D.), doctor of humane letters (L.H.D.), and doctor of commercial science (D.C.S.), in conformity with the Rules of the Board of Regents of the University of the State of New York.}
and the Regulations of the Commissioner of Education for the registration of institutions of higher education."

St. Francis is an undergraduate institution whose essential aim is to provide a liberal education that is fundamental and thorough. With its programs and curricula firmly anchored to a core of liberal education, the College attempts to provide its students with the knowledge necessary for living in human society.

The commitment in all programs to liberal education is the source of the institution’s coherence. Liberal education is the systematic cultivation of that which makes man excellent: his reason and the freedom grounded in that reason. It consists in the formation of intelligence, character, and taste; thus, liberal education seeks to develop free and rational men and women who are concerned with the pursuit of knowledge, conscious of their moral, religious, and social obligations, and who grasp the value of their common human heritage. Such men and women are best prepared to learn and master the special skills of the professional and business domains and to become competent, responsible, and mature citizens of a democratic republic.

As a result of its Franciscan heritage, St. Francis offers a liberal education enhanced by the ideal that inquiry into the natural world will uncover traces of the Infinite and that human work is an imitation of Divine Work.

To achieve these objectives of quality education, the criterion of excellence in teaching and learning, in class and out of class, is taken seriously. St. Francis is a college community small enough to provide relationships that allow for genuine teaching and learning, yet large enough to have resources for significant contributions to the city, the state, the nation, and indeed, given the number of its foreign students, the international community.

MEMBERSHIPS AND AFFILIATION

St. Francis College is chartered by the Legislature of the State of New York, and is accredited by the Regents of the University of the State of New York and the Middle States Association of Colleges and Schools. It is a member of the Association of Colleges and Universities of the State of New York, the Association of American Colleges the Council of Higher Educational Institutions in New York City, the National Commission on Accrediting, the Commission on Independent Colleges and Universities, the Brooklyn Education & Cultural Alliance, the National Association of Independent Colleges and Universities, and the National Catholic Education Association.

THE JAMES A. KELLY INSTITUTE FOR LOCAL HISTORICAL STUDIES

The James A. Kelly Institute for Local Historical Studies of St. Francis College was created in 1973 and named for the late Borough Historian of Brooklyn.

It houses one of New York’s largest collections of primary source records on local history. Original charters of the Dutch and English governors, Indian deeds, Town Records, and miscellaneous documentation account for over three million pieces.

The Congressman John Rooney and Congressman Eugene Keogh Collections, Alderman Peter McGuiness Collection, and Francis Sinnott papers, as well as a number of political scrapbooks and memorabilia, have been added for scholars and students of urban politics to research.

The Institute is open to the general public, teachers, and students alike.

The Kelly Institute offices are situated in the basement of the Science Building, occupying rooms BS 3, 4, and 11.

Room BS 3 is the office of the Director.

Room BS 4 is a library of archives and documents related to the History of New
York. Nineteen large cabinets accommodate approximately 3 thousand volumes and over 200 archive boxes house approximately three-quarters of a million folios. There are plaques and photos hung on all walls, and the room is generally used by students and researchers seeking information from the archives.

Room BS 11 is a huge storage area. Not open to students or the general public, it houses new accessions and contains over two million documents, as well as artifacts and memorabilia.

In toto, the Kelly Institute uses approximately 3000 square feet of storage, class, and office area.

The hours when the Institute is open are posted on the official bulletin boards and other bulletin boards throughout the college.

**SPECIAL PROGRAMS**

**Federal Summer Intern Program**—St. Francis College is a participating institution in the selection of students interested in public service as a potential career. Excellent opportunities are available for paid experience in one of a variety of governmental departments. According to federal regulations, a Federal Summer Intern is a college student who is a citizen of the United States and who will have completed two years, or 60 semester hours of college credit by June, or who has graduate status; who stands in the upper third of the class if an undergraduate, or in the upper half of the class if a graduate student; who demonstrates above-average leadership qualities through in-school and extracurricular activities. For complete information, students should contact the Director of Counseling & Career Planning Center.

**Accounting Internship** programs are available to selected students. They are designed to provide guided practical experience in both industrial and public accounting.

**Computer Program**—St. Francis College has an IBM 1130 computer which, although primarily intended for mathematical and scientific uses, lends itself to many other applications. Students who have had the courses in electronic data processing and students engaged in research in science, mathematics, or business will have hands-on operation of the facility to test their programs and to perform the mathematical, scientific, and business applications they desire.

**Junior Year Abroad**—At the end of the sophomore year, qualified students may elect to take advantage of a year of foreign study and apply this work toward the degree requirements of St. Francis College. No special course of study is provided by the College. The student may select a course and place of study from among the many programs available through the various international education agencies, such as the Institute of European Studies, The International Educational Exchange Service, The Inter-American Studies Program (sponsored by the United States Government), or programs conducted by other recognized educational institutions. Students entering this program should seek the advice of their department chairperson and have the program approved by the Academic Dean.

**American Institute of Banking**—St. Francis College accepts 32 semester hours of transfer credit upon the successful completion of the Standard Program which may be applied to programs leading to the Bachelor of Science degree in Accounting or in Management, or to the Bachelor of Arts degree in Economics. Older students may be interested in seeking a Bachelor of Science degree in special studies which provides flexibility for those who wish to develop their own programs. Candidates for this degree may be eligible for Life Experience credit.

A grade average of B (3.00) is required.
The following credits are accepted for transfer:

- All fundamental courses 18 semester hours
- Free choice, any single option 14 semester hours

United States Army Reserve Officers' Training Corps Program—Qualified full-time St. Francis College students may elect to participate in the Army ROTC Program at Polytechnic Institute of New York on a cross-enrolled basis. The two or four-year program leads to a commission as a Second Lieutenant in the United States Army. Interested students should contact the Academic Dean of St. Francis College for further information.

Project Ahead—In conjunction with the United States Army, St. Francis College participates in a cooperative education program whereby qualified army personnel adopt St. Francis College as a "home" College of record and accumulate credits toward a regular degree program. The final 30 credits must be accumulated at St. Francis College. Interested students should contact the Academic Dean of St. Francis College for further information.
ADMISSION OF STUDENTS

ADMISSION TO THE FRESHMAN CLASS

It is the policy of St. Francis College to admit as matriculated students only those applicants who present evidence that they can successfully pursue courses leading to a degree. St. Francis College admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or handicap, in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs. (Non discriminatory policy adopted February 16, 1978.)

A student who desires admission to the freshman class must apply to the Director of Admissions for an official application blank, and return it, completed, to the Director. The applicant should request the secondary school principal or representative to forward a record of high school grades to the Director of Admissions on an approved transcript form. Application for admission should be made as soon as possible in the senior year of high school or at the end of the junior year on the Early Acceptance Plan.

For admission, an applicant must fulfill the following requirements: 1) be a graduate of an approved secondary school; 2) present evidence of satisfactory standing in the high school class and successful completion of required courses; 3) furnish a recommendation from the secondary school principal or representative as to character, personality, and promise; 4) report for an interview with the Director of Admissions or his representative when required; 5) furnish S.A.T. scores; 6) present sixteen acceptable units as follows:

<table>
<thead>
<tr>
<th>4 units</th>
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<tbody>
<tr>
<td>English, four years</td>
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</tbody>
</table>

The remaining twelve units are to include a three-year sequence and a two-year sequence, and are to be made up of the following academic programs of study: foreign language, mathematics, science, social studies, and business. Applicants for the bachelor of science program must have completed eleventh-year mathematics or its equivalent.

<table>
<thead>
<tr>
<th>12 units</th>
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<tbody>
<tr>
<td>16 units</td>
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</table>

ENTRANCE REQUIREMENTS

Applicants should take the Scholastic Aptitude Test (morning section) of the Col-
lege Entrance Examination Board and have the results sent to St. Francis College. A Bulletin of Information containing procedures for filing applications, a list of examination centers, and test dates may be obtained by writing to College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.

The College is more interested in the applicant's potential to succeed in college than in any prescribed pattern of entrance units. When the preparation differs from the state's requirements, the record will be studied carefully by the Admissions Office for evidence of unusual aptitude, especially in those studies which are prerequisites for the curriculum the applicant wishes to pursue.

FOREIGN STUDENTS

Foreign students who seek admission should file their application, transcript of high school record, proof of high school graduation (G.E.D. or five passes on the G.C.E.). It is recommended that they present scores of the Test of English as a Foreign Language (T.O.E.F.L.) to the Admissions Office well in advance of their anticipated entrance date. (This school is authorized under Federal Law to enroll nonimmigrant alien students).

ADMISSION WITH ADVANCED STANDING

A student who has attended another college or university must present an official transcript of credits showing courses and grades, a marked catalogue of the institution or institutions attended, indicating the courses for which the applicant seeks credit, and a statement from an administrative officer that the applicant has been honorably dismissed. The student must fill out the required application and have the secondary school record forwarded. Credit will be allowed only for courses appropriate to the curriculum chosen at St. Francis College.

The decision to admit to advanced standing and the determination of the amount and quality of transfer credit to be allowed rests with the Director of Admissions. Credit will be allowed for a transfer course equivalent to or higher than the St. Francis grade of C.

ADVANCED PLACEMENT

A student may qualify for advanced placement by presenting evidence of having completed a collegiate-level course in high school in the form of an acceptable score in the Advanced Placement Test of the College Entrance Examination Board. Communication regarding advanced placement should be addressed to the Director of Admissions. Information regarding the Advanced Placement Tests may be obtained from Educational Testing Service, Box 592, Princeton, New Jersey 08540.

CREDIT BY EXAMINATION

Advanced standing with credit is allowed upon evidence of successful completion, with a satisfactory grade, of the Advanced Placement Examination or the College Level Examination Program, General Examination or Subject Examination, of the College Entrance Examination Board, Princeton, N.J. Credit is also granted for a satisfactory grade in examinations offered through the College Proficiency Examination Program, conducted by the Education Department of New York State.

Information may be obtained by writing to the respective agencies. Test results should be forwarded to the Admissions Office well in advance of the proposed term in which the student wishes to begin classes and have credits evaluated.

CLASSIFICATION OF STUDENTS

A Matriculated or Regular Student is one who has fulfilled the matriculation requirements and is pursuing a degree program.
A Transfer Student is one who has withdrawn from a college or university and has been admitted to St. Francis College to pursue courses leading to a degree.

A Transient Student is one regularly enrolled in another college or university whose work at St. Francis College is to be transferred to the institution in which he is regularly enrolled.

A Special Student is a student of mature age who does not wish to complete a regular course of study. Such a student may be admitted with the consent of the Director of Admissions. The student must, however, submit credentials covering all preparatory work and, if admitted, may pursue only such studies as the student's qualifications permit.

Regular college students are classified on the basis of achievement as follows:

LOWER DIVISION:
Freshmen—those who have fewer than 28 credit hours.
Sophomores—those who have earned 28 to 59 credit hours.

UPPER DIVISION:
Juniors—those who have earned 60 to 89 credit hours.
Seniors—those who have earned 90 credit hours.

The work in the lower division comprises the basic studies intended to lay the foundation for the more advanced work of the upper division. The work of the upper division involves the comprehensive grasp of a field of study which will contribute to the special interest of the student, together with a knowledge of other fields, and which will give purpose and unity to the whole college program.

DAY SESSION STUDENTS

Day session students are all students matriculating toward a baccalaureate degree in the day session with the exception of those students pursuing the Bachelor of Science Degree in Special Studies.

CONTINUING EDUCATION STUDENTS

Continuing Education Students are:
1. All students matriculating toward a baccalaureate degree in the evening session—on or off campus.
2. All students pursuing the Bachelor of Science Degree in Special Studies.
3. All students in associate degree programs.
4. All special or non-matriculating students.
FEES

The Trustees of St. Francis College exert every effort to keep the tuition costs as low as possible consistent with sound education policy. The Trustees reserve the right to make changes in tuition and fees when necessary.

REGULAR FEES
Application Fee $15.00
Readmit Application Fee 15.00
Preregistration Fee 55.00
   This fee is not refundable.
   It will, however, be credited towards tuition.
Matriculation Fee 10.00
   This fee is payable only once and is not refundable.
Tuition per Credit Hour 84.00
Service Fee for Students Taking 12 or More Credits 35.00
   This fee includes registration, library, and student services.
Service Fee for Students Taking Fewer Than 12 Credits 10.00
Registration Fee for Students Taking Fewer Than 12 Credits 10.00
Service Fee for Summer Session 10.00
Service Fee for Intersession 10.00
Student Activities Fee 20.00
   This fee is applicable to full-time matriculated students taking
   50% or more courses before 6 p.m.
Laboratory Fee per lab. hr. 15.00

SPECIAL FEES
Special Collection 25.00
Late Registration 25.00
Special Registration 50.00
Graduation
   Bachelor Degree 35.00
   Associate Degree 20.00
### FEES

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<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Both Degrees</td>
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</tr>
<tr>
<td>Change of Program (Change of degree, major, session, composite record, etc.)</td>
<td>5.00</td>
</tr>
<tr>
<td>Re-evaluation of Transfer Credit</td>
<td>5.00</td>
</tr>
<tr>
<td>Special Examination</td>
<td>5.00</td>
</tr>
<tr>
<td>Transcript</td>
<td></td>
</tr>
<tr>
<td>For all students and each time</td>
<td>2.00</td>
</tr>
<tr>
<td>For special handling</td>
<td>5.00</td>
</tr>
<tr>
<td>Maintenance of Matriculation</td>
<td>10.00</td>
</tr>
<tr>
<td>Placement Credentials (first two no fee)</td>
<td>5.00</td>
</tr>
<tr>
<td>Life Experience Evaluation</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Payable when the student accepts the credit assigned.

**PAYMENT PROCEDURE**

All charges for tuition and fees are payable at registration.

All payments must be by check or money order made payable to St. Francis College.

A transcript of a student's record will not be issued by the Registrar's Office until a student's financial obligations to the College have been paid.

A student is liable for all charges for courses for which the student registers. If there is a change in the original registration during the first week of classes, such a change must be approved by the Registrar and reported to the Controller. The payment of additional tuition incurred by a student as a result of such a change in program is due on the day of the change.

No student will be considered for a degree until all financial obligations to the College have been satisfied.

**THERE IS NO DEFERRED PAYMENT PLAN AT ST. FRANCIS COLLEGE.**

**REFUNDS FOR FALL AND SPRING SEMESTER**

1. When a student finds it necessary to withdraw from the College or from one or more courses, the student will file notice with the Registrar and the Controller on an official form furnished by the Registrar.

2. The amount to be refunded will be determined from the date the official withdrawal form has been completed and filed with the Registrar.

3. A proportionate refund of tuition only is made according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 2 weeks of term</td>
<td>80%</td>
</tr>
<tr>
<td>During the 3rd week of term</td>
<td>60%</td>
</tr>
<tr>
<td>During the 4th week of term</td>
<td>40%</td>
</tr>
<tr>
<td>During the 5th week of term</td>
<td>20%</td>
</tr>
<tr>
<td>After 5th week of term</td>
<td>no refund</td>
</tr>
</tbody>
</table>

4. Payment of tuition refund will be made upon written request, in person or by mail, to the Controller's Office.

   In no case will a refund be made to a student who is dismissed or who withdraws while under disciplinary action.
FINANCIAL AID

INTRODUCTION
St. Francis College has a comprehensive program of financial aid from a variety of sources. It is committed to offering financial assistance to students who would otherwise be unable to attend college. Assistance may be made available in the form of scholastic achievement awards and grants, loans, and student employment. Eligible students may be offered a financial aid "package" with some combination of these sources.

Freshman and transfer applicants should submit a financial aid application about the same time as the application for admission. The need for financial assistance in no way affects the admissions decision. In fact, a financial aid evaluation will not be prepared until an admissions decision has been made. In order to be considered for financial aid, a student must be admitted, matriculated, in good academic standing and making satisfactory progress toward the completion of degree requirements. Preference is given to full-time students although half-time students are eligible. With few exceptions, a student must be a U.S. citizen or a permanent resident to be eligible to receive financial assistance.

Financial aid is based upon the total cost of education, including tuition and fees, books and supplies, room and board, personal expenses, and transportation. All students are encouraged to apply for financial aid. The Financial Aid Office will inform students if they are not eligible. Students are advised not to remove themselves from consideration in the belief they may be judged ineligible.

APPLICATION PROCEDURES
A student must file a St. Francis College Financial Aid Application and a Financial Aid Form (FAF) with the College Scholarship Service. The FAF may be obtained from the secondary school guidance office or from St. Francis College. Students seeking admission for the fall term must have the FAF form sent by the College Scholarship Service to the College no later than February 15; those seeking admission or re-admission for the spring term must have the FAF form sent to the College no later than November 1. The St. Francis College Financial Aid Application must be submitted to the Financial Aid Office by the same dates. Each applicant for financial aid is required to submit documentation of income and other information, as requested, prior to notification of award. No awards are made until the above requirements have been met, regardless of the nature of the award. Applications received after the deadline will be considered only if funds remain available.

SELECTION OF STUDENTS FOR FINANCIAL AID
Most financial aid awards are based upon financial need as determined by a
uniform methodology of need analysis approved by the U.S. Office of Education. There is, however, a distinction between eligibility for financial aid and availability of funds. Federal regulations mandate that the neediest students must be considered for financial aid first, in a descending order of financial need. Generally, students with greater need may anticipate that more of their financial aid package will be gift aid (scholarship or grant), with the remainder in self-help (loan or work). The amount of aid awarded in any program is made available on a sliding scale, with neediest students granted more assistance. The ability to demonstrate financial aid eligibility for campus based federal funds and St. Francis College funds depends upon the student’s budget, the amount of funds available in the programs, and the relative need of the student as compared to other students in the population applying for financial aid and competing for those funds. Not subject to this consideration, however, the Basic Educational Opportunity Grant and the Tuition Assistance Program are called entitlement programs, wherein the amount of the award is dependent upon federal and state legislation and appropriations. These funds are awarded to students regardless of the number of students who apply; funds are not segregated by school. These awards are generally portable, as opposed to campus based and institutional funds which are not portable.

In order to receive an award and to maintain continued eligibility for an award, a student must be in good academic standing and be making normal progress toward the completion of degree requirements. Students who lose their eligibility for financial assistance on an academic basis and who do not improve their academic status by the end of the following semester may jeopardize their eligibility for financial aid during the semester that aid is withheld and in succeeding semesters until the academic criteria for receipt of financial aid are again met.

Financial aid awards (excluding student employment) are applied first to tuition and fees before a refund is made to a student. All requests for refunds must be made in writing. Refunds are made once per semester not earlier than the sixth week of the semester. Student employment checks are made payable to students on a biweekly basis provided that time sheets have been submitted in a proper manner.

**Academic Eligibility for Receipt of Student Financial Aid**

A student will normally be eligible to receive financial aid from federal, state, or institutional programs if she/he is enrolled as a matriculated student carrying the required number of credits to meet the full-time or part-time standard for each program.

However, if a student has a cumulative index in two consecutive semester, lower than the minimum for her/his class standing as published in the St. Francis College Catalogue she/he will be ineligible to receive aid from federal, state, or institutional programs even if she/he is academically permitted to register for subsequent semesters.

The student will regain her/his eligibility after raising her/his cumulative index to a level at or above the minimum for her/his class standing as published in the St. Francis College Catalogue.

In order to insure institutional compliance with federal and state regulations no financial aid from any source will be made to a student after she/he has received such assistance for eight semesters. Moreover, in order not to jeopardize her/his eligibility for continued receipt of such funds, a student must demonstrate she/he is making satisfactory progress toward completion of her/his degree. A student is considered to be making satisfactory progress if she/he is eligible to continue in her/his course of studies at the College. Students whose records indicate a pattern of excessive withdrawals may be referred to the Academic Dean for an evaluation of such eligibility.
BUDGETS

In addition to tuition and fees which are paid directly to St. Francis College, there are indirect costs relating to College attendance. Since financial aid is based upon the total cost of attendance, the following standard budgets are being used during the 1979-80 academic year:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition (per credit)</td>
<td>84.00</td>
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<tr>
<td>Fees (per semester-full time)</td>
<td>55.00</td>
</tr>
<tr>
<td>Fees (per semester-part time)</td>
<td>20.00</td>
</tr>
<tr>
<td>Books and Supplies (full time)</td>
<td>180.00</td>
</tr>
<tr>
<td>Books and Supplies (part time)</td>
<td>90.00</td>
</tr>
</tbody>
</table>

Sample Budgets (add cost of tuition, fees, and books to each total)

Single dependent living at home with parents:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Room and Board</td>
<td>825.00</td>
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<tr>
<td>Personal Expenses</td>
<td>480.00</td>
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<tr>
<td>Transportation</td>
<td>300.00</td>
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TOTAL: 1605.00

Single independent student:

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Room and Board</td>
<td>2700.00</td>
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<tr>
<td>Personal Expenses</td>
<td>500.00</td>
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<tr>
<td>Transportation</td>
<td>300.00</td>
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</table>

TOTAL: 3900.00

Married independent student:

<table>
<thead>
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<th>Description</th>
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<tr>
<td>Room and Board</td>
<td>4050.00</td>
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<tr>
<td>Personal Expenses</td>
<td>1575.00</td>
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<tr>
<td>Transportation</td>
<td>600.00</td>
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</tbody>
</table>

TOTAL: 6225.00

Additional dependents for all students:

For first dependent, add $1500 to total budget
For second dependent, add $1000 to total budget
For each additional dependent, add $700 to total budget

FINANCIAL NEED

Almost all financial aid awards are based on need. St. Francis College participates in the College Scholarship Service approved need analysis system. Need analysis considers the family income, making allowances for taxes, medical and dental expenses and the basic maintenance of the family, and the net assets, making allowances for debts, retirement provisions, and assets not available for educational purposes. Thus, only a small portion of a family's available income and assets are considered after subjecting this information to the uniform methodology. The result of the formula is the family contribution, which may be considered a constant. The student's budget may be considered a variable. Theoretically, assuming a college could meet full need, it costs no more to attend a higher cost institution than a lower cost one. Among the goals of financial aid is to provide access to the college of the student's choice. Therefore, all other things being equal, it is recommended that the amount of financial aid offered not be a primary consideration when making a college choice. Keeping in mind that the family contribution
should be relatively the same from one college to another, the student should evaluate the actual cost to the student and no: compare the aggregate funds awarded. More simply, a larger award may merely reflect higher costs.

Financial need is computed somewhat differently according to the student's status as dependent or independent. It reflects the differing needs of the student as a member of the household. An independent or self-supporting student means a student who:

1. Has not and will not be claimed as an exemption for federal income tax purposes by any person except her/his spouse for the calendar year(s) in which aid is received or the calendar year prior to the academic year for which aid is requested; and
2. Has not received and will not receive financial assistance of more than $750 from her/his parent(s) during the calendar year(s) in which aid is received or the calendar year prior to the academic year for which aid is requested; and
3. has not lived or will not live for more than six weeks in the home of a parent during the calendar year(s) in which aid is received or the calendar year prior to the academic year for which it is requested.

A student who does not meet any one of these criteria is considered to be a dependent student.

FINANCIAL AID FROM ST. FRANCIS COLLEGE

Upon filing the St. Francis College Financial Aid Application and the FAF, a student will be evaluated for eligibility in the following programs:

The National Direct Student Loan may be available to students with demonstrated need at 3% annual interest. A student may borrow up to $2500 for the first two years of full-time undergraduate study and up to $5000 for the undergraduate curriculum. St. Francis College reserves the right to set lower limits on a yearly and/or aggregate basis depending upon the availability of funds. Interest begins to accrue and repayment begins nine months after graduation, withdrawal from school, or school attendance on less than a half-time basis. The minimum monthly repayment is $30 and a student may have up to ten years in which to repay the loan, dependent upon the amount borrowed. Cancellation provisions are available to eligible students who teach in a low-income designated area, or those who teach the physically or mentally handicapped. Graduated partial cancellation is available over a five year period at an eligible institution at the rate of 15%, 15%, 20%, 20% and 30%, respectively. Deferments are available when a student returns to an eligible institution on at least a half-time basis, for up to three years during service in the armed forces, and for up to three years in programs such as the Peace Corps and VISTA. Recently the range of awards in this program at St. Francis College was $200 to $2000, with an average award of $642.

The College Work Study Program may be made available to students who need funds to meet their personal expenses during the school year. Since money is received as it is earned, by the nature of the program, it is not available at the time of registration to cover payments for tuition and fees. Students may work up to twenty hours per week during the academic year and up to forty hours per week not to exceed the normal work week of the office, during the summer or when classes are not in session. Students may not work beyond the time covered by award. Recently the range of allotments in the program at St. Francis College was $400 to $1200, with an average award of $743.

The Supplemental Educational Opportunity Grant may be awarded to students who have exceptional financial need. The Financial Aid Office determines the eligibility of students for this program. Eligible students are those whose family cannot meet half the cost of education. Awards may be no less than $200 per year.
and no more than $1500 per year, not to exceed a total of $4000 for the undergraduate curriculum. This award must be matched by the College with another form of aid which, as a result, may represent no more than half the financial assistance offered to a student. Recently the range of awards at St. Francis College was $200 to $1000 with an average award of $367.

The St. Francis College Presidential Award may be available to students who have demonstrated potential for superior college work based upon a superior record of academic achievement in the secondary school. The award usually carries a minimum of $200 per academic year, renewable for up to four years. The award may be renewed if the student maintains a satisfactory index for a full-time course of study.

### BASIC EDUCATIONAL OPPORTUNITY GRANT PAYMENT SCHEDULE

**AWARD PERIOD 1979-80**

<table>
<thead>
<tr>
<th>STUDENT ELIGIBILITY INDEX</th>
<th>FULL TIME DISBURSEMENT</th>
<th>THREE-QUARTER TIME DISBURSEMENT</th>
<th>HALF TIME DISBURSEMENT</th>
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<tr>
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<td>1800</td>
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<tr>
<td>1 - 50</td>
<td>1776</td>
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<td>888</td>
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<td>1294</td>
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<td>1676</td>
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<td>1626</td>
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</tr>
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<td>601 - 650</td>
<td>1176</td>
<td>882</td>
<td>588</td>
</tr>
<tr>
<td>651 - 700</td>
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<td>701 - 750</td>
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<td>806</td>
<td>538</td>
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<td>751 - 800</td>
<td>1026</td>
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<tr>
<td>1600 +</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
The St. Francis College Grant-in-Aid may be made available to students solely on the basis of financial need, as long as the student remains in good academic standing and makes normal progress toward the completion of degree requirements. Recently, the range of awards was $100 to $1000, with an average award of $450.

The St. Francis College Family Discount may be available to those students who, along with another member of their immediate family (brother, sister, father, mother, wife, husband), are in simultaneous full-time attendance at the College. The award for the 1979-80 year will be $600 in the event it is permissible to grant this award to the student. There are instances where it will not be possible to grant this sum to a student, such as when the award of this amount would cause the College to violate a federal regulation regarding the administration of student aid funds. This program is being phased out; only those families with both students enrolling and attending St. Francis College on or prior to September, 1978, will be eligible for consideration for this program.

The St. Francis College Athletic Scholarship may be available to students who have been recommended (by the appropriate coach) to the Athletic Director who will then make the recommendation to the Director of Financial Aid. The latter shall determine whether the award will be made. Awards may be up to full tuition and fees less the total of Basic Grant, State Aid, and other portable aid for which the student may be eligible. An athletic allowance may be provided to designated members of the men’s basketball team.

SPECIAL SCHOLARSHIPS

The Most Reverend Thomas F. Molloy Memorial Scholarship, established by the Board of Trustees in memory of the late Bishop of Brooklyn, a distinguished alumnus of St. Francis College.

The Right Reverend Msgr. Joseph V. McClancy Memorial Scholarship, established by the children of the Catholic schools in memory of their distinguished superintendent, an alumnus of St. Francis College.

The Right Reverend Msgr. Daniel U. Hanrahan Scholarship. This scholarship is named for a distinguished alumnus of St. Francis College and is solely for residents of Sacred Heart Parish, Cambria Heights, Queens.

The Brother Austin Sullivan, O.S.F. Memorial Scholarship. Established by the friends of Brother Austin Sullivan, O.S.F., this scholarship is solely for a graduate of St. Francis Preparatory School.

The Brother Jerome Roese, O.S.F. Memorial Scholarship. Established in memory of a former president of St. Francis College, this scholarship is restricted to students from St. Vincent's Home, Brooklyn.

The Catholic Accountants Guild Scholarship. This scholarship is solely for accounting students in the senior class.

John Fitzgerald Kennedy Scholarship. Established in memory of the late President by the student government, this scholarship is granted to three senior students each year, based on combinations of need, scholastic achievement, and extracurricular activities.

OTHER SOURCES OF FINANCIAL AID

The Basic Educational Opportunity Grant may be available to students who meet the eligibility requirements as determined by a formula established by the U.S. Office of Education. Application for this program is required of all St. Francis College students before they will be considered for any aid administered directly by the College. Students apply for this award (in the appropriate section on the FAF) by indicating they wish to have their eligibility considered for BEOG. There is no charge
for this determination. During the 1979-80 year, the range of awards will be from $226 to $1800 for two terms of full-time study. This award may not exceed half the cost of education. Students registered on at least a half-time basis (minimum of six credits per semester) may be eligible. A student is entitled to eight full terms of BEOG eligibility. The following table will allow one to estimate what the BEOG award may be for attendance at St. Francis College. To find the award, use the proper enrollment column and match it up with the line in which the Student Eligibility Index falls. The amount on that line should be the award for the two semesters of the academic year.

New York State offers the Tuition Assistance Program to legal residents of New York State enrolled in an approved full-time degree program in a college in New York State. During the 1979-80 year, the range of awards will be from $226 to $1800 for two terms of full-time study. This award is based upon the family’s New York State net taxable income. TAP funds may be received for up to eight semesters of the undergraduate study. The following table will permit one to estimate the TAP award for the 1978-79 year after determining the family’s New York State net taxable income.

*2.0 for freshmen; 2.5 for sophomores; 3.0 for juniors and seniors.

**Estimated TAP Award**

The maximum annual award is $1,800 or tuition, whichever is lower, and will be reduced according to family income level as shown in the tables below.

<table>
<thead>
<tr>
<th>SCHEDULE C—Undergraduate students who are financially dependent on their parents, or who are financially independent of their parents and are married or have tax dependents</th>
<th>SCHEDULE E—Undergraduate students who are financially independent of their parents and are single with no tax dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET TAXABLE INCOME</strong></td>
<td><strong>NET TAXABLE INCOME</strong></td>
</tr>
<tr>
<td>$ 2,750 or less</td>
<td>$ 1,000 or less</td>
</tr>
<tr>
<td>2,751-5,500</td>
<td>1,001-5,666</td>
</tr>
<tr>
<td>5,001- 8,000</td>
<td>8,001-11,000</td>
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<td>8,001-11,000</td>
<td>11,001-14,000</td>
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<td>14,001-17,000</td>
<td>17,001-20,000</td>
</tr>
<tr>
<td>17,001-20,000</td>
<td>20,001 or more</td>
</tr>
</tbody>
</table>

If more than one family member is in full-time attendance at an approved postsecondary institution, $3,000 will be subtracted from net taxable income and $2,000 for each additional family member who is enrolled.

If one has received 4 or more semester payments (or the equivalent), the maximum annual award is $1,500 or tuition-minus-$200, whichever is lower, and will be reduced according to the above tables. No award will be less than $200 per year.

Under recently passed legislation, those students who attended college for the first time on September, 1977, or later will be processed for a maximum award of $1,800 per year. To arrive at the proper award use the schedule C table to compute the reduction factor and subtract it from $1,800. Other students should deduct from $1,500.

New York State also offers the Regents Scholarship which is a competitive scholarship based upon a student’s scores on a designated administration of the SAT’s. A winner is eligible for an annual scholarship of $250. The payment of this scholarship is made only if the student attends a college in New York State and is enrolled as a full-time student. The award is available for eight semesters of full-
time study and must be applied for each year through the use of the Student Payment Application which is also the form a student uses to apply for Tuition Assistance Program funds.

Another program offered by New York State is the Child of Veteran Award. This award to students who are sons or daughters of deceased or disabled veterans as a result of injuries during the wars results in an annual award of $450. Applications or inquiries should be directed to the New York Higher Educations Services Corporation, Tower Building, Empire State Plaza, Albany, N.Y. 12255.

Several states including Connecticut, Massachusetts, New Jersey, Pennsylvania, Rhode Island, and Vermont operate scholarship programs that may be used for attendance at out-of-state colleges. Out-of-State students should investigate the scholarship and loan programs of their home states by contacting the State Department of Education in the capital city.

It is the responsibility of the student to apply for BEOC and State Aid Programs. St. Francis College will not subsidize the awards of students who fail to apply.

Guaranteed/Federally Insured Student Loans may be obtained through a lending institution (such as a bank or credit union) at 7% annual interest. Student loans are automatically subsidized by the federal government. In no case can a loan be certified for an amount greater than the difference between the cost of education and other financial aid. In any case, the loan is generally granted subject to the provisions of the lending institution. Under federal regulations, the maximum a full-time undergraduate student may borrow is $2500 per year, not to exceed a total of $7500 for the undergraduate curriculum. Repayment provisions are similar to those for NDSL, with the exception that there are no cancellation privileges. Check with the local bank officer for further information.

The Law Enforcement Education Program provides grants and loans for law enforcement students enrolled in eligible programs. Students may be eligible for up to $400 in grant funds not to exceed the amount of tuition and fees. The recipient of a grant must continue to work in law enforcement for a period of two years after the completion of the course for which the grant paid or the student will be liable for repayment of the entire grant to the U.S. Department of Justice. Full-time students may be eligible for LEEP loans of up to $1100 exclusive of any grant funds that they may receive for a sum not to exceed the tuition and fees. The recipient of a loan must remain in law enforcement for a period of four years after the completion of the courses for which the loan paid or they will be liable for repayment of the entire loan to the U.S. Department of Justice. A separate application form for this fund is required. The Law Enforcement Assistance Agency has established a set of priorities to determine the order of eligibility. In general, these funds are provided without regard to need unless the award of these funds creates a situation where there is a conflict with other federal regulations. There is no minimum credit load a student must carry to be eligible for this award. The LEEP Grant may cover the cost of up to four credits. If a student carries five or six credits, the College will supplement the LEEP award up to the cost of tuition and regular fees. If a student carries between seven and eleven credits, the student will be funded for six credits, and the remainder is the student’s responsibility. If a student carries twelve or more credits, LEEP funds will cover the student’s tuition and regular fees and charges up to $1500.00 in a given semester.

There are many outside agencies such as labor unions, local Parent’s Teachers Associations, civic associations, cultural groups, and foundations which provide scholarship funds to students. Inquiry should be made directly to those groups for information. However, if funds are received from those groups, it must be reported to the Financial Aid Office.
STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights
1. You have the right to know what financial aid programs are available at your school.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your school’s refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not.

Student Responsibilities
1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a College Work-Study award.
7. You must be aware of and comply with the deadlines for application or reapplication for aid.
8. You should be aware of your school’s refund procedures.
9. All schools must provide information to prospective students about the school’s programs and performance. You should consider this information carefully before deciding to attend a school.

OVERVIEW
Financial Aid awards are granted for one year only. A new application is required each year for renewal of the award. A change in family circumstances may alter
the sources and amount of the award. To insure the maximum consideration, students are encouraged to file all the forms by the established deadline.

FURTHER INFORMATION

You may call the Financial Aid Office at 522-2300 extension 255 if you have any questions. The following persons are available for consultation at various times by appointment:

Anita Ruchotsky—Director of Financial Aid
Renée Banks—Assistant Director of Financial Aid
Chava Steinberg—Financial Aid Counselor
Student Services at St. Francis College begin with pre-admission counseling and orientation of freshmen, and continue with vocational, educational, physical, and personal guidance, as well as student co-curricular activities, job placement, and follow-up. They are concerned with assisting the student in a successful adjustment to the College and life, spiritually, academically, socially, and emotionally.

FRESHMAN ORIENTATION

Freshmen are invited by the Student Government to attend Orientation on the Thursday before Labor Day. Faculty, Administrators, and upper-class students welcome and introduce the freshmen to the traditions and policies of St. Francis College. Programs and exhibitions are scheduled to assist them in familiarizing themselves with the academic courses, the services offered, and the student activities.

Orientation does not include any testing.

COUNSELING AND CAREER PLANNING CENTER

The Counseling and Career Planning Center is a professional agency that provides the students with personal, career, and educational counseling. In addition, the Center provides students with special services by administering such programs as graduate school planning, testing, career planning, and employment counseling. It is the aim of these programs to help each student adjust to college and successfully complete his or her education.

The Counseling and Career Planning Center is located in Room 701A, and its services are available to all students.

CAMPUS MINISTRY

The Director of Campus Ministry, located in Room 107A, provides for the student's spiritual growth and development. He provides spiritual guidance and counseling, holds pre-Cana conferences for prospective marital partners, arranges for an annual student retreat, and conducts a weekly Mass in the College Chapel.

HEALTH SERVICE

The Student Health Service, staffed by a full time registered nurse during both day and evening hours, is equipped to provide emergency and first aid attention. Health guidance and counseling is available to promote the well-being of students. The Medical suite contains a cot and other short-term facilities. Appointments can
be made with a local general practitioner when necessary. Several hospitals are in the immediate vicinity of the College.

BOOKSTORE
The bookstore, located in the basement of the Arts Building, provides all necessary books, materials, and supplies, as well as incidental items. The bookstore is open from 9:00 a.m. until 6:00 p.m. Monday through Thursday, and 9:00 a.m. until 5:00 p.m. on Fridays. Additionally, during the first three weeks of each semester, the bookstore hours are from 8:00 a.m. until 8:00 p.m.

STUDENT LOUNGE AND CAFETERIA
The student lounge, located on the first floor of the Science Building, provides areas for students to meet together informally and is used for various social, cultural, and recreational activities. Located in the Arts Building is the cafeteria, which offers an extensive array of foods and beverages at comparatively low cost. The cafeteria is open from 7:30 a.m. until 4:00 p.m., Monday through Friday, throughout the regular academic year.

MEDICAL-ACCIDENT INSURANCE PROGRAM
Provided that the College is able to negotiate a policy on behalf of the students, full-time day students will be covered by a medical-accident plan.

The benefits and limitations of this plan are as follows:
1. It pays the actual medical expense incurred within twenty-six weeks from the date of an accident for injuries sustained while traveling to and from school, while in attendance at school, and while participating in school-sponsored activities.
2. Payment will be made up to $5,000 for each injury. Additionally, a flat sum of $5,000 will be paid in the event of accidental death, and up to $5,000 for dismemberment.
3. The plan does not cover replacement or repair of eyeglasses or prescriptions, dental X-rays, or loss due to acts of war. Dental expense is covered only to the extent of that incurred as a result of injury to sound natural teeth and will not exceed an aggregate of $100 for any one accident.

It also excludes expense of medical treatment, dental care, or attention by any doctor, intern, nurse or other person employed or retained by the school. Loss while in military or naval service is not covered. This plan also does not cover injuries sustained as the result of practice or play in interscholastic sports. Information or advice on claims is handled by the Personnel Office.

For information concerning insurance on students participating in interscholastic sports, the Athletic Director should be contacted.

ACTIVITIES
The College offers a large program of co-curricular and extracurricular activities broad enough to satisfy a wide variety of tastes and to meet the needs and interests of most students. Co-curricular activities are related to specific disciplines and serve to assist students in expanding their experiences outside the classroom. Extracurricular activities offer students the opportunity to develop new interests and leadership skills, to relax and provide a welcome change from their daily routine of study.

The student activity program is supervised by the Faculty Committee on Student Activities and by the Student Government, and is administered by the office of the Director of Student Activities.
The Student Government of St. Francis College is concerned with the affairs of the students in their relations with the College and the surrounding communities. The purpose of the student government is to act as a sounding board for all student interests, while at the same time assuming the task of providing efficient and productive leadership for the students. Elected annually by the student body, the student government derives its power from and is essentially responsible to the students. Thus, the student government is an extension of the will of the majority of the students in the College. It is the responsibility of the student government to act as the legitimate representative of the student body before the various groups involved with the college community.

The Duas Scotus Honor Society has as its primary aim the encouragement among students of a love and desire for excellence in scholarship and service to all the activities of the College. The secondary aim is to honor and recognize worthy students who, by outstanding attainment, have won the esteem of their fellow students, members of the administration, and the faculty. A student to be eligible must have completed 60 semester hours and two years of residence at St. Francis College. At commencement, each member is identified by the red and blue tassel reserved for members of the Society. Membership does not cease at graduation. Alumni and other distinguished persons who have rendered outstanding service to the College may be elected as honorary members.

Omicron Delta Epsilon, Eta Chapter, is an international economics honorary fraternity. The St. Francis group is limited to juniors and seniors who have a cumulative index of 3.00 and have earned twelve credits in economics with a better than 3.00 average.

Phi Alpha Theta, Theta Nu Chapter, national history honor fraternity was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.00 and a cumulative index of better than 2.80. Members must have completed at least twelve semester hours of history.

Sigma Delta Pi, Zeta Theta Chapter, of the national Spanish fraternity was established in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.00 and rank in the top 35% of their class.

Kappa Mu Epsilon, New York Theta Chapter of the national mathematics honor society, is a vehicle for discussions and undergraduate research in mathematics. Membership is limited to sophomores, juniors, and seniors who have an index in mathematics of 3.00 and a cumulative index of 2.75 or better. Members must be mathematics or physics majors and must have completed at least twelve credits in mathematics.

Alpha Kappa Delta, Xi Chapter, national sociology honor society, was established at St. Francis College in 1973. Membership is open to juniors and seniors who have completed at least 10 credit hours in sociology and who have attained 3.00, both as a cumulative index and as the index in sociology. The purpose of this society is to encourage scholarship among sociology majors, to stimulate interest in sociology, and to sponsor research into social problems.

Alpha Kappa Psi, Zeta Iota Chapter, a professional business fraternity, has been at St. Francis since May, 1964. The fraternity’s aims are to further the welfare of its members; to foster research in all facets of business; to appreciate and demand higher ideals from the business world; and to promote and advance in colleges and universities courses leading to degrees in business administration. In accordance with these goals the fraternity annually conducts a professional program intended to educate and broaden the interests of its members.
Kappa Delta Pi, Xi Rho Chapter, a national society in Education, was established on Feb. 9, 1978. Membership is limited to juniors and seniors in a teacher training program of the College. They must have completed twelve credits in the professional study of Education and must have a cumulative index of 3.20. The purpose of this society is to foster scholarship among students of Education.

Chi Beta Phi, Alpha Xi Chapter, is a national science honor fraternity established in 1969, open to junior and senior biology, chemistry, physics and psychology majors who have a minimum cumulative of 2.80 and a major or science index of 3.00.

Theta Alpha Kappa, Tau Chapter, the national Religious Studies/Theology honor society, was established at St. Francis College in 1978. Membership is limited to students who have completed a minimum of 12 credits in Religious Studies with a 3.50 average and a cumulative index of 3.00. The purpose of this society is to encourage scholarship among its members, to further the study of Religious Studies on the undergraduate level, and to bring students, teachers, and writers of Religion together both intellectually and socially.

Phi Gamma Nu, Beta Psi Chapter, founded in 1976, is a national professional honor society in business. A 3.00 index is required.

Sigma Tau Delta, is a National English Honor Society.

Alpha Psi Omega, Pi Zeta Chapter of the National Drama Society.

The Society for the Advancement of Business aims to arouse the interests of the student body in current business affairs and practices by means of guest speakers and informal discussions by the members.

The Troupers, founded in 1925, is the dramatic organization of the College. The members act in, produce, and direct several full-length and one act plays each year. Regular meetings are held, at which guests from the professional theater demonstrate techniques. Its aims are not only cultural and literary, but also practical since it offers experience in the craft of the theater.

The St. Thomas More Pre-Law Society seeks to inform the potential law student of the many facets of the profession. During the year, representatives of law schools and other professional people address the members. Information about the requirements for taking the Law School Admission Test are discussed by the membership.

The Sociology Club is organized to give students of sociology an opportunity to deepen their understanding of existing social problems. To achieve this goal, specialists in the field are invited as speakers, and field visits are arranged.

Fraternities: Three fraternities offer social advantages that appeal to many students. Pi Alpha, founded in 1906, is a local student organization; Phi Rho Pi, Beta Chapter, was founded in 1922; Alpha Phi Delta, Beta Sigma Chapter, was established on the campus in 1961.

Pi Sigma, Delta Chapter, a sorority, was founded in 1970. The basic aims of the sorority are the promotion of friendship and social interaction, the diffusion of liberal culture and the advancement of equality in college affairs. The sorority hopes to form a body which will wield a beneficial influence on its members and on college life.

Zeta Gamma is an academic and social sorority which was founded in 1974. The purpose of this organization is to help each student in academic subjects and to unite the students socially with each other, the school, and the faculty.
The Knights of Columbus, St. Francis of Assisi Council 6041, is dedicated to the principles of charity, unity, fraternity, and patriotism, and fosters these principles through its various activities.

The Sisters of the Knights, the women’s division of the K. of C., was organized in 1977 and encourages involvement in various social welfare activities, such as interest in women prisoners and children’s groups.

The Voice is the College newspaper, edited and published by the students.

The Franciscan is published annually by the members of the senior class to record the history of the class and the important College activities of the year.

Mouillage is the literary magazine founded in 1977 to afford student writers an opportunity for publication of their work.

The Cord is a student handbook that contains the traditions, rules, and regulations of the College. It contains valuable and detailed information for all students.

The Mathematics Club meets weekly in separate sections for the lower and upper divisions. It covers graduate record problems, opportunities in graduate schools and employment, the use of mathematical instruments, and topics not usually covered in the regular curriculum.

The Psychology Club stimulates interest in psychology, especially in those areas that are not specifically covered in course work. This goal is achieved by means of guest lecturers and field trips.

The Accounting Society seeks to stimulate interest in the profession of accounting through a program of guest speakers, field trips, and other activities.

The Black Student Organization is the successor of the Afro-American Club and serves the needs of black students.

The Biological Society provides opportunities for students of Biology and Life Sciences to deepen their awareness and understanding of these areas of study and professions.

The Botanical Society maintains the greenhouse, the roof, and generally tries to beautify various areas of the College with plants.

Health Science Society serves the interests of students involved in Health and Healing sciences.

The Ichthyological and Amphibious Society was formed by students interested in the research and conservation of fish and in the ecology of the sea and rivers.

The Pre-Medical Society assists students interested in a medical career.

The Economics Society is a co-curricular activity designed to stimulate the interest of economics students by means of frequent meetings and field trips in the metropolitan area.

The German Club is intended as a supplement to the German courses offered at St. Francis College. Students taking German as their foreign language are encouraged to participate in the meetings, which include films, discussions, occasional lectures on German culture and related topics, and other activities that may be announced. In the past the club has represented the College in the September Steinbein Parade.

The Foreign Students Association is an organization comprised of students of various countries attending St. Francis College. It promotes the academic and social interests of its members by seeking to satisfy the needs of all foreign
students. It also hopes to foster greater understanding among its members and other students at St. Francis College.

The Ice Hockey Club was formed in 1968 and helped organize a league. This club is student-sponsored, student-supported and, in its first three years, won three consecutive championships.

The Spanish Club, reactivated in 1966, has campaigned to foster an interest in Spanish culture at St. Francis by means of lectures, movies, and its most noted function—The Spanish Fiesta.

Each year the club awards the Honorary Roberto Clemente Medal to that graduating member who has exhibited outstanding scholastic achievement in Spanish and has actively participated in the attainment of club goals.

The Italian Club provides for the development of a program of films, discussions, displays, and lectures for students studying or interested in Italian language and culture.

The Equestrian Society was organized in 1977 for students interested in horseback riding and other equestrian skills.

The Ski Club plans and conducts ski trips during winter vacations and weekends.

The Cheerleaders attend and support all athletic events at the College home games and many of the games away.

The Chemical Society affords interested students the opportunity for professional development and intellectual stimulation through lectures, discussions, and field trips.

The Gaelic Society serves students of Irish descent and those with cultural interests in Ireland.

The Judo Club provides judo lessons for interested students.

The Philosophy Club offers opportunity for members to enter into discussions of interdisciplinary topics.

The United Nations Club affords interested students an opportunity to study different cultures, develop global awareness, and cultivate friendships through international understanding.

ATHLETICS

Under the supervision of the Director of Athletics and his staff, the College's athletic program provides opportunities for participation by students of exceptional talent in a wide variety of intercollegiate athletic competition. St. Francis College is represented by varsity teams in the following sports: men's basketball (NCAA Division I), women's basketball, soccer (NCAA Division I), baseball, volleyball, men's and women's swimming, water polo, tennis, bowling, and cross-country.

Students who may be interested in participating in one or more of these programs should contact the Director of Athletics.

RECREATION

Under the direction of the Recreation Coordinator, the College provides a well-rounded program of intramural sports and recreational activities for its students. Intramural sports include basketball, flag football, softball, billiards, water polo, table tennis, and volleyball.

Opportunities are also provided for students to take advantage of the College's swimming pool, gymnasium, and weight room for recreational use. All activities
and programs of the Recreation Department are fully described in its information booklet, available from the Recreation Coordinator.

FOREIGN STUDENT ADVISOR

The Foreign Student Advisor is located in the Office of Student Activities on 1M and is available for consultation with foreign students to assist in matters of visa extension and immigration regulations, and to interpret academic procedures and cultural life in the United States to students from abroad.

STANDARDS OF CONDUCT EXPECTED OF STUDENTS

1. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, while St. Francis College does not stand in loco parentis, it has a duty and the disciplinary powers to protect its educational purpose through the setting of standards of academic performance and conduct for its students. In the event that these powers need to be used, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties.

2. In the administration of discipline, the College guarantees procedural fairness to an accused student. The formality of these proceedings may vary with the seriousness of the alleged violation as may the sanctions applied should the accused be found guilty.

3. Students who violate the law where such conduct also represents a violation of institutional rules and regulations and may subject themselves to institutional penalties as well.

4. Listed below are those types of conduct which may constitute grounds for disciplinary action. In addition to the regulations listed below, the College may from time to time promulgate regulations or policies which pertain to specific situations.

a) PLAGIARISM, CHEATING AND OTHER ACADEMIC IRREGULARITIES.

b) FALSIFICATION, FORGERY, OR MODIFICATION OF ANY COLLEGE RELATED DOCUMENT OR RECORD. This includes, but is not limited to, identification cards, absence excuses, transcripts, applications, or other academic documents, and service applications and agreements.

c) UNAUTHORIZED USE OF THE COLLEGE NAME BY ANY PERSON, PERSONS, OR ORGANIZATION. This includes, but is not limited to, false representation as an agent or representative of the College or any group or subdivision thereof.

d) FAILURE TO MEET A FINANCIAL OBLIGATION TO COLLEGE. This includes, but is not limited to, refusal to pay delinquent accounts, use of worthless checks or money orders in payment to the College for tuition, library fines, traffic penalties, or other fees, or worthless checks exchanged for cash by the College or any check cashing facility on the campus.

e) UNAUTHORIZED POSSESSION, USE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES.

f) POSSESSION OR USE OF ILLEGAL DRUGS OR DRUGS FOR WHICH PROPER PRESCRIPTION IS NOT OBTAINED, OR SALE, DISTRIBUTION, OR MANUFACTURE OF ANY RESTRICTED DRUG.

g) BEHAVIOR WHICH JEOPARDIZES THE SAFETY OR WELL-BEING OF OTHER PERSONS. This includes, but is not limited to, harassment of, physical or verbal abuse of, or interference with firemen, policemen, or other persons engaged in the performance of their official duties; harassment, abuse, or threatening abuse of any person on College property; unauthor-
ized use or possession of firearms or other dangerous weapons; hazing, loud and disorderly conduct; willful indecent exposure.

h) VIOLATION OF FIRE, HEALTH, SAFETY, AND SECURITY REGULATIONS. This includes, but is not limited to, failure to comply with evacuation procedures; the mishandling of or tampering with fire-protection apparatus; unauthorized or improper use of electrical equipment; the use or possession of fireworks, open flame devices or combustible materials which may endanger persons or property; and any other action which endangers or impairs the health, safety, or security of members of the College community or other persons on College property.

i) DESTRUCTION, THEFT, ATTEMPTED THEFT, IMPAIRMENT, ABUSE, MISUSE OR UNAUTHORIZED USE OR POSSESSION OF PRIVATE OR COLLEGE PROPERTY OR FACILITIES. This regulation is intended to safeguard the personal property right of members of the College community as well as of the general public. In addition, it is intended to protect the facilities and equipment provided for the benefit of the College community, which includes, but is not limited to, telephones, vending machines, elevators, laundry equipment, keys and locks.

j) UNAUTHORIZED ENTRY INTO OR PRESENCE IN ANY COLLEGE BUILDING OR FACILITY. This regulation applies to all classroom, administration, recreational, and service facilities. A list of the scheduled hours of authorized public access to any building or facility may be obtained from the academic or administrative officer normally having control over such building or facility.

k) ACTIONS WHICH OBSTRUCT, DISRUPT, OR INTERFERE WITH ANY COLLEGE ACTIVITY OR WITH A PROPERLY SCHEDULED NON-COLLEGE ACTIVITY ON COLLEGE PROPERTY. This includes, but is not limited to, disorderly or disruptive actions within or near any classroom, laboratory, research facility, or administrative office, as well as at athletic events and entertainment programs. This is also meant to include the possession or use of bombs or other explosive devices of any character and the threat, oral or written, that any bomb or explosive device has been or may be implanted in or upon any property or building of the College.

l) VIOLATION OF STATE OR FEDERAL LAW IN A MANNER THAT HAMPERS THE COLLEGE’S PURSUIT OF ITS EDUCATIONAL PURPOSES.

m) WILLFUL FAILURE TO APPEAR AT A JUDICIAL HEARING FOLLOWING PROPER NOTIFICATION TO APPEAR EITHER AS A PARTY OR AS A WITNESS.

n) KNOWINGLY GIVING FALSE INFORMATION OR TESTIMONY DURING THE INVESTIGATION OR HEARING OF A DISCIPLINARY MATTER.

St. Francis College’s Judiciary Program

1. Investigation of Student Conduct
   a. In the course of the investigation of student conduct, or the conduct of any campus student organization. College space occupied or used by a student or a campus student organization shall not be searched without authorization by the Dean of Student Affairs. Any search of personal possessions must follow the ordinary restrictions of lawful search.
   b. A student detected or arrested in the course of serious violations of institutional regulations or infractions of ordinary law will be informed of his rights. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about the conduct of suspected persons.
2. **Student Status Pending Final Action**
   Pending action on any charges, the status of a student will not be altered, nor his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or College property.

3. **Guarantee of Due Process**
   Any St. Francis College student charged with a violation of any College regulation has the following rights:
   a. to have all charges in writing;
   b. to inspect, in advance, all affidavits or exhibits;
   c. to have legal counsel;
   d. to confront and cross-examine the accuser and all witnesses;
   e. to have the case decided solely on the basis of the evidence on the record;
   f. to receive a written record of findings and disposition;
   g. to make a verbatim record (at the student’s expense);
   h. to appeal any adverse decision;
   i. to refuse to testify against himself or herself.

4. **Jurisdiction**
   a. The student body has the right to establish a judiciary system. This system must conduct its affairs within the restrictions of the rights of students, as outlined in Sections 1, 2, and 3, above. The student judiciary system will limit its jurisdiction to alleged infractions concerning Student Government regulations, alleged misuse of facilities, and the mediation of disputes between classes, fraternities, clubs, or individual students.
   b. The Dean of Student Affairs will act as judicial and disciplinary authority in all cases involving alleged violations of the Standards of Conduct (4, above).
   c. The jurisdiction of the College or any campus judiciary body extends to all property owned, leased, controlled, or occupied by the College or College-recognized organizations.
   d. Infractions of federal, state, or local laws or ordinances which occur off-campus shall be the sole concern of the appropriate civil authorities except when such actions directly affect the health, safety, or security of the College community; affect the pursuit of its educational objectives, or occur within the immediate environs of the campus as a direct result of a College-connected disruption.

5. **Appeals**
   Any decision rendered by either the student judicial body or the Dean of Student Affairs may be appealed to the Advisory Committee on Student Behavior through its chairman.

6. **Penalties**
   Penalties may include any of the following: reprimand, suspension, deprivation of College services, exclusion from specific activities, expulsion, and/or reimbursement for damage to College property.
Credit Hours

Units of achievement are recorded as credit hours. Each credit hour represents fifteen hours of regular class participation in a lecture or thirty or more hours in a laboratory. For example, a science course may consist of two one-hour lectures and two two-hour laboratory periods each week, making a total of four credit hours for the course for one semester.

Registration Procedure

Each student will be required to have a conference with his or her advisor during the early registration period in order to have the selection of courses for the following semester approved. Final registration takes place on the days indicated in the academic calendar and is contingent on a record of satisfactory marks for the previous semester. Any changes in the original program outlined at the time of early registration must be approved by the advisor at the time of final registration. Enrollment after the days designated in the catalogue will be permitted only with the consent of the Registrar and only for a satisfactory reason. Students registering in this manner will be charged a fee of $50.00 and will be held responsible for all absences caused by late registration.

Registration will not be complete until the payments required by the Controller’s Office have been made. Students may not report for any course for which they have not registered. They must attend the section selected unless permission has been obtained from the Registrar to change from one section to another. They may not register for a course unless all prerequisites have been satisfied.

Change of Degree Program

Students who wish to change degree programs must obtain the permission of the chairperson of the department in which the student wishes to major and the appropriate dean. Declaration or change or major forms may be obtained in the Registrar’s Office. Evening students may arrange for an evening appointment by calling the Office of Continuing Education from 9:00 a.m. to 9:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday.

Students who wish to change from day session to evening session or from evening session to day session must seek this permission by writing to the appropriate dean. If a conference is necessary, an appointment will be arranged.

All summer courses are open to students who are in good standing, regardless of their session status during the regular academic year.
Students enrolled in one session may register for some or all of the classes in another session with the permission of the advisor. This does not constitute permission to transfer to the other session; such permission must be sought as stated above.

PROGRAMS OF STUDENTS

Full-time students may not carry fewer than twelve nor more than eighteen credit hours a semester. Permission to take more than eighteen hours may be granted by the advisor. A day student on probation may not take more than fifteen credits. An evening student on probation may not take more than six credits. Evening students may not carry more than twelve credits per semester without permission of their advisor.

STUDENT ADVISEMENT

After a student has declared a major, the chairperson of the department which offers the major is responsible for the academic advisement of the student. In some cases, the department chairperson will be assisted by other members of the department in the performance of this very important duty. Every student must have the courses he or she selects approved by the department chairperson or a designee at the time of registration. Department chairpersons make time available for their majors during the registration period each semester and by appointment at other times. Students who have not declared a major will consult with the Academic Dean or the Dean of Continuing Education for advisement purposes.

ATTENDANCE

Generally, when a student's absence in a course exceeds 10% of the total number of class meetings in that course, he is subject to a grade of "F" for excessive absences. Seniors with a 2.00 cumulative index or better may be entitled to privileged attendance. It will be granted only by the individual instructor if he wishes, and his decision must be announced to his students at their first meeting.

Generally, when a student's absence in a course exceeds 10% of the total number of class meetings in that course, he/she is subject to a grade of "F" for excessive absences. Seniors with a 2.00 cumulative index or better may be entitled to privileged attendance. It will be granted only by the individual instructor if he/she wishes, and his/her decision must be announced to his/her students at their first meeting.

GRADES, CREDITS

The student's achievement in any course is determined by the combined results of class work and examinations and is recorded according to the following scale:

A, 90-100; B, 80-89; C, 70-79; D, 60-69; F, below 60; W, withdrawal; H, honors; P, passed.

When withdrawing from a course for which he or she has registered, a student is required to inform the Registrar's Office and the Controller's Office. The date of withdrawal is determined by the date on which the student informs both offices. A student withdrawing from a course before the sixth week (second week in summer) shall be given a grade of "W." Students withdrawing from a course after the fifth week (first week in summer) or other than serious medical reasons shall receive a grade of "F." A grade of "W" may be granted to a student who withdraws after the fifth week if extenuating circumstances warrant it and there is agreement between the instructor and the Academic Dean.

A student receiving a grade of "F" in a required course must repeat that course the next term it is offered. No work of "D" grade may be credited for any course
taken in the major field without the written approval of the department chairperson. A student may not repeat a course to raise the grade except with the permission of the advisor.

Under a special ruling of the faculty, a student may not expect to receive a passing grade in any subject in which he or she fails to maintain standards of good English in essays, examinations, and other written requirements for the course.

REPORT OF GRADES

As soon after each term as all grades have been reported and recorded, each student will receive a report of his or her grades. This report shall be presented at the time of each conference with the advisor.

SCHOLARSHIP

Qualitative achievement is recorded by means of quality points as follows:

For “A” grades (90-100)—4 quality points per credit.
For “B” grades (80-89)—3 quality points per credit.
For “C” grades (70-79)—2 quality points per credit.
For “D” grades (60-69)—1 quality point per credit.
For “F” grades (below 60)—no quality points.

The quality point index indicates a student’s scholarship rating and is obtained by dividing the total number of quality points by the total number of credit hours.

When a course is repeated and a higher grade is achieved, the previous grade is not included in the index, provided the student has filed a “Repeat Course Form.”

If during the freshman year (completion of fewer than 28 credit hours) a student’s index is below 1.50, he or she will be subject to probation. If during the sophomore year (28 to 59 credit hours) the index is below 1.75, the student is again subject to probation; during the junior year (60 or more credit hours), if the index is below 2.00, the student is likewise subject to probation. A quality point index of 2.00 is required for graduation.

A student will be deemed to be making satisfactory progress towards a degree if he/she is eligible to continue in his/her course of study at St. Francis College. No student will be maintained on probation more than two successive times. Any student may be dropped from the rolls of the College at any time for poor academic standing.

No student will be maintained on probation more than two successive times. Any student may be dropped from the rolls of the College at any time for poor academic standing.

Only courses completed at St. Francis College are evaluated for purposes of index and honors. Courses taken under the Junior Year Abroad Program and under the Medical Technology Program are included in the total index.

HONORS

Each term, a list of honor students is published by the Academic Dean. It is a recognition of the student’s achievement in scholarship and the ability to handle work. Included in the list are those students who have achieved a quality point index of 3.00 or better and have carried the following number of credits:

Day students—12 or more credits
Evening students—9 or more credits

Election to the Duns Scotus Honor Society is made each year and is limited to junior and senior students. Only those students are eligible who have attained high scholarship and have demonstrated their service to the ideals and activities of the College. Election entitles the students to wear the key of the Society, which is conferred at a special convocation each year.
PASS-FAIL COURSES

Any student studying a foreign language on the 100 level (101-102; 103-104) may request to take this course on a pass-fail basis.

Juniors and seniors not on probation may select one elective course each term to be recorded on their permanent record on the pass-fail basis. This privilege may be used for a maximum of four terms; only one elective course may be selected each term. Courses required in the core curriculum or major department may not be so designated.

The course must be so designated by the student on the special form provided by the Registrar's Office no later than the end of the second week of the school term (first week of summer session). This privilege does not excuse students from all required work of the particular class.

WITHDRAWAL

Students obliged to withdraw from the College should report to the Registrar's Office for instruction in proper procedure.

COURSES AT OTHER INSTITUTIONS

The College does not grant permission to pursue courses at other institutions except when a required course is not being offered during the semester at St. Francis. When such permission is granted, the combined programs may not exceed eighteen credit hours per semester. Permission may be granted to attend the summer session at another institution provided that the courses sought are required and are not being offered at St. Francis. In no case may a student take a total of more than six credit during a six-week summer session.

Permission may be granted to take courses at another institution under the following conditions only:
1. The student has not entered upon the senior year.
2. The student has an index of 2.00.
3. Written approval for the required courses has been granted by the chairperson of the department concerned and the appropriate dean.
4. Official permission of the appropriate dean has been secured before the end of the preceding semester.

Credit will be transferred only for courses completed with a grade of "C" or better.
OFFICIAL BULLETIN BOARDS

The official bulletin boards, located at the main entrance of the Science Building, will carry from time to time announcements of interest to the whole student body, to certain groups of students, or to individuals. These announcements may be changes in schedule, revisions of rules and regulations, call for students to appear at one of the administrative offices, and similar material. Every student is held responsible for reading these official bulletin boards daily, and all promulgations thereon become binding upon every student within twenty-four hours of their being posted.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

St. Francis College has the following kinds of information pertaining to the students:

1. Composite academic record of all present and past students.
2. Admissions applications for all active or inactive students since 1974.
3. If received, high school transcripts and transcripts of previous post-secondary academic achievement for all active and inactive students since 1974.
4. Recommendations from high school principals and/or guidance directors are also filed if such items were received. Character ratings, letters of recommendation, and academic reports submitted by St. Francis College administrators and faculty on specific students are also on file.
5. Correspondence mailed to and received from the student pertaining to the responsibilities of the Registrar's Office.

The above items are on file in the Registrar's Office under the responsibility of the Registrar and are available to members of his/her staff and through them to other administrators and faculty as they may require the information. This information will be not released to outside agencies without the student's written authorization.

7. Mooney Problem Checklist.
8. Personal Information File.

The above items are maintained in the Counseling Office under jurisdiction of the Director and are available to members of his/her staff.

10. Directory Information.

"Directory Information" means a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information is not made available to outside agencies except by the students written authorization.


The above items are maintained by the Dean of Student Affairs Office. Disciplinary records are usually not available to others, except as appeal procedures may require. Attendance information is made available only with the student's permission.


This information is maintained by the Business Office under the responsibility of the Chief Financial Officer and is available to the staff in connection with normal business procedures.

Any student wishing to do so may inspect any or all of the records described
above. Should the student desire it, copies of the records, including unofficial transcripts, may be obtained on request provided that the student pays for the cost of such copying. The student also has the right to make a reasonable request for explanation and interpretation of the records and the right to challenge the context of those records. For purposes of good administration, all requests to see, copy, explain or challenge any records should be made through the Dean of Students Office which will expedite the matter.

Most of these records, except official composite records of academic achievement completed at St. Francis College, are reviewed and destroyed within two years after the student's graduation or other departure from the College. Such reviews are conducted by the particular administrator responsible for the record.

In the event of a challenge, an attempt to resolve the matter will first be made through an informal meeting with the Dean of Student Affairs. If this fails to resolve the matter, a formal hearing shall be begun within a reasonable period of time, conducted by a disinterested third party, at which the student will be given a full and fair opportunity to present relevant evidence after which a written decision shall be delivered. The unbiased third party may be an individual or a group of individuals.

(It should be noted that the law intends this challenge to correct, for instance, an improperly recorded grade but does not intend it to be a vehicle for challenging the legitimacy of the grade itself).

Under the provisions of Family Education Rights & Privacy Act, 1974

The following records are not available to students:
1. Parents' financial records.
2. Confidential letters of recommendation:
   a) if written prior to January 1, 1975.
   b) if student signs a waiver of access for a letter written after January 1, 1975.
   (N.B. — Student is not required to sign a waiver).
3. Personal notes
4. Law enforcement records (e.g., campus police records, used for law enforcement purposes only are kept separate from education records).
5. Employment records
6. Medical and psychiatric records. (These may be reviewed by a physician or other professional of the student's choice).
The College offers the B.A. degree with majors in economics, English\(^1\), French\(^2\), history, philosophy, political science, psychology, religious studies, social studies\(^1\), sociology, Spanish\(^1\), and the B.S. degree with majors in accounting, accounting and business practice\(^4\), biology\(^3\), medical technology, management, chemistry\(^2\), health science, mathematics\(^1\), physical education\(^1\), health services administration, and special studies.

The College offers the Associate in Arts degree in liberal arts and the Associate Applied Science degree in business administration and criminal justice.

A candidate for a degree must complete the required courses as outlined in the student’s respective curriculum and have a cumulative index of at least 2.00.

The health and physical education requirement of two credits can be met by taking HS 202 and PE 101 or 201.

Transfer students with fewer than thirty transfer credits must meet the two-credit requirement. Transfer students with more than thirty transfer credits, and honorably discharged veterans who have served more than six months active service in the Armed Forces of the United States, must complete HS 202.

Evening students are exempt from the health and physical education requirement.

Students who participate in intercollegiate athletics must follow the regular registration procedures. They are excused from attendance in the PE 101 class during the season of the sport in which they participate. The season of a sport starts at the first official practice and ends after the last official contest. Athletes must then report back to their regular physical education classes.

Honorably discharged veterans having completed eighteen months or more of active service in the Armed Forces of the United States may be granted up to ten credits of the elective requirements toward a degree. These credits may never substitute for required courses or for courses in the student’s major field. Application for these credits must be made to the Academic Dean.

Each candidate for a baccalaureate degree must complete a major field of study and obtain a passing grade on a comprehensive examination or project in the student’s major field. Education 404 (Observation and Supervised Practice Teaching) satisfies the comprehensive requirement for students in the Teacher Training Program.

Graduation honors are inscribed on diplomas and recorded in the published list of graduates as follows:

The degree of SUMMA CUM LAUDE will be conferred upon a candidate who has achieved a quality point index of 3.80.
The degree of MAGNA CUM LAUDE will be conferred upon a candidate who has achieved a quality point index of 3.50.

The degree of CUM LAUDE will be conferred upon a candidate who has achieved a quality point index of 3.20.

A student must complete 60 credits at St. Francis for these honors.

Required of all Students

CORE CURRICULUM-BACCALAUREATE DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 103</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH: LITERATURE COURSE</td>
<td>3</td>
</tr>
<tr>
<td>FINE ARTS 401; 402</td>
<td>6</td>
</tr>
<tr>
<td>SPEECH 203</td>
<td>3</td>
</tr>
<tr>
<td>NATURAL SCIENCE OR MATHEMATICS</td>
<td>6</td>
</tr>
<tr>
<td>PHILOSOPHY (TO BE TAKEN IN SEQUENCE)</td>
<td>9</td>
</tr>
<tr>
<td>THREE ELECTIVE CREDITS IN LIBERAL ARTS</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 201</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOLOGY 203</td>
<td>3</td>
</tr>
<tr>
<td>RELIGIOUS STUDIES 601</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CORE CREDITS** 42

**TOTAL DEGREE CREDITS** 126

1. Candidates in this field may also elect Teacher Training for the Elementary School (K-6) or the Secondary School (7-12).

2. Candidates in this field may also elect Teacher Training for the Secondary School (7-12).

**HEALTH SCIENCE 202 AND PHYSICAL EDUCATION 101 OR 201**

*English 201 courses are designed to meet the needs of the majority of students; however, students with a superior background in English may select from among the 300-400 courses.

**The health science and physical education credits are in addition to the 126 credits and are required of all full-time day students.

***These credits may not be elected from the areas of accounting, business law, business management, education, electronic data processing, or physical education. Teacher training students are recommended to elect conversational Spanish.

****Teacher training students are recommended to select Phi. 114, 203, 403.

MAJOR FIELD OF CONCENTRATION

All students must designate a major field from among those offered by the College. Designation of Major forms must be filled out in duplicate and filed in the Registrar's Office. Students are responsible to their major department for advice on planning their registration programs.

MAJOR FIELD OF CONCENTRATION

All students must designate a major field from among those offered by the College. Designation of Major forms must be filled out in duplicate and filed in the Registrar's Office. Students are responsible to their major department for advice on planning their registration programs.

COMPREHENSIVE EXAMINATION OR PROJECT

During the senior year, every candidate for a baccalaureate degree should consult the chairperson of the department concerned regarding a comprehensive examination and/or a research project.
The grades earned in the comprehensive examination or project shall be signified as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>honors</td>
<td>90 or better</td>
</tr>
<tr>
<td>P</td>
<td>pass</td>
<td>70–89</td>
</tr>
</tbody>
</table>

Students who merit a grade of “H” in the comprehensive examination may be exempt from final examinations in all courses in their major field at the end of the senior year at the discretion of the department.

SENIOR REQUIREMENT

The final thirty credits for the degree must be earned at St. Francis College.

APPLICATIONS FOR A DEGREE

Early in the last year of college each candidate will file with the Registrar a formal application for a degree. It is the responsibility of every degree candidate to observe all requirements and regulations, as well as all deadlines for the paying of fees, filing of applications, submitting forms, and the like.
DEPARTMENTAL ORGANIZATION

The College is divided into the following departments:

Accounting and Business Law  History and Political Science
Biology  Management
Chemistry and Physics  Mathematics
Criminal Justice  Philosophy
Economics  Physical Education
Education  Psychology
English  Religious Studies
Foreign Language and Fine Arts  Sociology
Health Care Administration  Speech and Communications
Health Science

ACCOUNTING AND BUSINESS LAW DEPARTMENT


The department offers a major in accounting and courses in accounting and business law.

Accounting Department

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Mathematics 109; 110)</td>
<td>42</td>
</tr>
<tr>
<td>BUSINESS LAW 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>ECONOMICS 201; 202; 306</td>
<td>9</td>
</tr>
<tr>
<td>HISTORY, POLITICAL SCIENCE OR ECONOMICS—TWO COURSES</td>
<td>6</td>
</tr>
<tr>
<td>MANAGEMENT (Formerly Business Management) 201; 202; 217 303; 308; 400</td>
<td>18</td>
</tr>
<tr>
<td>MATHEMATICS 301</td>
<td>3</td>
</tr>
<tr>
<td>ACCOUNTING 101-102; 201; 202; 303-304; 305-306; 401-402; 404; 405-406</td>
<td>30</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42

BIOLOGY DEPARTMENT

D. Bakewicz, J. Corrigan, P. Squicciarini, chairperson, and 1 lecturer.

The department offers courses which prepare the biology major to enter graduate schools for the advanced degree in biology. Students are also prepared to enter professional schools in medicine, dentistry, veterinary medicine, optometry and podiatry. The department also has a medical technology program. The depart-
Biology

**CORE CURRICULUM***(Mathematics 202; 203)  
CHEMISTRY 101-102; 301-302; 304  
FOREIGN LANGUAGE†  
PHYSICS 101-102  
BIOLOGY 103-104; 303; 310; 503  
BIOLOGY ELECTIVES “200-300-400”  
ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>43</td>
</tr>
<tr>
<td>CHEMISTRY 101-102; 301-302; 304</td>
<td>22</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE†</td>
<td>6 or 12</td>
</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>BIOLOGY 103-104; 303; 310; 503</td>
<td>17</td>
</tr>
<tr>
<td>BIOLOGY ELECTIVES “200-300-400”</td>
<td>16</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>8 or 14</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42
† One year of a continuing language or two years of a new language. Most graduate schools, however, require comprehensive in one or more of what some consider basic science languages.

MEDICAL TECHNOLOGY

**CORE CURRICULUM***(MAT 202, 301)  
CHEMISTRY 101-102; 301; 302  
PHYSICS 101-102  
PSYCHOLOGY 201  
BIOLOGY 103-104; 301  
BIOLOGY ELECTIVES 303 or 310 or CHE 304  
ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>43</td>
</tr>
<tr>
<td>CHEMISTRY 101-102; 301; 302</td>
<td>18</td>
</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>PSYCHOLOGY 201</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY 103-104; 301</td>
<td>12</td>
</tr>
<tr>
<td>BIOLOGY ELECTIVES 303 or 310 or CHE 304</td>
<td>4</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>94</strong></td>
</tr>
</tbody>
</table>

**COOPERATING HOSPITAL TRAINING YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

**CHEMISTRY AND PHYSICS DEPARTMENT**

J. Burke, chairperson, T. Quigley, J. Rollino, J. Schneider, and 1 lecturer.

The department offers a major in chemistry.

Chemistry

**CORE CURRICULUM***(Mathematics 202; 203)  
BIOLOGY 103-104  
MATHEMATICS 401  
PHYSICS 101-102  
CHEMISTRY 101-102; 201; 301; 302; 303; 401-402; 404; “300-400-500”  
ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>43</td>
</tr>
<tr>
<td>BIOLOGY 103-104</td>
<td>8</td>
</tr>
<tr>
<td>MATHEMATICS 401</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>CHEMISTRY 101-102; 201; 301; 302; 303; 401-402; 404; “300-400-500”</td>
<td>40</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>24</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42

**ECONOMICS DEPARTMENT**

M. Casey, J. Ford, chairperson, B. Richards, and 7 lecturers.

The department offers a unique course of study leading to a major in economics. Its curriculum is designed to provide for a flexibility in course offerings which is necessary for a continued relevance in a changing world.

The student of economics prepares for careers in business, education, or government. While an economics major enjoys all the advantages of a liberal arts education, he further enjoys the additional flexibility of some specialization in business subjects such as accounting, computer science, and business management. Elec-
tion of courses in the business area qualifies the student for graduate study in business. By election of courses in foreign languages and/or mathematics, the economics major is also qualified to enter graduate programs in economics.

**Economics**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Mathematics 109; 110)</td>
<td>42</td>
</tr>
<tr>
<td>A SEQUENCE OF 6 OR 12 CREDITS IN ACCOUNTING; MANAGEMENT; FOREIGN LANGUAGE; MATHEMATICS;</td>
<td>12</td>
</tr>
<tr>
<td>HISTORY 101; 102</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS 301</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 204</td>
<td>3</td>
</tr>
<tr>
<td>ECONOMICS 201; 202; 306; 400; 406; 411; &quot;300-400&quot; ELECTIVES</td>
<td>33</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42

**EDUCATION DEPARTMENT**

F. Curcio, V. Healy, chairperson, and 7 lecturers.

The department of education offers courses required by New York State and the Board of Education of the City of New York. Students are prepared to meet the New York State Provisional Certification requirements in (a) Elementary Education (N-6) or (b) Secondary Education (7-12) with a major in accounting and business practice, biology, chemistry, English, French, mathematics, physical education, social studies or Spanish.

Students interested in teaching should consult with the chairperson of the department of education during the freshman year in order to discuss professional and subject requirements. All programs for students in teacher education must be approved by the chairperson of the education department. Students must take the minimum number of semester hours in professional education, as indicated in each particular program.

The education department recommends those students who successfully complete the approved program in Competency Based Teacher Preparation for certification to teach in elementary or secondary schools of New York State. In making this recommendation, the education department requires a balance of preparation in three areas of study: (1) general-liberal education; (2) academic or subject areas; (3) professional studies in education consisting of theory and field-based experiences (observation, peer teaching, micro teaching, tutoring and supervised student teaching). Students completing one of the Competency Based Teacher Preparation Programs will be eligible to complete the fifth year requirement of permanent certification at another institution on full or part-time basis. Students are eligible for license examinations of the Board of Education of the City of New York. This license is recognized by the New York State Department of Education as sufficient for eligibility to teach in all school districts of New York State, except Buffalo.

Students entering the teacher training program may not be on probation, must maintain a 2.00 overall index, and a 2.50 index in their major subject field and professional education studies. Students are urged to observe the program requirements in their chosen field and are held responsible for choice and successful completion of the programs as outlined for them.

The official advisor is the chairperson of the education department. Further guidance may be obtained from the members of the education department.

The competent teacher is well trained in liberal arts, subject specialty and pedagogic behavior.
The Competency Based Program for teacher training students at St. Francis College is a threefold development of the individual person, as outlined below:

1. The Liberal Arts Foundation
   a) Societal Background —
      Fine arts, history, English, speech, sociology, Spanish, and health studies
   b) Scientific Background —
      Mathematics and science studies
   c) Philosophic Background —
      Logic, theory of knowledge, and moral philosophy

2. Subject Specialty Foundation
   a) Elementary Program:
      English, mathematics, social studies, and Spanish
   b) Secondary Program:
      Accounting and business practice, biology, chemistry, French, Spanish, mathematics, English, and social studies

3. Pedagogic Behavior
   a) Elementary Program:
      History and philosophy of education, curriculum, child psychology, special methods, public relations, supervised student teaching
   b) Secondary Program:
      History and philosophy of education, principles and problems of secondary education, special methods, educational psychology, and supervised student teaching

4. Field Experience
   a) Observation, peer teaching, micro teaching, peer testing, microtesting and tutoring.

### Accounting and Business Practice

<table>
<thead>
<tr>
<th>Secondary School Teacher Training Curriculum</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Mathematics 109; 110)</td>
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</tr>
<tr>
<td>ACCOUNTING 101-102; 201; 202; 303-304; “300-400” ELECTIVES</td>
<td>22</td>
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<tr>
<td>BUSINESS LAW 201; 202</td>
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<tr>
<td>ECONOMICS 201; 202; 306; 311</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401J; 401K; 402; 404</td>
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<tr>
<td>MANAGEMENT 201</td>
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<tr>
<td>MATHEMATICS 301</td>
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* See page 42

### Biology Major

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<tr>
<td>CORE CURRICULUM* (Mathematics 202; 203)</td>
<td>43</td>
</tr>
<tr>
<td>CHEMISTRY 101-102</td>
<td>8</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401H; 402; 404</td>
<td>21</td>
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<tr>
<td>FOREIGN LANGUAGE</td>
<td>6</td>
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<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>SCIENCE 301-302</td>
<td>6</td>
</tr>
<tr>
<td>BIOLOGY 103-104; 303; “200-300-400” ELECTIVES</td>
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<td>ELECTIVES</td>
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* See page 42
Chemistry Major
Secondary School Teacher Training Curriculum

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<td>CORE CURRICULUM* (Mathematics 202; 203)</td>
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<tr>
<td>BIOLOGY 103-104</td>
<td>8</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401H; 402; 404</td>
<td>21</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>6</td>
</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
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<td>SCIENCE 301-302</td>
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<tr>
<td>CHEMISTRY 101-102; &quot;200-300-400&quot; ELECTIVES</td>
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* See page 42

English Major
Secondary School Teacher Training Curriculum

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<tbody>
<tr>
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<tr>
<td>EDUCATION 201; 301; 302; 401C; 401G; 402; 404</td>
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<tr>
<td>FOREIGN LANGUAGE</td>
<td>12</td>
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<tr>
<td>HISTORY 401</td>
<td>3</td>
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<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>SPEECH 301</td>
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<tr>
<td>ENGLISH 199; 401J or 401K; 402A; or 402B; 222 (formerly 122)</td>
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<td>&quot;300-400&quot; ELECTIVES</td>
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</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

French Major
Secondary School Teacher Training Curriculum

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CORE CURRICULUM*</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401D; 402; 404</td>
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<tr>
<td>ENGLISH &quot;300-400&quot; ELECTIVES</td>
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<tr>
<td>HISTORY 401</td>
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<tr>
<td>MATHEMATICS OR SCIENCE†</td>
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<tr>
<td>FRENCH 302; 303; 404; 405; ELECTIVES†</td>
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<td>MINOR LANGUAGE†</td>
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</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.
‡ Students offering this language on admission must be placed in proper level course by language department.
### Mathematics Major

**Secondary School Teacher Training Curriculum**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>CORE CURRICULUM</strong> <em>(Biology 103-104 or Chemistry 101-102)</em></td>
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<tr>
<td>EDUCATION 201; 301; 302; 401F; 402; 404</td>
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</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>6</td>
</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>MATHEMATICS 202; 203; 304; 305; 307; 401; “300-400” ELECTIVES</td>
<td>37</td>
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<tr>
<td>ELECTIVES</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

* See page 42

### Social Studies Major

**Secondary School Teacher Training Curriculum**

<table>
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<tr>
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<td><strong>CORE CURRICULUM</strong></td>
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<tr>
<td>ECONOMICS 201; 202</td>
<td>6</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401F; 402; 404</td>
<td>21</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>12</td>
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<tr>
<td>HISTORY 101; 102; 305; 306; 307; 311; 401; 303 or 406</td>
<td>24</td>
</tr>
<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 204; “300-400” ELECTIVE</td>
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<tr>
<td>SOCIOLOGY “300-400” ELECTIVE</td>
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<td>ELECTIVES (GEO 312 IS RECOMMENDED)</td>
<td>6</td>
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<td><strong>Total</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

### Spanish Major

**Secondary School Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>CORE CURRICULUM</strong>†</td>
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<tr>
<td>EDUCATION 201; 301; 302; 401D; 402; 404</td>
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</tr>
<tr>
<td>ENGLISH “300-400” ELECTIVES</td>
<td>6</td>
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<tr>
<td>HISTORY 401</td>
<td>3</td>
</tr>
<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>SPANISH 308; 310; 402; 405 ELECTIVES‡</td>
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<tr>
<td>MINOR LANGUAGE‡</td>
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</tr>
<tr>
<td>ELECTIVES‡</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.
‡ Students offering this language on admission must be placed in proper level course by language department.
### English Major

**Elementary School Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Science 301-302)</td>
<td>42</td>
</tr>
<tr>
<td>EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 431 or 411E; 411F; 411J; 411K; 434</td>
<td>39</td>
</tr>
<tr>
<td>ENGLISH 199; 401; 401K; 402A or 402B; 222 (formerly 122) <em>300-400</em> ELECTIVES</td>
<td>24</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
</tr>
<tr>
<td>PSYCHOLOGY 403</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42

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### Mathematics

**Elementary School Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Science 301-302)</td>
<td>42</td>
</tr>
<tr>
<td>EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434</td>
<td>39</td>
</tr>
<tr>
<td>MATHEMATICS 202; 203; 301; 304; 305; 307; 401; <em>300-400</em> ELECTIVES</td>
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</tr>
<tr>
<td>PHYSICS 101-102</td>
<td>8</td>
</tr>
<tr>
<td>PSYCHOLOGY 403</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42

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### Social Studies

**Elementary School Teacher Training Curriculum**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CORE CURRICULUM* (Science 301-302)</td>
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<tr>
<td>ECONOMICS 201-202</td>
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<tr>
<td>EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434</td>
<td>39</td>
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<tr>
<td>HISTORY 101; 102; 307 or 311; 401; 402; 303 or 406</td>
<td>18</td>
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<tr>
<td>MATHEMATICS</td>
<td>6</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 204; <em>300-400</em> COURSE</td>
<td>6</td>
</tr>
<tr>
<td>PSYCHOLOGY 403</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOLOGY 301</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES (GEO 312 IS RECOMMENDED)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

* See page 42
Spanish
Elementary School Teacher Training Curriculum

CORE CURRICULUM* (Science 301-302)  
EDUCATION 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or  
431; 411F; 411J; 411K; 434  
HISTORY 306; 307  
MATHEMATICS  
PSYCHOLOGY 403  
SPANISH 308; 310; 402; 405; ELECTIVES‡  
ELECTIVES

Credits  
42  
39  
6  
3  
27  
3  
126

* See page 42  
‡ Students offering this language on admission must be placed in proper level course by language department.

ENGLISH DEPARTMENT

G. Bush, F. Caricato, R. Fox, chairperson, A. Gill, G. Turbee, R. Wall, and 4 lecturers.  
The department offers a major in English.

English

CORE CURRICULUM*  
ENGLISH 402A or 402B; 450  
ENGLISH ELECTIVES (300-400)  
ELECTIVES

Credits  
42  
6  
12  
66

126

* See page 42

Those students who plan to pursue graduate studies in English are advised to take English 199, a second course in Shakespeare, six additional credits in English electives, and twelve credits in French or German.

FOREIGN LANGUAGE AND FINE ARTS DEPARTMENT

N. Fiorenza, chairperson, E. Garcia, F. Greene, S. Rutar, and 3 lecturers.  
The department offers majors in French and Spanish. Courses are offered in French, Spanish, German, and Fine Arts.

French

CORE CURRICULUM*  
FRENCH‡  
MINOR LANGUAGE‡  
ELECTIVES

Credits  
42  
30  
12  
42

126

* See page 42  
‡ Students offering this language on admission must be placed in proper level course by language department.
Spanish
CORE CURRICULUM* 42
SPANISH‡ 30
MINOR LANGUAGE‡ 12
ELECTIVES 42

126

* See page 42
‡ Students offering this language on admission must be placed in proper level course by language department.

HEALTH CARE ADMINISTRATION DEPARTMENT

E. Glascock, chairperson, E. Mayer, and 10 lecturers.

The department offers majors in health services administration and health care management.

Health Services Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
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<tr>
<td>ACCOUNTING 101-102</td>
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<tr>
<td>ECONOMICS 201; 202; 308; 309</td>
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<tr>
<td>HEALTH CARE 401; 403; 405; 406; 407; 431; 435</td>
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<td>HC ELECTIVES</td>
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<tr>
<td>HEALTH SCIENCE 503 (formerly HS 103)</td>
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<tr>
<td>MANAGEMENT 201; 308; 310; 404</td>
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<td>MATHEMATICS 301</td>
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<td>HC or HS ELECTIVES</td>
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<tr>
<td>ELECTIVES</td>
<td>15</td>
</tr>
</tbody>
</table>

126

* See page 42

HEALTH SCIENCE DEPARTMENT

J. Caraway, C. Plonsky, chairperson, and 4 lecturers.

The department offers a major in health science. For those students who wish to enter the community health field graduates are qualified to enter graduate programs in the health sciences.

The major in health science must take health science courses in sequence, beginning at the 100 level.

Health Science

<table>
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<th>Course</th>
<th>Credits</th>
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<td>CORE CURRICULUM* (Chemistry 101-102)</td>
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<td>BIOLOGY 003-004, 205</td>
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<tr>
<td>ECONOMICS 303 or 308</td>
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<tr>
<td>HEALTH CARE 403, 406</td>
<td>6</td>
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<tr>
<td>HEALTH SCIENCE 101, 102, 204, 206, 207, 301, 302, 304, 464, 501, 503, (formerly HS 103) 504</td>
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<tr>
<td>PSYCHOLOGY 413</td>
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<td>SOCIOLOGY 409</td>
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<td>one course from:</td>
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<tr>
<td>PSYCHOLOGY 314, 403, 404, 409</td>
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<tr>
<td>SOCIOLOGY 304A, 309, 314, 402</td>
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<tr>
<td>ELECTIVES</td>
<td>15</td>
</tr>
</tbody>
</table>

126

* See page 42
HISTORY AND POLITICAL SCIENCE DEPARTMENT


The department offers majors in history, political science, and social studies. For students who seek a broad liberal arts background, the majors in this department offer maximum opportunities. Drawing on the offerings of most other disciplines and combining them with dozens of specific course offerings, these majors provide a general education which equips students for careers and postgraduate studies in law, education, government service, and business.

### History

<table>
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<th>Course</th>
<th>Credits</th>
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<td>ECONOMICS 201; 202</td>
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<td>FOREIGN LANGUAGE AND/OR MAT 301; SOC 406; MGT 217; SCI 201</td>
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<td>MATHEMATICS OR SCIENCE†</td>
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<td>POLITICAL SCIENCE 204 or SOCIOLOGY 404</td>
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<td>SPEECH “300-400” ELECTIVE</td>
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<td>HISTORY 202 or 301; 312 or 403 or 404; 400; 401; 402; “300-400” ELECTIVES</td>
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<td>ELECTIVES</td>
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</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

### Political Science

<table>
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<th>Credits</th>
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<tr>
<td>ECONOMICS 201; 202</td>
<td>6</td>
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<tr>
<td>FOREIGN LANGUAGE AND/OR MAT 301; SOC 406; MGT 217; SCI 201</td>
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<tr>
<td>HISTORY 101; 102; 303; 402; 407</td>
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<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>SPEECH “300-400” ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 202; 204; 301; 400; “300-400” ELECTIVES</td>
<td>24</td>
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<tr>
<td>ELECTIVES</td>
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</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

### Social Studies

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>ECONOMICS 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>HISTORY 101; 102; “300-400” ELECTIVES</td>
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</tr>
<tr>
<td>POLITICAL SCIENCE 204; 304</td>
<td>6</td>
</tr>
<tr>
<td>SOCIOLOGY 301</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH “300-400” ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL STUDIES 400 AND ELECTIVES‡</td>
<td>21</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>33</td>
</tr>
</tbody>
</table>

* See page 42
‡ Economics, history, political science, and sociology courses may be selected with the approval of the advisor.
### MANAGEMENT DEPARTMENT


The department offers a major in management.

<table>
<thead>
<tr>
<th>Management</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Mathematics 109; 110)</td>
<td>42</td>
</tr>
<tr>
<td>ACCOUNTING 101-102</td>
<td>6</td>
</tr>
<tr>
<td>BUSINESS LAW 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>ECONOMICS 201; 202; 306</td>
<td>9</td>
</tr>
<tr>
<td>HISTORY, POLITICAL SCIENCE OR ECONOMICS — TWO COURSES</td>
<td>6</td>
</tr>
<tr>
<td>MANAGEMENT (formerly business management) 201; 202; 301; 302; 303; 308; 310; 400; 403; 404</td>
<td>30</td>
</tr>
<tr>
<td>MATHEMATICS 301</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 404</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42

### MATHEMATICS DEPARTMENT

J. Andres, chairperson, R. Guaraldo, J. Lazzara, J. Tremmel, and 3 lecturers.

The department offers a major in Mathematics.

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM* (Physics — 8 credits)</td>
<td>44</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>6</td>
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<tr>
<td>MATHEMATICS 202; 203; 304; 307; 401; 403; 404; 409; 412; “300-400”</td>
<td>40</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td></td>
</tr>
<tr>
<td>SCIENCE 201</td>
<td>4</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42

### PHILOSOPHY DEPARTMENT

J. Carpino, G. Galgan, N. Langiulli, F. Slade, chairperson, and 4 lecturers.

Nine credits in philosophy are part of the core curriculum. The purpose of these required courses in philosophy is to make available to the student conceptual instruments and sources with which to effect for himself the structuring of his intellectual experience. Only insofar as the individual student achieves this has the College succeeded in attaining its primary aim as a liberal arts college. The core requirement in philosophy consists of the following courses taken in sequence: one "100" course; one "200" course; one "300" or "400" course exclusive of seminars.

The department also offers a major program in philosophy. This program provides a sound foundation for training in other professions, such as law, as well as preparing students for graduate study in philosophy. The major program in philosophy leaves considerable room for course election both in philosophy and in other disciplines. The department encourages its students to acquaint themselves with as many areas of knowledge and methods of inquiry as possible.
**Philosophy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>42</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>12</td>
</tr>
<tr>
<td>HISTORY 101; 102</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>PHILOSOPHY 431; 432; 441; 442</td>
<td>12</td>
</tr>
<tr>
<td>PHILOSOPHY ELECTIVES</td>
<td>15</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.

---

**PHYSICAL EDUCATION DEPARTMENT**

D. Lynch, S. Maletz, chairperson, D. Nolan, and 4 lecturers.

The department offers a major in physical education, and a teacher training program leading to State Certification, Grades Kindergarten through 12.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>CORE CURRICULUM* (Biology 003-004)</td>
<td>44</td>
</tr>
<tr>
<td>CHEMISTRY 003-004 (without any high school chemistry); 003 (optional); 004 (with a year of high school chemistry)]</td>
<td>4-8</td>
</tr>
<tr>
<td>HEALTH SCIENCE 101</td>
<td>3</td>
</tr>
<tr>
<td>PSYCHOLOGY 201; 403 or 404</td>
<td>6</td>
</tr>
<tr>
<td>EDUCATION 201; 302; 402; 501B; 404</td>
<td>18</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION (Four Skills Activities); 103; 104; 105; 205; 208; 211; 301; 302; 304; 305; 308; 402; 403; 450</td>
<td>36</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION ELECTIVES</td>
<td>2-6</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>5-13</td>
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<tr>
<td><strong>Total</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42

---

**PSYCHOLOGY DEPARTMENT**


The department offers a major in psychology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>CORE CURRICULUM*</td>
<td>42</td>
</tr>
<tr>
<td>FOREIGN LANGUAGES</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS OR SCIENCE†</td>
<td>6</td>
</tr>
<tr>
<td>PSYCHOLOGY 201; 220; 300; 305</td>
<td>14</td>
</tr>
<tr>
<td>PSYCHOLOGY 450-453 SERIES</td>
<td>4</td>
</tr>
<tr>
<td>PSYCHOLOGY ELECTIVES 309, 310, 411, 412 (choose two)</td>
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</tr>
<tr>
<td>PSYCHOLOGY ELECTIVES 406, 409, 410, 415 (choose two)</td>
<td>6</td>
</tr>
<tr>
<td>PSYCHOLOGY ELECTIVES</td>
<td>6</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
† If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice versa.
RELIGIOUS STUDIES DEPARTMENT

G. Largo, chairperson, C. Waldrop, and 1 lecturer.

The department offers a major in religious studies. Within the framework of liberal arts, religious studies majors are given a foundation for graduate studies in religion, theology, and religious education, as well as for careers in related fields, such as, law, social work, religious education and journalism, service to church communities, and the like. Students are encouraged to draw upon the broad spectrum of course offerings from other disciplines to broaden their base of knowledge.

Religious Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>42</td>
</tr>
<tr>
<td>HISTORY 101-102</td>
<td>6</td>
</tr>
<tr>
<td>PSYCHOLOGY 201</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOLGY 407</td>
<td>3</td>
</tr>
<tr>
<td>RELIGION 202, 203, 303, 402</td>
<td>12</td>
</tr>
<tr>
<td>RELIGION ELECTIVES</td>
<td>18</td>
</tr>
<tr>
<td>FREE ELECTIVES**</td>
<td>42</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
** Students planning to pursue graduate studies in religious studies are advised to take 12 credits in foreign language.

SOCIOLOGY DEPARTMENT

P. Esposito, E. O’Hern, F. Tawab, chairperson, and 5 lecturers.

The department offers a major in sociology.

Sociology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM*</td>
<td>42</td>
</tr>
<tr>
<td>ECONOMICS (201 or 202), 308</td>
<td>6</td>
</tr>
<tr>
<td>FOREIGN LANGUAGES</td>
<td>6</td>
</tr>
<tr>
<td>MATHEMATICS OR SCIENCE‡</td>
<td>6</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 304 or 306, or SOCIOLGY 316</td>
<td>3</td>
</tr>
<tr>
<td>PSYCHOLOGY 201, 410</td>
<td>6</td>
</tr>
<tr>
<td>SOCIOLOGY 301; 311; 400; 404; 406</td>
<td>15</td>
</tr>
<tr>
<td>SOCIOLOGY ELECTIVES “300-400”</td>
<td>9</td>
</tr>
<tr>
<td>SOCIOLOGY ELECTIVES (choose one sequence)</td>
<td>6</td>
</tr>
<tr>
<td>(303A-303B; 304A-304B; 308A-308B)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* See page 42
‡ If mathematics is used to satisfy the core curriculum requirement, then science must be selected or vice-versa.

SPEECH AND COMMUNICATIONS DEPARTMENT

E. Setrakian, Chairperson, B. Vigliano and 6 lecturers.

The department offers courses in speech and theatre.

Preparation for Professional Study

Pre Medical, Pre-Dental, and Pre-Optometry

The requirement for admission to the study of dentistry, medicine, or optometry is the satisfactory completion of two years of study toward a liberal arts degree, in-
cluding approved courses in English, general chemistry, organic chemistry, physics, and biology or zoology.

Students should carefully note that the above are only minimal and that professional schools very rarely accept applicants who have only minimal preparation. The trend for admission to these schools is toward the completion of a four-year undergraduate course and students who contemplate studying medicine, dentistry, or optometry are strongly urged to obtain the degree.

Any student planning to enter a professional college should consult the catalogue of the college of his or her choice during the freshman year.

A junior or senior who intends to apply to a professional school must submit to a personal interview at a meeting of the Committee on Recommendations to Professional Schools. Exact dates of such meetings will be posted. Recommendations may be obtained at these times only. Students should have taken the required admission examination several months prior to the time of application for recommendation.

Pre-Law

Law schools do not prescribe a definite pre-law curriculum for the prospective student to follow. Therefore, the student will have to make his own selection of courses in undergraduate school which will assist him in achieving his goal.

The Law School Admissions Test is required of all applicants by most law schools. This examination is administered by the Educational Testing Service, Princeton, New Jersey. It is suggested that students interested in studying law seek an interview with the Pre-Legal Advisor at the College, Prof. Donald Kennelly, J.D., who is a member of the History and Political Science Department.
Dean of Continuing Education: Willie J. Kimmons, Ed.D.
Coordinator of Non-Credit Programs: Robert J. Costa, M.S.
Part-Time Administrators: Joyce Belgrave, M.A., Michael Christiano, M.A.

The Division of Continuing Education has been established for the purpose of enabling every segment of the community to share in the St. Francis experience. Open to men and women, this division of the college provides opportunities for human growth and enrichment through a wide variety of courses and programs. Within this Division, students may complete courses leading ultimately to the baccalaureate degree, or, if they so choose, to the two-year or associate degree. In addition, certificates of completion are offered in various areas. The Division of Continuing Education has the responsibility of opening up the educational potential to all segments of the community.

Special Programs are offered exclusively through the Division of Continuing Education. These are: the Bachelor of Science in Special Studies, the Bachelor of Science in Health Care Management, the Associate in Arts in Liberal Arts, and the Associate in Applied Science in Business Administration and Criminal Justice.

B.S. IN SPECIAL STUDIES

The objective of the Bachelor of Science in Special Studies is to permit the mature person who already possesses business, professional or technological competence, supported by acceptable academic experience to fulfill the requirements for a Bachelor's Degree.

The Bachelor of Science in Special Studies is a curriculum for the Adult Learner who needs flexibility to plan a program to meet their special needs. Students who are planning a career change or seek to improve their academic status and/or credentials may find the opportunity to plan and individualized program desirable.

This program is an attempt on the part of St. Francis to meet the special needs of the mature individual whose college training has been interrupted and/or whose professional goals may have changed.

Students in the B.S. in Special Studies degree program will be required to complete 126 credit hours for graduation with a satisfactory (2.00 or better) grade point average. The final 30 credit hours must be taken in residence. One half (63 credits) of the program must be drawn from the liberal arts and sciences. The liberal arts and sciences requirement may be met through transfer credit, life experience, or in residence.
Candidates for this program should submit approximately two years of postsecondary education (60 credits). Transfer credits for the postsecondary education will be awarded in accordance with college policy as approved by the faculty. Students who have substantial experience may be qualified for Life Experience Credit. Candidates for Life Experience evaluation must be at least 30 years of age.

This degree, like all others at St. Francis College, is approved for the training of veterans and other eligible persons in accordance with the provisions of Public Law 89-358.

### Core Curriculum and Degree Curriculum for the Bachelor of Science in Special Studies

<table>
<thead>
<tr>
<th>Core Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>History 201</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Speech 203</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 203</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>21</td>
</tr>
</tbody>
</table>

**CORE CURRICULUM**

<table>
<thead>
<tr>
<th>Elective Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>42</td>
</tr>
<tr>
<td>Concentration (two or more academic areas)</td>
<td>36</td>
</tr>
<tr>
<td>Other Electives</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>78</td>
</tr>
</tbody>
</table>

| Total                                                 | 126     |

---

\* Credits must be earned at St. Francis College or other accredited college or university.

\** Credits may be earned at other institutions, through Life Experience, or in residence.

---

### Bachelor of Science in Health Care Management

A new and innovative non-traditional degree. The program provides an opportunity for individuals already employed in the health care field to obtain knowledge and skills which will prepare them to enter middle management positions in various levels of health care facilities. Enrollment in the program is limited to those who have had two years of postsecondary training and three years of professional experience in the field. For mature individuals, a program has been planned which allows for flexibility: 60% of the program is elective (except that 42 semester hours must be in the liberal arts) so that a sequence of supporting courses can be developed to meet the needs of individual students.

The program is non-traditional, is designed for non-traditional adult students, and will allow the mature student to transfer into the institution credits earned at other accredited institutions. When it is possible, the student will have the opportunity to earn credits through a "Life Experience Component."

Many applicants have had learning experiences acquired outside academic life which merit Life Experience credit. This program, Bachelor of Science in Health Care Management, will allow qualified individuals to apply for this evaluation.

Students participating in the Life Experience Program must be matriculated, having declared a major in Health Care Management. They must also have reached their 30th birthday.
Core Curriculum and Degree Curriculum for the Bachelor of Science in Health Care Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>History 201</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Speech 203</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 203</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Curriculum</strong></td>
<td>21</td>
</tr>
<tr>
<td>Health Care 401, 403, 404, 405, 407, 436, 438</td>
<td>21*</td>
</tr>
<tr>
<td>Health Care or Health Science Electives</td>
<td>9*</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>42**</td>
</tr>
<tr>
<td>Electives</td>
<td>33**</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>126</td>
</tr>
</tbody>
</table>

* Credits must be earned at St. Francis College or other accredited college or university.
** Credits may be earned at other institutions, through Life Experience or in residence.

NOTE: The final thirty credits toward the degree must be earned at St. Francis College. A grade point average of 2.0 is required.

Core Curriculum for Associate Degree Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 103</td>
<td>3</td>
</tr>
<tr>
<td>English: Literature Course</td>
<td>3*</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Speech 203</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>History 201</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 203</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

* English 200 courses are designed to meet the needs of the majority of students; however, students with a superior background in English may select from among the 300-400 courses.

A.A. LIBERAL ARTS
(Associate Arts Degree In Liberal Arts)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum</strong></td>
<td>30</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts &quot;400&quot;</td>
<td>3</td>
</tr>
<tr>
<td>History 101; 102</td>
<td>6</td>
</tr>
<tr>
<td>Psychology 201</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>63</td>
</tr>
</tbody>
</table>

* Three of these elective credits must be in Liberal Arts area.
# A.A.S. Business Administration

**Associate Applied Science Degree in Business Administration**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM (MATHEMATICS 109; 301)</td>
<td>30</td>
</tr>
<tr>
<td>ACCOUNTING 101-102</td>
<td>6</td>
</tr>
<tr>
<td>BUSINESS LAW 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>MANAGEMENT (formerly business management) 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>ECONOMICS 201; 202</td>
<td>6</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>63</td>
</tr>
</tbody>
</table>

# A.A.S. Criminal Justice

**Associate Applied Science Degree in Criminal Justice**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE CURRICULUM</td>
<td>30</td>
</tr>
<tr>
<td>PSYCHOLOGY 461 Psychological Aspects of Poverty</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOLOGY 301 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 304 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE 306 Metropolitan Government &amp; Politics</td>
<td>3</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE 460 Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE 461 Problems in Urban Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE 464 Community Relations in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>Electives in Criminal Justice &amp; Related Fields*</td>
<td>6</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>63</td>
</tr>
</tbody>
</table>

* Pre-Service students are required to take Criminal Justice 101 Introduction to Law Enforcement Science and Criminal Justice 102 Criminal Procedure.

---

*Health Care Management Certificate Program:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 401 Institutional Management in the Health Field</td>
<td>3</td>
</tr>
<tr>
<td>HC 403 Legal Aspects of Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HC 404 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>HC 407 Influences of Government and 3rd Parties</td>
<td>3</td>
</tr>
<tr>
<td>HC 436 Accounting for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>HC 402 Cost Analysis and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>HC 405 Problems Workshop in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>Health services administration, Health science, or Health care electives</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

* The Health Care Management Department offers a Bachelor of Science degree in Health Care Management, as well as a certificate program in Health Care Management. These offerings are separate entities and may not be taken on a simultaneous basis.

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**Life Experience Credit**—Students who are 30 years of age or older and who are candidates for the Bachelor of Science degree in Special Studies or Health Care Management may request an evaluation for Life Experience Credit. Students seeking this credit should prepare a resume based on the format which can be obtained either from the Office of the Academic Dean or the Office of the Dean of Continuing Education. Life Experience Evaluation Committees are convened each fall and each spring semester. Candidates whose resumes are on file prior to the beginning of the semester will be notified of the meeting dates and requested to call the Office of the Academic Dean for an evaluation appointment.
Credits are awarded based on the committee's evaluation of the learning accomplished by the candidates. In all cases, a minimum of 30 semester hours of academic work must be completed at St. Francis College. Information may be obtained from the Office of the Academic Dean or the Office of the Dean of Continuing Education.

Dates to file applications:
- September 1st — Fall Term
- February 1st — Spring Term

LEEP PROGRAM
The College, with the assistance of a federal grant under the Law Enforcement Assistance Administration (LEAA), has offered courses to law enforcement officers. The grant made by a subsidiary of LEAA, the Law Enforcement Educational Program (LEEP), has made it possible for hundreds of law enforcement personnel to earn an A.A.S. in criminal justice and to continue on to a bachelor's degree in other areas.

St. Francis College encourages state and local law enforcement personnel to send for more information about this significant program.

EXTENSION CENTERS
Courses are offered both at the main campus (Brooklyn Heights) and at off campus centers. The College has extension centers on Long Island in addition to other areas within the city. Courses are conducted off campus in the evenings and on weekends.

WEEKEND CLASSES
Courses are available on Saturday and Sunday on campus and at the extension centers. Credits may be earned in a variety of academic areas.

NON-CREDIT PROGRAMS
Despite the rampant proliferation of non-credit courses in other schools of continuing education, St. Francis College has opted for quality rather than quantity. As a result, there has been generated a continuous educational and cultural program of the highest caliber. Non-credit courses are offered each semester and are designed to focus on the varying interests of the dynamic and exciting communities which surround St. Francis College.

(CEU) The Division of Continuing Education will award CEU's i.e., Continuing Education Units, for most non-credit courses. A CEU is generally defined as being equal to 10 class hours in a course where grades are issued. To earn CEU's the grades must be A, B, C, D, or Pass.
Each credit hour represents class participation one hour a week for one semester at a lecture, or two hours a week for one semester in a laboratory, unless otherwise indicated.

If a course conducted throughout the year is a credit unit, that fact is indicated by a dash. If each term is a separate unit, which may be taken and credited independently, that fact is indicated by a comma.

Courses that have insufficient registration will be cancelled.

ACCOUNTING

ACC 101-102  Elements of Accounting  6 credits
Three lectures per week
An introduction to the basic principles of accounting including the bookkeeping cycle, adjusting entries, and classified financial statements; basic partnership and corporate accounting problems; aspects of managerial accounting.
Offered every year.

ACC 201-202  Intermediate Accounting  6 credits
Three lectures per week
Principles and procedures involved in asset validation and valuation; liability verification; enterprise equity (mainly corporate), including formation and liquidation; special topics.
Course proceeds primarily on a problem basis.
Offered every year.

ACC 303-304  Cost Accounting  4 credits
Prerequisite: Accounting 101-102
Three lectures per week
Managerial use of cost data for routine planning and control, and for long-range planning; product costing using job order, process, and standard costs.
Offered every year.

ACC 305-306  Auditing  4 credits
Prerequisite: Accounting 201, 202
Principles, standards, procedures, and techniques of auditing with emphasis on the analytical approach; electronic data processing and statistical sampling; types of audit examinations with appropriate reports, evaluation of assets, and substantiation of liabilities; an auditing practice case to be completed.
Offered every year.
ACC 400  Accounting Internship Program 1 credits
Full-time professional staff work for limited period in public and private accounting; complete analytical written report of experience. Admission to course by permission of department chairperson.
Offered every fall.

ACC 401-402  Advanced Accounting 4 credits
Prerequisite: Accounting 303-304 and 305-306
Consideration of such topics as home office and branch accounting, consolidations, estates and trusts, foreign branches and governmental accounting; analysis of selected problems from recent CPA examinations.
Offered every year.

ACC 404  Advanced Accounting Theory 2 credits
Prerequisite: Accounting 401
Analysis of concepts of income, revenues and expenses, price level changes, assets and liabilities, ownership equities; readings in current literature.
Offered every fall in the day session and every spring in the evening.

ACC 405-406  Taxation 4 credits
Prerequisite: Accounting 101-102
A study of the basic principles of federal income taxation as applied to individuals, partnerships, and corporations; social security, gift, and estate taxes.
Offered every year.

ACC 408  New York State and City Taxation 2 credits
Prerequisite: Accounting 405
A study of the basic principles of New York State and City Taxation emphasizing corporations, individuals, partnerships, estates, trusts, gift and sales taxes. Special emphasis is given to differences between the federal and state taxes.
Offered every spring.

BIOLOGY

BIO 200-204  Anatomy and Physiology 8 credits
Two lectures, one recitation, and three lab hours per week.
An analysis of the anatomy and physiology of man at the cellular level, as well as of the body as a whole. Laboratory experiments and dissections of representative forms to obtain these objectives will be performed. This course open only to those students majoring in physical and health education.
Offered every year.

BIO 101-102  Introduction to Biology 6 credits
Three lectures per week.
An introduction to the science of biology. Selected topics will include the chemical nature of life processes, cellular basis of behavior, the principles of development, heredity and evolution, and the relation of the organism to the environment. The course is designed for non-science majors.
Offered every year.

BIO 103-104  General Biology 8 credits
Two lectures, one recitation, and three lab hours per week.
An introductory course in general principles and modes of scientific thought, illustrated by selected examples from the plant and animal sciences.
Offered every year.
BIO 201  Embryology  
Prerequisite: Biology 103-104  
Two lectures, one recitation, and three lab hours per week.  
A descriptive study of the development of amphioxus, frog, chick, and mammal in lecture and laboratory; developmental genetics; the problems of development; an introduction to experimental embryology.  
Offered alternate years, fall semester.

BIO 202  Comparative Anatomy  
Prerequisite: Biology 103-104  
Two lectures, one recitation, and three lab hours per week.  
A comparative lecture and laboratory study of the macroscopic anatomy of typical representatives of the classes of vertebrates.  
Offered alternate years, fall semester.

BIO 203  Invertebrate Zoology  
Prerequisite: Biology 103-104  
Two lectures, one recitation, and three lab hours per week.  
Major invertebrate phyla with emphasis on taxonomy, structure, physiology, and ecology; field trips to selected local areas for the collection and study of representative invertebrate forms. Laboratory dissection of representative types.  
Offered alternate years, fall semester.

BIO 204  Ecology  
Prerequisite: Biology 101-102 or 103-104  
Two lectures, one recitation, and three lab hours per week.  
An introduction of ecological principles and their application to the environment; numerous field trips to representative ecosystems and environmental problems.  
Offered in summer.

BIO 205  Descriptive Microbiology  
Prerequisite or Corequisite: Biology 003  
Two lectures, one recitation, and three lab hours per week.  
A study of microorganisms as agents of infectious disease with emphasis on their morphology and physiology, as well as their control with various chemical and physical agents; the laboratory studies will include the morphological and biochemical characteristics of microorganisms, their control, and the microbiology of water, food, and dairy samples.  
Offered every fall.

BIO 301  Microbiology  
Prerequisite: Biology 103-104  
Two lectures, one recitation, and three lab hours per week.  
A survey of the principal groups of microorganisms (bacteria, fungi, algae, protozoa, viruses, and rickettsiae) with emphasis on taxonomy, morphology, physiology, and their industrial and medical application.  
Offered alternate years, spring semester.

BIO 302  Botany  
Prerequisite: Biology 103-104  
Two lectures, one recitation, and three lab hours per week.  
A survey of the principal groups of plants from the standpoint of their structure and development, with intensive studies on the morphology and physiology of the angiospermae.  
Offered alternate years, spring semester.
BIO 303  Genetics
Prerequisite: Biology 103-104
Two lectures, one recitation, and three lab hours per week.

An introduction to variation and heredity; the theory of the gene as developed in classical
genetics, biochemical and molecular genetics, cytogenetics; the genetics of populations;
cytoplasmic inheritance; laboratory problems and experiments in drosophila, bacterial, and
viral genetics.
Offered every fall.

BIO 306  Parasitology
Prerequisite: Biology 103-104; 202; 203
Two lectures, one recitation, and three lab hours per week

A study of parasitic protozoa, platyhelminthes, nemathelminthes and arthropoda, stressing
their relation to man and their control.
Offered every spring.

BIO 310  Cell Biology
Prerequisite: Biology 103-104 and Chemistry 101-102; 301; 302
Pre- or Corequisite: Chemistry 304
Two lectures, one recitation, and three lab hours per week.

An introduction to the form and function of cells; a study of the origins of life; cell prototypes
and prokaryote; the eukaryotic cell (plant and animal) and its organelles; bioenergetics; the
central dogma; and vital activities of various cell-types.
Offered every spring.

BIO 401  Histology
Prerequisite: Biology 202
Two lectures, one recitation, and three lab hours per week.

A study of the microscopic anatomy of normal animal tissues and organs.
Offered alternate years, spring semester.

BIO 402  Vertebrate Physiology
Prerequisite: Biology 103-104; 202 (Physics Recommended)
Two lectures, one recitation, and three lab hours per week.

The basic principles involved in the physiology of vertebrate systems; the physicochemical
aspects and homeostatic mechanisms of the functional systems.
Offered alternate years, fall semester.

BIO 405  Animal Microtechnique
Prerequisite: Biology 103-104; 401
One lecture and three lab hours per week.

Methods of preparing animal tissue for study with the light microscope.
Offered alternate years, fall semester.

BIO 500  Independent Study
Prerequisite: Department approval of qualified students plus Biology 103-104; 303;
310
Independent study under faculty guidance.
Offered every semester.

BIO 501, 502  Biological Research
Prerequisite: Department approval of qualified students plus Biology 103-104; 303;
310
Independent research under faculty guidance. A required written report of the work may be
considered part of the comprehensive examination required of all biology majors. Offered every year.

**BIO 503 Biology Seminar**  1 credit
Prerequisite: Open to graduating seniors with departmental approval
A discussion by faculty, visiting scientists, and students of topics reflecting research and current problems in biological sciences. Offered every spring.

The following courses are offered at the Methodist Hospital and satisfy the clinical training requirements for the B.S. degree in Medical Technology.

**M400 Clinical Biochemistry**  5 credits
Introduction to major concepts of basic metabolic pathways and biochemical control mechanisms, including organic and physiological aspects of clinical laboratory procedures with emphasis on analytical and quantitative chemistry as applied to clinical methods.

**M410 Instrumental Automation**  3 credits
Introduction of both current and classical laboratory instrumentation from chemistry, hematology, coagulation and immunology labs. Instruction includes absorption spectrophotometry, flame photometry, atomic absorption spectrophotometry, electrophoresis, automation including autoanalyzer, Coulter S, bio-data equipment, fluorescence microscopy.

**M420 Hematology**  4 credits
Origin and interrelationship of blood cells, their structure in normal and abnormal states and their normal maturation. Disease of both the erythrocyte and leukocyte series are discussed; laboratory diagnosis of these diseases. Routine and special procedures are learned during the students' 12 week stay in the laboratory.

**M430 Coagulation**  2 credits
Theoretical aspects of blood coagulation in normal and disease states with current laboratory methods employed and practical experience within the lab.

**M440 Immunohematology**  4 credits
Methods in blood banking with emphasis on genetics and transfusion therapy, including extensive laboratory techniques.

**M450 Immunology/Serology**  4 credits
Principles of immunology and serology with emphasis on antibody antigen reaction, disease states and practical application in current laboratory techniques including radio-immunoassays, immunodiffusion, and fluorescence microscopy techniques.

**M460 Bacteriology**  4 credits
Identification and classification of all major bacteria of clinical importance. The practical aspects are studied in the lab including isolation techniques, biochemical reactions, and antibiotic sensitivity methods.

**M470 Mycology**  2 credits
A study of classification, identification of life cycles and the morphologic, physiological, and biochemical aspects of fungi of medical importance; a study of infections they may form.

**M480 Parasitology**  2 credits
A study of the life cycle, morphology, transmission potency, pathology and treatment of diseases caused by protozoans, and helminths, along with prevention and distribution of
these organisms. All aspects of practical lab work and identification methods discussed with emphasis on immunology and recognition of parasites found in stool, blood, and tissues.

M490  Urine Components  2 credits
A study of the physiology of the kidney with emphasis on the composition of urine both chemically and morphologically in disease and normal states.
Practical lab work involves knowledge of macroscopic, microscopic, and chemical analysis of urine. Urinalysis is considered by most physicians as the single most significant lab test.

BUSINESS LAW

BL 201  Business Law I  3 credits
An introduction to law in general, the courts, and the legal process together with the law of contracts, agency, consumer law, and partnership; uniform commercial code considered.
Offered every fall.

BL 202  Business Law II
Prerequisite: Business Law 201
The law of corporations, commercial paper, and sales.
Offered every spring.

BL 403  Business Law III
Prerequisite: Business Law 201
The law of property, wills, estates, trusts, insurance, secured transactions, bankruptcy, employer-employee relationships, accountants’ legal responsibility, and government regulations.
Offered every fall.

CHEMISTRY

CHE 003-004  Chemistry and Life  8 credits
For students not intending to major in science.
Two lecture hours, one conference, and three lab hours per week.
Introduction to basic principles of chemistry; emphasis on application of these principles to living systems and their impact on present-day living.
Offered every year.

CHE 101-102  General Chemistry  8 credits
For science majors.
Two lectures, one conference, and three lab hours per week.
Emphasis on quantitative aspects of chemistry at a more specialized level than in Chemistry 003-004.
Offered every year.

CHE 201  Analytical Chemistry  4 credits
Prerequisite: Chemistry 102
Two lectures, one conference, and three lab hours per week.
Quantitative study of gravimetric and volumetric analysis; solubility product, acid-base, oxidation-reduction and complex-formation phenomena considered with emphasis upon precision, ressourcefulness, and chemical calculations.
Offered in fall 1979
CHE 301, 302  Organic Chemistry  
Prerequisite: Chemistry 102  
Three lectures, one conference, and four lab hours per week.  
Aromatic and aliphatic compounds; reaction mechanisms based on electronic theory; preparation of representative compounds and quantitative analysis.  
Offered every year.  

CHE 303  Inorganic Chemistry  
Prerequisite: Departmental approval  
Three lecture hours per week.  
The study of bonding, structure, and reactions of inorganic compounds based on modern physical chemical concepts; coordination compounds and organometallic compounds.  
Offered in fall 1979  

CHE 304  Biochemistry  
Prerequisite: Chemistry 301  
Two lectures and four lab hours per week.  
Physio-chemical approach; amino acids, proteins, carbohydrates, lipids, enzymes, intermediate metabolism; modern techniques for isolation, identification, and determination of compounds of biochemical significance.  
Offered in spring 1980.  

CHE 401-402  Physical Chemistry  
Prerequisite: Department approval  
Three lectures and four lab hours per week.  
Atomic, molecular, and crystal structure; thermodynamics; solution properties; chemical kinetics; electrochemistry.  
Offered every year.  

CHE 403  Advanced Physical Chemistry  
Prerequisite: Department approval  
Three lecture hours per week.  
An advanced treatment of some of the topics introduced in Chemistry 401 and 402; quantum mechanics and statistical mechanics emphasized; application of these topics to thermodynamics, chemical bonding, and kinetics.  
Not offered in 1979-80.  

CHE 404  Instrumental Methods of Analysis  
Prerequisite: Department approval  
Two lectures and five lab hours per week.  
Theory and laboratory work in spectroscopy, absorption, and emission; electroanalytical chemistry and chromatography as they apply to analytical chemistry.  
Offered in spring 1980.  

CHE 405  Advanced Organic Chemistry  
Prerequisite: Department approval  
Three lecture hours per week  
Physical organic chemistry; emphasis on structure and reaction mechanisms; free radical chemistry.  
Offered in fall 1979.  

CHE 501, 502  Chemical Research  
Prerequisite: Department approval  
Independent research under faculty guidance. A required written report of the work may be
considered part of the comprehensive examination required of all chemistry majors. Offered every year.

CONTINUING EDUCATION

CE 100  Communication Arts and Skills  3 credits
The course will assist the student in basic reading, writing, and study skills. Reading speed and comprehension will be emphasized so as to enable the student to pursue successfully rigorous and scholarly college work.
Not offered in 1979-80.

CE 105  Ground School Requirements: Private Pilot Exam  3 credits
The course is open to all student pilots and those thinking of taking up the art of flying for either business or pleasure. In addition to ground instruction, students will be directed to flight schools within the area when they desire to begin flight instruction.
This course fulfills the requirements of Part 61 of the Federal Air Regulations in preparation for taking the F.A.A. written examination. An F.A.A. approved course of study is used and a stress is placed upon safety and the operation of the aircraft within the regulations.
Aerodynamics and performance, controls, powerplants, systems and their functions, aircraft loading, meteorology, navigation, and medical facts are some of the areas covered.
Offered in fall 1979 at our extension center.

CE 310  Career Development: Theory and Practice  3 credits
Students personally examine their values, interests, and aptitudes in light of career possibilities. Theories and techniques which focus upon satisfactory career choice will be stressed.
Not offered in 1979-80.

CRIMINAL JUSTICE

CJ 101  Introduction to Law Enforcement Science  3 credits
Development of the modern American police system; the principles of administration and management in their application to law enforcement; a study of the police organizational structure; jurisdiction of local, state, and federal law enforcement agencies along with introductory material to current police problems. (Pre-service students only.)
Offered every semester

CJ 102  Criminal Procedure  3 credits
The criminal process; modern legal problems associated with the investigation of crime; the acquisition of evidence; commencement of a criminal procedure; the scientific fact-finding approaches to the development of factual data, inductive and deductive reasoning; the development and practice of investigation; classification of various types of crimes. (Pre-service students only.)
Offered every semester

CJ 460  Criminal Justice  3 credits
An advanced in-depth view of the entire area of criminal justice; proper procedures for prosecution and defense of charges, sentencing and appeal; currently acceptable procedures and current efforts for reform.
Offered every semester.

CJ 461  Problems of Urban Law Enforcement  3 credits
The role of the law enforcement officer and agency in the city of the 70's; the limitations and the extent of community cooperation necessary for proper law enforcement.
Offered every semester.
**CJ 462  Workshop in Juvenile Delinquency**  
3 credits  
The course is designed for law enforcement officers and others interested in urban problems. The course deals with causes and remedies for delinquency: methods of apprehension, care, and commitment; psychiatric approaches outlined; delinquency treated as a national problem; the role of the schools, the home; confrontation between school and community treated with role of law enforcement discussed. Offered every fall.

**CJ 463  Workshop in Corrections**  
3 credits  
The place of probation, parole and pardons in the administration of the justice system; the contemporary use of probation and parole; the role of the court in granting and terminating probation; release from a correctional institution; the legal rights of prisoners; rehabilitation programs within prisons; modern development in corrections procedures. Offered every fall.

**CJ 464  Community Relations in Law Enforcement**  
3 credits  
Survey of the numerous and complex factors involved in the area of human relations and its effects on policing and police management; examination of prejudice and discrimination; confrontation of community rights and rights of police officer; image of police officer and department in the light of current events; means of improving relations. Offered every semester.

**CJ 465  Courts Management**  
3 credits  
Course is intended for courts officers. Training in proper reading of documents, setting up procedures, proper handling of records and documents received, structure of courts system and management function of various divisions. Offered every spring.

**CJ 466  Workshop in Imprisonment**  
3 credits  
Prerequisites: Psy 461 Psychological Aspects of Poverty & CJ 463—Corrections. Organization and functions of prison system; role of the corrections officer in the rehabilitative process; modern thought concerning prison reform; recent prison events analyzed and discussed; character of the modern prisoner; prisoner's rights and officer's rights and duties. Offered every spring.

**CJ 467  Development of American Criminal Justice**  
3 credits  
Survey of the history and background of the American judicial system, its origins and developments; the theory of law; development of the courts; emergency of a continuum of decision involving individual rights and freedoms; current decisions involving socio-political and civil rights matters. Offered every semester.

**CJ 468  Processes in Rehabilitation**  
3 credits  
A systematic analysis of the alternatives in dealing with offenders in and out of institutions; emphasis on personnel dynamics of change and institutional reorganization. Offered every spring.

**CJ 469  Processes in Diversions**  
3 credits  
Methods of diverting young offenders from the criminal justice system, combining advocacy, peer level grouping, and project planning; designed for the formation of organizations and individuals involved with delinquency prone adolescents. Offered every spring.

**CJ 470  Methods of Criminal Investigation Procedures**  
3 credits  
An examination of criminal investigative techniques in the field; a consideration of conduct at the crime scene; interview and interrogation of witnesses and suspects; the use of inform-
ants and techniques of surveillance; special techniques employed in particular kinds of investigations; as well as the presentation of the police case in court are emphasized. Offered every semester.

CJ 471 Police Supervision 3 credits
A consideration of supervisory problems with a police organization and the equating of sound principles of human relations and supervisory techniques to effective police performance, discipline—negative and positive—leadership, motivation, conference leadership. Offered every semester.

CJ 472 Police Administration 3 credits
A study of police problems at the administrative level, including coordination of all branches of a large police department; an evaluation of line, staff and auxiliary functions; the inter-relationships and inter-dependence of each; the utilization of planning, analysis, and operations units as administrative aids. Offered every semester.

CJ 473 Problems and Issues Concerning Drug Abuse 3 credits
The controversial social, medical, and legal problems of drug abuse; the background and history of drugs; the effect of the use of drugs, conditions associated with drug use, epidemiological studies, ideologies, enforcement, and narcotic traffic. Offered every fall.

CJ 474 Organized Crime in America 3 credits
What it is, how it functions, its role in contemporary society, business, finance, labor, politics, consumer services, and corruption of the police and judiciary; origins, history and dimensions, in fact and fancy; European origins and ethnic patterns; methods and structure of both sides; how it operates and grows; its cohesiveness, wars, structure, economy and politics, and how federal, state, local government agencies exercise control. Offered every fall.

CJ 475 Corruption in the Criminal Justice System 3 credits
A historical, sociological, and practical discussion of the systematic and individual methods of corruption and its impact on the criminal justice system; methods of reform, investigation, and administrative efforts to combat corruption. Offered every semester.

CJ 476 Forensic Science 3 credits
An introduction to the problems and techniques of scientific criminal investigation with emphasis on the value of various scientific aids to the officer, detective, or field investigator; case illustrations drawn from the experiences of crime laboratories throughout the nation to indicate the role played by physical evidence. Offered every semester.

CJ 477 Patrol Administration 3 credits
The course deals with the contemporary and future issues in patrol techniques, patrol planning, leadership and interpersonal relationships, organization, reporting and records, command and control, crime prevention and community relations, patrol manpower distribution, special operations, weapons and team policing. Offered every semester.

CJ 478 Major Case Investigation 3 credits
The course will prepare a student to go beyond the ordinary techniques of investigation and examine techniques employed in major cases of crime. It will cover the anatomy of investigations, robberies of banks and armored carriers, kidnappings, bombings & arson, transportation
crimes, air, sea, freight, organized crime, extortions, con games, shylocking; protection of witnesses; interviews, legal aspects, frauds (major), intelligence. Offered every fall.

ECONOMICS

ECO 201 Principles of Economics I
Macro-economics; the foundation of economic analysis; national income, employment and economic growth; aggregate demand, saving and investment; economic fluctuations; monetary and fiscal policy; underdeveloped countries; comparative economic systems. Offered every semester.

ECO 202 Principles of Economics II
Micro-economics; markets, the price system, and the allocation of resources; competition, monopoly, monopolistic competition, and oligopoly; government and business; the distribution of income. Offered every semester.

ECO 302 Economic Development of the United States
American economic life, growth of business concentration; problems of agriculture; public utility and railroad regulation; labor organization and development; money, banking, and fiscal problems; capital formation and distribution of national income; the depression and New Deal; the United States in the international economy. Offered in spring 1980.

ECO 303 Economic Issues Today
An examination of significant contemporary economic problems; the application of economic understanding to current issues, domestic and world-wide; typical relevant issues such as consumerism, environmental adjustments, national economic priorities, the monopoly threat, the United States in the world economy, etc. Offered in spring 1980.

ECO 306 Money and Banking
Money and credit; commercial banking; central banking; monetary theory and monetary and fiscal policy; other banking and credit institutions. Offered every semester.

ECO 307 Environmental Economics
An examination of basic ecological principles and economic principles as they relate to the problems of the environment; an analysis of programs of business and government to ameliorate the environmental effects of production and waste disposal to improve the quality of life. Offered in fall 1979.

ECO 308 Urban Economics
An examination of the economic foundations of contemporary urban problems; location of central places; the urban hierarchy; the urban economic base; urban land use, maps and patterns; problems of housing, urban renewal, mass transportation, industrial relocation, population shifts, ghetto unemployment, inflation, pollution, and poverty as economic problems requiring economic solutions. Offered in fall 1979.
ECO 309 Labor Economics 3 credits
An examination of labor concepts, markets, and problems; manpower economics, human resources, and labor markets; the development of the union movement and its impact on society; modern labor legislation, the development of collective bargaining, and full employment concepts; unemployment, insecurity, and the operation of the labor market; government in labor problems; theories of wages and employment. Offered in fall 1979.

ECO 311 Economic Geography 3 credits
The natural environment in economic life; theories of location and the evolution of patterns of agricultural and industrial distribution; theories of geographical determinants of human behavior; sources and application of energy; the roles of selected commodities. Not offered in 1979-80.

ECO 312 Public Finance 3 credits
Analysis of the role of government in the national economy; consideration is given to the growth of the public sector, the U.S. federal budget, the ordering of our national priorities among various public programs, the public debt and fiscal policy, the U.S. tax structure, personal and corporate income taxation, capital gains taxation, and tax reform. Offered in spring 1980.

ECO 316 Workshop in Personal Finance 3 credits
A lecture-discussion course intended to familiarize the student with the many aspects of his/her personal finance situation; personal budgeting, investments, credit usage, mortgages, insurance protection, and related topics are covered. Offered in Spring 1980.

ECO 317 Contemporary Economic Systems 3 credits
An examination of major economic systems in the contemporary world: the system of capitalism and the American form; the command economy of the Soviet Union; the mixed economies of Western Europe and Japan; the market socialism of Yugoslavia; the role of economic planning in various systems; evaluation of the performances of economic systems. Offered in fall 1979.

ECO 400 Seminar in Economics 3 credits
Principles of research; bibliography; the application of statistical methods to a specific problem of individual research; recent developments in applied economics. Offered in spring 1980.

ECO 403 International Economics 3 credits
Principles, practices, and problems of world trade; equilibrating the balance of payments through domestic and exchange rate adjustments; the effect of world trade on national income and output; international trade and domestic employment; regional economic integration; the International Monetary Fund and dollar depreciation; foreign direct investment and multi-national corporation; reasons for leaving the gold standard; new problems such as floating exchange rates. Offered in fall 1979.

ECO 406 Development of Economic Thought 3 credits
A survey of economic thought principally from the seventeenth century to the present day; mercantilism; physiocracy and the emergence of a science of economics; the Classical School; the rise of socialist protest; marginalism and the neo-classical synthesis; Keynes and post-Keynesian economics; monetarism. Offered in spring 1980.
ECO 411  Concepts in Economic Analysis  
An analysis of the most important concepts in the representation of the operation of both the aggregate economy and price theory; general economic concepts; concepts concerned with the macroeconomic framework behavior and policy; concepts involved with market types, value, distribution, employment, cost-benefit analysis, and economic inequality. Offered in fall 1979.

ECO 500  Independent Studies  
Individual research and study with the approval of the department of economics. Offered every semester as students qualify.

ECONOMICS—BUSINESS OPTIONS

These suggested programs are meant to provide the student interested in utilizing his economics learning in a business environment with a viable alternative. Two programs are afforded the student: one in the finance area and the other in the marketing-marketing research area.

Finance
Accounting 101-102 — Elements of Accounting
Management 201 — Industrial Organization and Management
Management 310 — Behavioral Science
Management 303 — Corporate Finance
Management 403 — Financial Management
Management 408 — Security Analysis
Management 411 — Portfolio Management
Management 421 — Interpretation of Financial Statements

Marketing-Marketing Research
Management 201 — Industrial Organization and Management
Management 202 — Marketing
Management 302 — Advanced Marketing and Management
Management 309 — The Sales Function
Management 310 — Behavioral Science
Management 307 — Advertising and Sales Promotion
Management 407 — Market Research

EDUCATION

Information concerning the teacher training programs will be found on page 45 of this catalogue.

The following courses are offered under the supervision of the education department by faculty members of the various fields involved. The course work includes subject theory and field centered experiences in observation, peer teaching/micro teaching, or tutoring to demonstrate competency attainment. A performance index of 3.25 is required to demonstrate competency attainment in the field-centered experiences.
ELEMENTARY TEACHER TRAINING PROGRAM

ED 201 Foundations of Education: History and Philosophy 3 credits
The development of the various philosophies of education through a survey of ancient, medieval, and modern education; the ends and means in education; educational theory in the United States today.
On Campus: 30 hrs.;
Field Centered Experience: Observation—15 hrs.
Offered every semester.

ED 202 Introduction to the Education of Children and Youth 3 credits
A study of individual differences among children; educationally disadvantaged children; elementary and secondary classroom techniques; basic school problems.
On Campus: 30 hrs.;
Field Centered Experience: Observation—15 hrs.
Offered every semester.

ED 312 Foundations of Curriculum in Elementary Education 3 credits
Basic conceptual treatment of child growth in development; curriculum and methods as they apply to the elementary school and early education.
On Campus: 45 hrs.;
Field Centered Experience: Peer Teaching
Offered every semester.

ED 402 Tests and Measurements 3 credits
Designed for future teachers. Principles of basic statistics related to collecting, treating and interpreting data; the use of standardized tests (intelligence, aptitude, achievement, etc.) in a school situation; the construction and the improvement of classroom tests, and the use of test results by the administrator, teacher, and guidance counselor.
On Campus: 45 hrs.;
Field Centered Experience: Peer testing/Micro testing.
Offered every semester.

ED 404 Observation and Supervised Practice Teaching 6 credits
Prerequisite: Completion of all other course work
During the senior year students in the teacher training program will spend a minimum of one term of supervised instructional experience in an approved secondary or elementary school. Aside from the normal school experience, the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher. Students must be approved by the chairman of the education department.
On Campus: 15 hrs.;
Field Centered Experience: Full time teaching.
Offered every semester.

ED 411 Special Methods in Elementary School Teaching
Prerequisites: Education 201, 202 and 312

411A Reading 3 credits
The basic principles of teaching reading; utilization of formal and informal diagnostic tools to appraise reading status; techniques of grouping for instruction; teaching specific reading skills; evaluating reading progress and appropriateness of reading programs; individualizing reading instruction.
On Campus: 30 hrs.;
Field Centered Experience: Tutoring—15 hrs. Offered every fall.

411B Individualized Reading 3 credits
Prerequisite: Education 411A
Each student will be required to collect, construct, and evaluate materials for use in a class-
room situation, a small group situation, and individualization.
On Campus: 30 hrs.;
Field Centered Experience: Tutoring—15 hrs.
Offered every spring.

411F Language Arts 2 credits
Prerequisite: English 103 and 220
The principles, methods, and materials employed in the teaching of listening and speaking
skills, composition skills, and writing skills in the elementary school.
On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—10 hrs.
Offered every fall.

411G Mathematics 2 credits
Prerequisite: Mathematics 103 and 104
The principles and practices employed in teaching mathematics in elementary schools.
On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—10 hrs.
Offered every spring.

411H Literature 2 credits
Children's literature and the techniques used in presenting it to children at different age
levels; the use of audio-visual aids; illustrations of children's books.
On Campus: 20 hrs.;
Offered every fall.

411J Social Studies 2 credits
Prerequisite: History 201 and Sociology 203
The instructional resources, methods, and materials of a sound social studies presentation in
elementary and early adolescent classes; the history, culture, and sociology of various minority
groups.
On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—10 hrs.
Offered every spring.

411J Science 2 credits
Prerequisite: Science 301-302
Principles and techniques employed in teaching science in the elementary schools.
On Campus: 20 hrs.;
Field Centered Experience: Micro Teaching—10 hrs.
Offered every fall.

411K Music and Art 2 credits
Prerequisite: Fine Arts 401-402
Principles and techniques employed in teaching music and art in the elementary schools.
On Campus: 30 hrs.;
Field Centered Experience: Museum Trips
Offered every spring.

ED 431 Diagnosis and Treatment of Reading Disabilities 3 credits
Prerequisite: Education 411A or 401G
A study of formal and informal methods of diagnosis; special in-class room procedures;
analysis of the services rendered by clinics and other professional groups.
On Campus: 30 hrs.;
Field Centered Experience; Tutoring—15 hrs.
Offered every spring.
ED 434  School and Community  3 credits
The school's role in relation to the community; "Inner City" education; the use of community
resources in establishing good human relations and adjusting to the cultural and socio-
economic changes of our time.
On Campus: 35 hrs.;
Field Centered Experience: Observation—10 hrs.
Offered every fall.

SECONDARY SCHOOL TEACHER TRAINING PROGRAM

ED 201  Foundations of Education: History and Philosophy  3 credits
The development of the various philosophies of education through a survey of ancient,
medieval and modern education; the ends and means in education; educational theory in the
United States today.
On Campus: 30 hrs.;
Field Centered Experience: Observation—15 hrs.
Offered every semester.

ED 301  Methods, Problems, and Principles in Secondary Education  3 credits
Methods and problems in junior and senior high schools and their relationship to basic prin-
ciples; consideration of such topics as problems of transition in junior high school, secondary
school organization, classroom management, lesson plans, problem-project method, evalua-
tion, discipline, visual aids.
On Campus: 45 hrs.;
Field Centered Experience: Peer Teaching
Offered every fall.

ED 302  Educational Psychology  3 credits
The application of educational psychology to the art of teaching and the science of learning
with emphasis on growth and development, environmental influences, understanding of the
individual pupils, nature and conditions of learning, transfer of past experiences, guiding
pupils for personal adjustment and mental health.
On Campus: 30 hrs.;
Field Centered Experience: Tutoring—15 hrs.
Offered every spring.

ED 401  Special Methods in Secondary School Teaching  3 credits
Prerequisites: Education 301 and 302
On Campus: 30 hrs.;
Field Centered Experience: Peer/Micro Teaching—15 hrs.

401C  English  3 credits
Teaching various forms of writing, literature, and spelling at secondary level; the general aims
and purpose of these forms; audio-visual aids, projects, library materials, and bibliographical
references for the adolescent; the impact of mass media of communication on the secondary
school curriculum.
Offered every spring.

401D  Modern Languages  3 credits
Aims, methods, and objectives of present-day modern language teaching in high schools and
junior high schools; practical exercises; visits to local schools.
Offered every fall.
401E Mathematics 3 credits
The teaching of mathematics in grades 7 through 12; procedures, techniques, and materials; opportunities for student presentations and discussion of strengths and weaknesses. Offered every fall.

401F Social Studies 3 credits
Specific methods and techniques useful to the social studies teacher on the secondary level; teaching aids, use of library, current events, and bibliographical references; subject materials for the exceptional, disadvantaged and the average student; the syllabi and aims in the various subject areas; model lessons. Offered every fall.

401G Reading 3 credits
Special methods, aims and objectives in teaching reading on the secondary level; remedial and developmental techniques required for teachers on this level; use of developmental reading laboratory and audio-visual aids; individualized reading instruction. Offered every spring.

401H Science 3 credits
A study of basic principles, classroom practices, and curriculum trends in secondary school science courses; experiences helpful to the prospective teacher in evaluating, selecting, preparing materials for teaching science; visual aids, laboratory methods for individual and group experiments, and the organization of materials for classroom use. Offered every spring.

401I Religion 3 credits
Classroom management; general methods; positive approach to God; methods of teaching Sacred Scripture; adolescent psychology; group guidance; techniques of oral presentation. Offered as students qualify.

401J Accounting 3 credits
Prerequisite: Accounting 101-102
The teaching of accounting by modern methods in accordance with present-day concepts in business education; general principles and techniques of teaching a vocational business subject; skill development and the correct methods and techniques that should be used in accounting procedures. Offered every spring.

401K Office Practice 2 credits
The techniques and principles that are a necessary adjunct to the teaching of office practice and other business subjects; various plans of organization, methods and procedures of filing, indexing, systems, and controls, and the proper use of general office equipment. Students admitted only with the permission of the instructor of the chairperson of the department. Offered every spring.

ED 402 Tests and Measurements 3 credits
Designed for future teachers. Course work includes: principles of basic statistics related to collecting, treating, and interpreting data; the use of standardized tests (intelligence, aptitude, achievement, etc.) in a school situation; the construction and the improvement of classroom tests, and the use of test results by the administrator, teacher, and guidance counselor.
On Campus: 45 hrs.;
Offered every semester.

ED 404 Observation and Supervised Practice Teaching 6 credits
Prerequisite: Completion of all other course work
During the senior year, students in the teacher training program will spend a minimum of one term of supervised instructional experience in an approved secondary or elementary school.
Aside from the normal school experience, the student will be expected to attend individual and group conferences with the college supervisor and cooperating teacher. Students must be approved by the chairperson of the education department.

On Campus: 15 hrs.;
Field Centered Experience: Full time teaching.
Offered every semester.

**ED 501B  Special Methods of Teaching Physical Education In Schools**  3 credits
Prerequisite: Nine credits in education
Methods of teaching physical education in elementary and secondary schools; planned observation at both levels; preparation of lesson plans, selection and use of equipment and instructional aids stressed.
Offered every semester as students qualify.

**ELECTIVE COURSES OFFERED BY THE DEPARTMENT**

(Credits for each of the courses listed below may not be applied to the requirements for certification in New York State.)

**ED 439  Basic Principles of Guidance**  3 credits
The relation of basic concepts to in-school problems; the reference materials, resources, and procedures of the guidance counsellor in the school.
Not offered 1979-80.

**ED 476  Techniques of Counseling**  3 credits
An introduction to the meaning of counseling; the process, background, and instruments used in counseling on an individual or group basis within a framework of counseling theory. Use of information, appraisal, and referral to community agencies. Interpretation of counsel outcomes to school personnel and parents.
Not offered 1979-80.

**ED 477  Educational and Occupational Information**  3 credits
Development of an understanding of the career development of the individual: educational, occupational, and personal. Analysis of occupational choice theories and research; Psychosocial and economic trends influencing career decisions; analyses, organizational and dissemination of educational and vocational information materials.
Not offered 1979-80.

**ED 478  Humanistic Approaches to Learning**  3 credits
Understanding of human potentials of individuals; student needs and their learning styles; group processes applied in the classroom.
Not offered 1979-80.

**ED 479  Workshop in Educational Problems of the Inner City Child**  3 credits
Use of new teacher techniques; implementation of innovative curriculum areas; use of community resources.
Not offered 1979-80.

**ENGLISH**

**ENG 103  Elementary Composition**  3 credits
Instruction and practice in the elements of clear and effective writing with special emphasis
on exposition; periodic compositions designed to prepare the student for writing requirements in other college courses.
Offered every semester.

ENG 104  The Research Paper 3 credits
Prerequisite: ENG 103
Instruction and practice in research paper writing: use of the library, note-taking, evaluation of sources, organization of material, and the form and technique of documentation. Several written reports, with a documented research paper as the semester project.
Offered every semester.

ENG 105  Intermediate Composition 3 credits
Prerequisite: ENG 103
Instruction and practice in writing on the intermediate level; attention to the various forms of discourse with emphasis on exposition; studies in rhetorical theory and analyses of style; special assignments designed to fit the needs of the individual students.
Offered every semester.

ENG 199  Methods of Literary Research 3 credits
(Formerly ENG 299)
Prerequisite: ENG 103
Readings, discussions, and reports centered on techniques in English literary history: problems in biography, authenticity, source study, chronology, interpretation, and the history of ideas.
Offered every fall semester.

ENG 203  Survey of English Literature I 3 credits
A Survey of the major English authors from the Anglo-Saxon period through the end of the eighteenth century.
Offered every semester.

ENG 204  Survey of English Literature II 3 credits
A survey of the major English authors from the Romantic movement to modern times.
Offered every semester.

ENG 220  Modern Short Fiction 3 credits
(Formerly ENG 120)
Readings in the short story and novella by select authors—American, English and Continental—of the nineteenth and twentieth centuries.
Offered every semester.

ENG 222  Masterpieces of Drama 3 credits
(Formerly ENG 122)
Readings in select works representing the major periods of dramatic literature from ancient Greece to the present.
Offered every semester.

ENG 301  Chaucer 3 credits
A study, in the Middle English text, of "The Canterbury Tales," "Troilus and Criseyde," and selected minor works; and of the political, social, and cultural backgrounds of the fourteenth century.
Offered in fall semester, even-numbered years.

ENG 302  Medieval English Literature 3 credits
A study in modernized texts of the principal English works from the twelfth through fifteenth
centuries, and of some non-English works, such as the Arthurian material, which have an important bearing on English literature.
Offered in spring semester, even-numbered years.

ENG 303  Drama in England to 1700 (Exclusive of Shakespeare) 3 credits
A study of the origins of drama in England; mysteries, miracles, interludes, and farces; close reading of representative plays from the Elizabethan, Jacobean, and Caroline drama; the masque; the heroic play; bourgeois tragedy and Restoration comedy. Theatrical backgrounds from contemporary sources on the staging, acting, costume, and decor of the plays read. Offered in fall semester, odd-numbered years.

ENG 304  Eighteenth-Century English Literature 3 credits
A survey of the major literary figures of the Enlightenment—Dryden, Pope, Swift, Johnson—with particular attention given to works that are significant and representative; added study of important individual contributions to poetry, the novel, essay, and drama. Offered in spring semester, odd-numbered years.

ENG 306  The Victorian Period: 1832-1900 3 credits
A survey of the poetry and prose of the period, with particular emphasis on the works of Tennyson, Browning, Arnold, the Pre-Raphaelites, Newman, Carlyle, and Ruskin, as well as some representative novelists. Offered in fall semester, even-numbered years.

ENG 307  Sixteenth-Century English Literature 3 credits
A survey of the non-dramatic literature of the period, tracing the roots and development of the Renaissance and Humanism in England; special emphasis on Wyatt and Surrey, Spenser, Sidney, and More. Offered in fall semester, odd-numbered years.

ENG 308  Seventeenth-Century English Literature: 1600-1660 3 credits
A study of the non-dramatic literature of the period, with special emphasis on the poems of Donne and Jonson and their followers; an examination of the prose works of Bacon, Browne, Burton, among others, as a reflection of the intellectual climate of the age. Offered in spring semester, even-numbered years.

ENG 401J, 401K, 401M  American Literature: 1800-Present 9 credits
Analysis of individual works of American literature and discussions of the intellectual, social, and political environments in which they were written.

401J:  (1800-1860)
Major emphasis on Cooper, Poe, Hawthorne, Emerson, Thoreau, Melville. Offered in fall semester, even-numbered years.

401K:  (1860-1920)
Major emphasis on Whitman, Dickinson, Twain, James; realism, naturalism, and the new poetry. Offered in spring semester, odd-numbered years.

401M:  (1920-Present)
Major emphasis on Hemingway, Faulkner, Salinger, and Ellison. Offered in spring semester, even-numbered years.

ENG 402A  Shakespeare II 3 credits
A study of representative histories, comedies, tragedies and non-dramatic literature conventionally assigned to Shakespeare’s early period (through 1601). Offered every fall semester.
ENG 402B  Shakespeare II  3 credits
A study of representative histories, comedies, tragedies, and non-dramatic literature conventionally assigned to Shakespeare's later period (after 1601)
Offered every spring semester.

ENG 403  The Romantic Movement  3 credits
A survey of the poetry and prose of the period, with major emphasis on the poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats; brief study of the "Pre-Romantic" poets, the novelists Scott and Austen, and the essayists Lamb and Hazlitt.
Offered in fall semester, odd-numbered years.

ENG 404  Milton  3 credits
A comprehensive study of Milton's poetic works; readings of selected prose works in order to illustrate the social, cultural, and religious conflicts of Milton's age.
Offered in spring semester, odd-numbered years.

ENG 405  Modern British Literature  3 credits
A formal introduction to the literature of the period from 1890 to the present; major emphasis placed on the works of Yeats, Eliot, Conrad, Joyce, Lawrence; further perspective provided by the study of a few representative continental writers.
Offered in fall semester, even-numbered years.

ENG 409  American Drama  3 credits
A study of American drama from 1780 to the present.
Offered in fall semester, odd-numbered years.

ENG 450  Seminar  3 credits
Research and group discussion under the direction of an instructor. Specific areas of study vary from semester to semester, with topics announced prior to the registration period. Open to all students subject to the approval of the instructor.
Offered every semester.

ENG 500  Independent Studies  3 credits
Interested students should consult with department chairperson concerning pre-existing conditions required for this course.
Offered every semester (as students qualify).

FINE ARTS

FA 401  Music of the Western World  3 credits
A survey of the important music and musicians of the western world from the beginning of the Christian era to the present. Recorded illustrations and lectures.
Offered every semester.

FA 402  Orientation In Art  3 credits
A simple approach to the understanding of the plastic arts on a conceptual basis, including within its scope historical and aesthetic materials.
Offered every semester.

FA 404  Modern Art  3 credits
Prerequisite: Fine Arts 402
A study of the many factors leading to the art traditions, the last one hundred years—from Impressionism to the present.
Offered in fall semester, even-numbered years.
FA 405  The Evolution of Grand Opera in Western Musical Tradition  3 credits
Prerequisite: Fine Arts 401
An inquiry into the forces which gave rise to this musical art form, its nature, and development to modern times.
Offered in fall semester, odd-numbered years.

FA 406  Ancient Egyptian Art  3 credits
Prerequisite: FA 402
A study of Ancient Egyptian architecture, sculpture, painting, and crafts from the first through the twenty-second dynasties. Factors contributing to the art of the Old, Middle and New Kingdoms will be analyzed, including Ancient Egyptian geography, history, culture, literature, and mythology. Slide lectures, classroom discussions, readings and museum visits will be included.
Offered every spring.

FA 407  Studies in Architecture: 1800 to Present  3 credits
Prerequisite FA 402
A study of the evolution of architecture as a fine art in Europe and America since 1800 to the present time with an emphasis on the major architectural movements of the era and their historical sources.
Not Offered in 1979-80.

FOREIGN LANGUAGES

Elementary Level  6 credits
FRE 101-102 (French); GER 101-102 (German); SPA 101-102 (Spanish)
The attainment of audio-lingual skills. For students who have not previously studied the language selected or who have studied it for one or two years in high school.
Offered every year.

Intermediate Level  6 credits
FRE 103-104 (French); GER 103-104 (German); SPA 103-104 (Spanish)
Prerequisite: 102 or three years of language in high school conversation and reading, or a placement test in the first hour if student so requests of chairperson.
The control of elementary audio-lingual skills and their further development; emphasis on developing reading skills.
Offered every year.

Masterpieces  6 credits
FRE 201-202 (French); GER 201-202 (German); SPA 201-202 (Spanish)
Prerequisite: 104
Reading and discussion of major works from the medieval period to the 20th century; composition. These works are read in modern versions of the original language.
Offered every year.

FRE 301  Seventeenth-Century Literature  3 credits
Prerequisite: French 202
A study of the social and philosophical movements, and discussion of the significant authors of this period as examples of the spirit of their age.
Offered in fall 1979.
FRE 302  Advanced Phonetics  3 credits
Prerequisite: French 202
A systematic study of articulation and intonation intended for teachers.
Offered in fall 1979.

FRE 303  Advanced Conversation  3 credits
Prerequisite: French 202
A course designed to develop the technique and vocabulary of discussion as a supplement to
expression in the areas of experience.
Offered in fall 1979.

FRE 304  Nineteenth-Century Literature  3 credits
Prerequisite: French 202
A study of the principal authors and literary movements of this period, exclusive of the poets.
Offered in fall 1980.

FRE 401  Contemporary French Drama  3 credits
Prerequisite: French 202
A survey of the development of French drama from 1870 to the present day; both the literary
and technical character of its evolution will be studied in the most representative plays.
Offered in spring 1980.

FRE 402  Lyric Poetry in the Nineteenth Century  3 credits
Prerequisite: French 202
A study and appreciation of the poetical development in French from Lamartine to Verlaine.
This course is for French majors only.
Offered in fall 1980.

FRE 403  Twentieth-Century Literature  3 credits
Prerequisite: French 202
A study of the development of French literature from 1900 to the present.
Offered in fall 1980.

FRE 404  Advanced Prose Composition  3 credits
Prerequisite: French 202
A study of the stylistic structure of sentences and paragraphs; review of grammar when
necessary.
Offered in spring 1980.

FRE 405  French Civilization and Culture  3 credits
A study of the characteristics of French culture based upon anthropological and sociological
studies; humanistic and scientific contributions to civilization; readings and reports.
Offered in spring 1981.

FRE 408  Eighteenth-Century Literature  3 credits
Prerequisite: French 202
A study of the literature of the eighteenth century as a reflection of the historical, social, and
cultural development of France.
Offered in spring 1981.

FRE 410  Studies in French
Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a lan-
guage requirement. French majors may use for free elective credit only.
A course conducted entirely in English and dealing with an aspect of French literature or
civilization. Specific topic to be announced each semester.
FRE 410A  The Theme of Love in French Literature (Middle Ages to 1800)  3 credits

FRE 410B  The Theme of Love in French Literature (1800-1972)  3 credits
Not offered in 1979-80.

GER 301  Survey of German Literature in English  3 credits
An introduction to German literary history without any prerequisites. The emphasis is on readings, interpretation, discussions, and compositions centered on epic and lyric poetry and on short stories from different literary periods.
Offered in fall 1979.

GER 302  Survey of German Drama in English  3 credits
An introduction to German drama without any prerequisites. The emphasis is on reading, interpretation, discussions, and compositions centered on German classical and romantic drama including Goethe's Faust, as well as a survey of modern dramatic output.
Offered in spring 1980.

GER 410  Studies in German
Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement.
A course conducted entirely in English and dealing with an aspect of German literature or civilization. Specific topic to be announced each semester.

GER 410A  Great Epics of German Literature in English: Themes of Loyalty and Honor  3 credits

GER 410B  German Classical and Romantic Drama as World Literature  3 credits
Offered in fall 1979.

SPA 115, 116  Basic Conversational Spanish I and II  6 credits
Courses designed to promote the attainment of audio-lingual skills in the Spanish language, specifically speaking and understanding the language used in daily communications within the city services and personnel therein involved.
Offered in every year.

SPA 302  Contemporary Spanish Literature from 1898 to Present  3 credits
Prerequisite: Spanish 202
A study of the outstanding authors of the twentieth century and their works.
Offered in fall 1979.

SPA 305, 306  History of Spanish-American Literature to Modernismo  6 credits
Prerequisite: Spanish 202
Selections from the principal Spanish-American writers from the sixteenth century to the present.

SPA 308  Advanced Conversation  3 credits
Prerequisite: Spanish 202
A course to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.
Offered in spring 1981.
SPA 310  Advanced Prose Composition  3 credits
Prerequisite: Spanish 202
A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.
Offered in fall 1980.

SPA 401  Spanish Drama of the Golden Age  3 credits
Prerequisite: Spanish 202
A study of the chief dramatists of the period.
Offered in fall 1979.

SPA 402  Spanish Civilization and Culture  3 credits
Prerequisite: Spanish 202
A study of the characteristics of Spanish culture based upon anthropological and sociological studies; humanistic and scientific contributions to civilization; readings and reports.
Offered in spring 1980.

SPA 405  Advanced Phonetics  3 credits
A systematic study of articulation and intonation intended for teachers; peninsular Spanish; the development of divergent pronunciation patterns of Latin-American Spanish.
Offered in spring 1980.

SPA 406  The Novel and Poetry of the Golden Age  6 credits
Prerequisite: Spanish 202
A study of the principal poets of the age; birth and development of the pastoral and picaresque novels; readings and discussions; reports.
Offered in fall 1979.

SPA 407  Cervantes  3 credits
Prerequisite: Spanish 202
An analysis of Cervantes' works and their importance in the literature of the Siglo de Oro; readings and discussions; reports.
Offered in fall 1980.

SPA 410  Studies in Spanish  3 credits
Open to all students; no prerequisites. Liberal Arts credit; does not fulfill a language requirement. Spanish majors may use for free elective credit only.
A course conducted entirely in English and dealing with major aspects and themes of Hispanic literature or culture. Specific topic to be announced each semester.
Offered in spring 1980.

SPA 411  Spanish Literature of the 18th and 19th Centuries  3 credits
Prerequisite: Spanish 202
Most important works from the Enlightenment to the Post-Romantic Period.
Offered in fall 1980.

SPA 412  Contemporary Spanish-American Literature after World War II  3 credits
Prerequisite: Spanish 202 or Spanish 305-306
Contemporary novel, poetry and essays; the Nobel Prizes; Gabriela Mistral, Miguel Angel Asturias, and Pablo Neruda; the works of Borges, Garcia-Marquez, Carpentier, and others; women poets in the Spanish-American countries.
Offered in spring 1980.
SPA 413  Hispanic Caribbean Cultures and Literature  3 credits
Prerequisite: Registration only by the permission of the chairperson.
A study of the characteristics of the culture and literature of the three largest Hispanic ethnic
groups of Metropolitan New York: Puerto Ricans, Cubans, and Dominicans; their literary and
humanistic contributions to the present United States; comparisons with Mexican-American
Literature.
Offered in fall 1979.

FRENCH (SEE FOREIGN LANGUAGES)

GEOGRAPHY

GEO 312  Introductory Geography  3 credits
Recommended for teacher training in Social Studies.
A study providing an orderly examination of the world's spatial complexities; emphasis on
landscape features, transportation, landforms, vegetation, soil, land cultivation.
Offered in spring 1979.

GERMAN (SEE FOREIGN LANGUAGES)

HEALTH CARE

HC 401  Institutional Management in the Health Field  3 credits
An introductory view of the manifold complexities of institutional management; hospitals,
nursing homes, custodial institutions delineated and described, organizationally and legally;
major problems in administering the modern health care institution outlined and the ground-
work for future study planned.
Offered every semester.

HC 403  Legal Aspects of Health Care  3 credits
A study of the legal problems that may confront health care personnel. Topics discussed in-
clude: contracts, consents, rights of patients, crimes, record keeping, wills, liability for neglig-
ence and malpractice, etc.
Offered every semester.

HC 404  Personnel Administration  3 credits
Supervision, recruitment and training of staff; problems of employees; management control;
techniques in interviewing; discipline techniques; union relations and negotiations; employee
rights and benefits.
Offered every semester.

HC 405  Problems Workshop for Health Care  3 credits
Prerequisites: 3 of the following courses: HC 401, 403, 404, 407.
An in depth case study approach to management problems in health care delivery; analysis of
a present-day profile of the community, social changes which have affected it, and new
health programs which meet its needs.
Offered every semester.

HC 406  Professional Staff Relationships  3 credits
A study of the manifold problems concerned with the interrelationships of the various seg-
ments of the personnel found in health care facilities; understanding of the positions of the
professionals, semi-professionals, skilled and unskilled work forces in the institution; prob-
lems in establishing positioning between the groups and the responsibilities of each group to each other and the institution.
Offered every fall.

HC 407  Influences of Government and "3rd" Parties  3 credits
Overview of the changes wrought by the government programs and other "3rd" party payment and control on the health care facility. A study of the new and proposed legislation on health delivery plans will enable the student to understand more fully the changing face of the profession.
Offered every semester.

HC 411  Mental Health Care Administration  3 credits
A study of the problems peculiar to the custodial facilities in terms of legal areas and the nature of longterm internment; the changes in recent years such as half-way houses, community facilities, and the inclusion of drug and alcohol problems; various new programs and attitudes involving commitment proceedings, release on probation, etc.
Offered every spring.

HC 431  Development and Community Relations  3 credits
Studies on plans for fund raising, development for procedures in use throughout the world; and the setting up of a community relations program; the establishment of lines of communication with the neighborhood, governmental authorities, and others concerned with the welfare of the institution.
Offered every fall.

HC 433  Comparative Health Care Systems  3 credits
A course designed to give the student an awareness of health delivery systems as practiced throughout the world and the advantages and disadvantages of each.
Offered every spring.

HC 435  Issues in Geriatric Care  3 credits
Problems workshop format for the study of the unusual areas in the care of the aged; in-basket decision-making; the senior citizen hotel, the extended care facility, the foster-grandparent program, and numerous other new concepts in dealing with the aged.
Offered every semester.

HC 436  Accounting for the Health Field  3 credits
This course will survey the principles and application of accounting theory in health care administration; fundamental knowledge of bookkeeping, including adjusting entries and financial statement classification, as well as other aspects of managerial accounting.
Offered every fall semester.

HC 438  Cost Analysis and Budgeting for the Health Field  3 credits
Formerly HC 402. Prerequisite HC 436.
The course will elaborate on the aspects of managerial accounting introduced in HC 436; basic concepts and theories in health economics and institutional finance; the concept of economic impact analysis as it relates to health care planning, budgeting, staffing, and rate setting.
Offered every spring semester.

HEALTH SCIENCE

HS 101  Personal Health  3 credits
The course is designed to provide scientific health information and promote desirable
attitudes and practices. An introductory overview to health; mental and emotional health, health problems of the family, human sexuality, personal health factors, drug abuse, nutrition, consumer health needs, health agencies, and health careers.
Offered every semester.

**HS 102 Community Health**
3 credits
An introductory course in the problems of community health; the spectrum of health problems providing the greatest fears and concern in the urban setting; historical, sociological and psychological aspects; solving community health problems and their severity and comparison with problems in other areas; application of principles and methods to the promotion of better community health.
Offered every semester.

**HS 202 Health Problems**
1 credit
Required of all day students. Selected current health problems of interest to the student discussed as to their sociological, psychological and health impact on the individual and society. The topics include: alcohol, tobacco and drug abuse; synergistic and nullifying effects of OTC and prescription drugs; disease problems such as Herpes Simplex II, hypertension, diabetes and epilepsy; family problems; problems of the aged; genetic diseases; immunization and exercise for health.
Offered every semester.

**HS 204 Environmental Health**
3 credits
Environmental factors in man's physical environment which may affect health; air, water, and noise pollution; urban migration, radiation, food contamination, environmental health standards and requirements, and ecological control.
Offered in spring semester.

**HS 206 Safety and First Aid**
(Formerly HS 203)
3 credits
Survey of home, school and community programs of first aid and safety; identification of types of accident hazards, control of conditions of causation and responsibilities of community agencies and individuals for safe living; temporary treatment given in cases of accident or sudden illness leading to the American Red Cross certificate in standard first aid and personal safety.
Offered in spring semester.

**HS 207 Nutrition**
(Formerly HS 205)
3 credits
A foundation study of human nutrition including its importance to optimum physical and emotional health; the nutrients, fundamental principles of normal nutrition, body requirements of various food elements, diet patterns for varying age groups and specific conditions; the social and cultural influence on food selection.
Offered in fall semester.

**HS 208 Principles of Public Health**
3 credits
A survey of methods and principles in various areas of public health at the local, state, national, and international level; concepts of disease; medicine in history; population and poverty; maternal and child health; public health organizations; industrial and occupational health, and accident prevention; the emergence of national health care systems.
Offered in spring semester.

**HS 301 Health Counseling**
2 credits
The dynamics of interpersonal relations. The focus is on the role of interpersonal relations in behavior change, organizational change, and health education. An examination of the ways
in which the health professional can detect the needs of students or clients and work cooperatively in meeting these needs.
Offered in fall semester.

**HS 302  Consumer Health**  
3 credits

Consumer problems are viewed in terms of economic, sociological, psychological and biological consequences to the individual and the community; consumer attitudes and behavior regarding needs, desires, and response to advertising, incorrect labeling, health insurance, life insurance, medicare, over-the-counter drugs, cosmetics, health fads, and quackery, consumer protection agencies, evaluation of products and other topics of interest to the consumer.
Offered in spring semester.

**HS 304  Mental Health**  
2 credits

A study of the basic principles of positive mental health concepts; forces and stresses tending to cause anxiety, nervousness, and other typical reactions when human psychological needs are frustrated or in conflict; theories of maladjustment, treatment and education for changes in behavior, with communication technique emphasized.
Offered in fall semester.

**HS 401  Org. and Adm. of the School Health Program**  
3 credits

An introduction to the establishment and implementation of the total school health education program; health instruction, health services, health environment and the health of school personnel. For future teachers, health coordinators, and administrators.
Offered every semester as students qualify.

**HS 463  Crucial Health Issues**  
3 credits

An in-depth study of health problems which are of major concern. Specific content will change depending on up-to-date health issues; public attitudes and opinions; comparison with critical health problems in other areas; public, voluntary, and World Health Organizations' role in the issues explored. Not for students who complete HS 101 or HS 102.
Offered in spring semester.

**HS 464  Biostatistics**  
3 credits

Introduction to methods and concepts of statistical analysis as utilized in communicable and non-communicable disease data of the health fields; methods of sampling, tabulation, and analysis; distributions, tests of hypothesis, types of error, significance and confidence levels, and sample size.
Offered every semester.

**HS 501  Public Health Administration**  
3 credits

The organization, administration, and development of public and community health programs; laws and regulations delineating the states' concerns in the community health area discussed; role of the community health planner in organizing programs dealing with public health problems; structures of organizations, chains of command, intragroup and intergroup communications methodology; utilizing community agencies as resources in developing community health programs; education of the public in areas of health concern, improving efficiency of health delivery services.
Offered in spring semester.

**HS 503  Epidemiology**  
3 credits

(Formerly HS 103)

The natural history of disease in various population groups; causes from the environment as well as biological factors influencing the emergence of diseases; principles, practices, theory,
and methods related to the control and prevention of diseases; determination of community needs for health services. Offered in fall semester.

HS 504 Internship (Health Service Majors only) 6 credits
Student select areas and topics of interest for research. Field experience, apprenticeships, etc., are arranged. Students work in field experiences with community health organizations, hospitals, voluntary health organizations, etc. Field experiences are supervised; training lasts a minimum of one semester, although a longer period is desirable. Students hold seminar meetings to discuss problems encountered and progress made in solving them. Offered every semester.

HS 505 or ED 505 Health for the Special Individual 3 credits
Daily living problems of the mentally retarded explored as to their self-realization and personal awareness; emphasis on the health responsibility of the individual, as well as of the teacher, parent and community. Offered every semester as students qualify.

HISTORY

HS 101 Survey of Western Civilization (to 1500) 3 credits
A survey of the principal historical events, forces, and movements from the Dawn of Man to the Reformation; ancient, medieval, and early modern developments in this period. Offered in fall semester.

HS 102 Survey of Western Civilization (since 1500) 3 credits
A survey of modern times, beginning with the Renaissance and Reformation; the rise of national states; the Enlightenment; the Age of Revolutions; and the Nineteenth and Twentieth centuries. Offered in spring semester.

HS 201 History of the United States: 1896 to the Present 3 credits
The major economic, social, intellectual, and political movements of the twentieth century in the United States. Offered in every semester.

HS 202 Ancient History 3 credits
A study of ancient history from the origin of man to the fall of Rome; contributions made by the ancient world to modern civilization. Offered in spring semester.

HS 301 Medieval History 3 credits
A survey of the history of the Middle Ages; feudalism, universities, monarchy, church, the Hundred Years' War. Offered in fall semester.

HS 303 The World in the Twentieth Century 3 credits
A study of world history as seen from the twentieth century; the Russo-Japanese War; problems in Africa; the Balkan question; World Wars I and II; the conferences during and after the wars. Offered in fall semester.
HIS 305  Latin American History I  3 credits
A survey of Latin American history from pre-conquest days through the independence movement; relationship of the period to present-day Latin America.
Not offered in 1979-80

HIS 306  Latin American History II  3 credits
A survey of contemporary Latin America; church-state relationships, land, labor, trade, and culture.
Not offered in 1979-80.

HIS 307  American Minorities  3 credits
A survey of the peopling of the North American continent, with particular emphasis upon the United States.
Offered in spring semester.

HIS 311  A History of the Black American  3 credits
A study of the Black American from 1619 to the present, with emphasis placed on the blacks in the United States during the twentieth century.
Offered in fall semester.

HIS 312  Renaissance and Reformation  3 credits
Intellectual and religious movements during the transition from the Middle Ages to modern times.
Offered in spring semester.

HIS 313  International Labor Movements  3 credits
A comparative study of the origins and development of trade unionism and the present roles of labor internationals and national federations both in developed and underdeveloped nations including the U.S., Western European and Latin American blocks, the Soviet Union, Japan, and the People's Republic of China.
Not offered in 1979-80.

HIS 314  Nations of the Modern World  3 credits
The nations of the world in modern times, offered in eight parts.
  a) France.
  b) Latin America (Argentina, Brazil, Mexico).
  c) China.
  d) Russia.
  e) Italy.
  f) England. Offered in fall 1979
  g) Germany.
  h) Ireland. Offered in spring 1980

† Not offered in 1979-80.

HIS 400  Historical Seminar  3 credits
A thesis seminar. Emphasis placed on research and historical criticism. Divided into two separate seminars: Local History and Problems of the Western Hemisphere.
Offered in fall semester.

HIS 401  History of the United States: The Age of Discovery — 1789  3 credits
A survey from the earliest explorations and discoveries to government under the Constitution; the colonial struggles; the dominance of Great Britain; the Revolutionary War; the "Critical Period."
Offered in fall semester.

HIS 402  History of the United States: 1789-1896  3 credits
A study of the United States as it struggled to set the new government into motion; political, economic, cultural, and diplomatic developments in the nineteenth century.
Offered in spring semester.
HIS 403  Modern European History: 1600-1763  3 credits
A study of the history of Europe from the end of the religious revolts to the end of the Seven
Years’ War; the Thirty Years’ War; the Commercial Revolution; the rise of the nation-state; the
age of absolutism and enlightenment.
Offered in fall semester.

HIS 404  Modern European History: 1763-1900  3 credits
A study of the causes and effects of the French Revolution; the era of Metternich; emphasis
on the Franco-Prussian War; the growth of nationalism, socialism, and democracy.
Offered in spring semester.

HIS 405  Cultural and Social History of the United States  3 credits
A study of the cultural and social developments in the United States; the trends of literature,
arts, science, and philosophy as America comes of age.
Not offered in 1979-80.

HIS 406  Current Problems  3 credits
An analysis of the major problems of the following world areas: Far East, Africa, Latin
America, Middle East; a lecture course conducted by leading figures in academic, political,
and diplomatic fields. Offered in the spring semester on a four-year cycle.
Offered in spring semester.

HIS 407  Survey of United States Foreign Relations  3 credits
A survey of American diplomacy from 1775 to present; “Manifest Destiny;” the Civil War; the
United States as a world power, and the United States after two World Wars.
Offered in fall semester.

HIS 408  Facts, Myths and Legends—The Great Historians  3 credits
(Formerly Historiography)
A study of the sources of history; historians from major periods; the intellectual viewpoint in
history; the distinctive types of historical writing.
Not offered in 1979-80.

HIS 409  The American Presidents  3 credits
A study of the historical evolution of the Presidency from the eighteenth century to the pres-
et, emphasizing both the institutions and the characters of the men who held the office.
Offered in spring semester.

HIS 410  The American City  3 credits
The historical evolution of the city from the foundation of Jamestown to the present day; the
major trends in urban development; the importance of the city in American history, and the
problems confronting urban America today.
Offered in spring semester.

MANAGEMENT

MGT 201  Organization and Management  3 credits
(Formerly BM 201)
Philosophies and methodology underlying the successful operation of a business enterprise,
including study of the interaction of the use of labor, modern technology, and marketing
knowledge; emphasis upon the conceptual aspects of problem solving and decision making
utilizing twentieth-century techniques such as the computer, game theory, role playing, etc.;
the multi-national company and its particular problems.
Offered every semester.
MGT 202  Marketing  
(Formerly BM 202)  
3 credits
Policies concerning market research, product planning, brands, distribution channels, pricing, selling, sales promotion, and advertising; case problems; marketing in foreign countries and the peculiar aspects of local culture and customs. 
Offered every semester.

MGT 217  Introduction to Electronic Data Processing  
(Formerly EDP 201)  
3 credits
The fundamental understanding of computers and the methods employed in implementing computer systems. 
Offered every semester.

MGT 301  Management Theory and Practice  
(Formerly BM 301)  
3 credits
Prerequisite: Management 201
Examination of organizational structure for similarities and differences in operation; the effective utilization of personnel, coordination of activities, and the functional aspects of enterprises within the American economic system; factors creating successful corporate goals, including motivation of personnel, establishing effective controls, and the social responsibilities of the organization. 
Offered in spring 1980.

MGT 302  Advanced Marketing and Management  
(Formerly BM 302)  
3 credits
Prerequisite: Management 202
Factors affecting demand and methods of satisfying it; the structure of the market; marketing methods and problems of various agencies; competitive practices; the management of the selling activities of a business; distribution policies, pricing, and the planning of marketing operations; managerial aspects stressed. 
Offered every spring.

MGT 303  Corporate Finance  
(Formerly BM 303)  
3 credits
Prerequisite: Open only to juniors and seniors.
Aspects of financing corporate entities in the functioning of the economy; equity financing, capital structure; bond flotation, mergers and consolidations, holding companies, security underwriting and marketing rights, warrants, and options. 
Offered every semester.

MGT 306  Merchandising  
Prerequisite: Management 202 and 302
3 credits
The study of contemporary and futuristic merchandising problems, methods and policies with emphasis on the impact that economic, sociological, and physiological factors have on merchandising today and the future. 
Offered every fall.

MGT 307  Advertising and Sales Promotion  
(Formerly BM 307)  
3 credits
Prerequisite: Management 202 and 302
The role of advertising in the economy; client-agency relationships; media selection and utilization, importance of selective copy; the objectives of promotion and public relations and the methods of achieving success in them. 
Offered in fall 1979.
MGT 308  Quantitative Methods in Business  
(Formerly BM 308)  
Prerequisites: Mathematics 105, 108 and 301  
The employment of mathematical and statistical tools in the solution of business decision problems; techniques of linear programming; inventory theory; queuing theory; decision theory, and computer simulation. (Replaces Economic and Business Statistics)  
Offered every semester.

MGT 309  The Sales Function  
Prerequisite: Management 202 and 302  
The role of the sales function in the total marketing program; salesmanship and selling methods; problems and methods of recruiting, selecting, training, building sales quotas, or sales programs; contribution of the behavioral sciences to typical sales situations.  
Offered every semester.

MGT 310  Behavioral Science  
(Formerly BM 310)  
The fundamental concepts of psychology, sociology, cultural anthropology, and management for gaining a better understanding of the predictability and awareness of human behavior in organizational environments; individual and group reactions, motivation, perception, leadership roles, personality dynamics, and stem culture differentiation.  
Offered every semester.

MGT 314  Credit Management  
(Formerly BM 314)  
Prerequisite: Management 303  
The principles and problems of modern credit management with emphasis on the construction and administration of successful programs for the 1970's  
Offered in spring 1980.

MGT 400  Business Policies  
(Formerly BM 400)  
Prerequisite: Open only to graduating seniors  
The use of previous studies in the areas of management science, finance, personnel, marketing and accounting, and of integrated case studies; analysis of specific problems within a company leading to recommended alternative courses of action; systems or integrated approach to analysis, with the student assuming the role of corporate executive in leading group decision-making meetings.  
Offered every semester.

MGT 403  Managerial Finance  
(Formerly BM 403)  
Prerequisite: Management 303  
The specific purpose of the course is to give the non-financially oriented student some awareness of the benefits of sound financial management. Among the topics analyzed are: alternative strategy selection, opportunity costs, ratio analysis, breakeven analysis, operating and financial leverage, and mergers and acquisitions.  
Offered every spring.

MGT 404  Personnel Management  
(Formerly BM 404)  
Prerequisite: Open only to upper juniors and seniors  
A study of current personnel administration in various types of organizations; recruitment, testing, placement, motivation, and training of individuals; modern problems of sensitivity training, the effect of cultural differences, governmental assistance and regulations; basic
aspects of effective programs of wage administration, employee benefits, and industrial judicial practices (grievances and arbitration). Offered every semester.

**MGT 405  Management of a Small Business**  3 credits
Designed to introduce upper division students to the principles and problems of managing a small business firm; the objectives, policies, facilities, finances, structure, and personnel required for operating the small business. Offered in spring 1980.

**MGT 407 Market Research**  3 credits
*(Formerly BM 407)*
Prerequisite: Management 202 and 302
An inter-disciplinary approach to the study of recognizing and isolating marketing problems, while demonstrating the use of research as a management tool in guiding executive thinking and decision making; cases and problems employed with emphasis on quantitative and analytical techniques. Offered in fall 1979.

**MGT 408  Security Analysis**  3 credits
*(Formerly BM 408)*
Prerequisite: Management 303
Quantitative and qualitative methods of analyzing industrial securities, with emphasis on common stock; principles underlying the selection and management of both individual and institutional portfolios; market timing and technical strategies. Offered in Spring 1980.

**MGT 409  Industrial Relations and Collective Bargaining**  3 credits
The various factors including legislation involved in the negotiation of a contract between employers and employees; the aspects of the administration and interpretation of the contract analyzed through actual contracts and cases involving portions of the contract, appropriate legislation, and administrative rulings. Offered in fall 1979.

**MGT 410A, B, C, D  Seminars in Business Problems**  3 credits
*(Formerly BM 410)*
Seminars in specific types of business enterprises utilizing problem and case discussion techniques for seniors who are engaged in the field; students encouraged to develop their own materials from work situations.
(May be taken as a substitute for BM 400 with permission of department chairperson.)
410A Banking
410B Stock Brokerage
410C Service Industries and utilities
410D Insurance
Offered as applications are received.

**MGT 411  Health Administration Seminar**  3 credits
Prerequisite: Open only to seniors
A case presentation study of current problems in health administration. The students will act as members of the governing board of a health facility and will present individual analyses of the problems and submit to questioning by the others in the group and the instructor. Offered as students qualify.

**MGT 412 Portfolio Management**  3 credits
The construction and analysis of both individual and institutional investment portfolios: Port-
folio objectives, strategies and constraints; economic and non-economic variables impacting portfolios; performance measurement. Offered in spring 1980.

MGT 421 Interpretation of Financial Statements 3 credits
Designed for students other than accounting majors. Balance sheets, income statements and budgets of profit and non-profit organizations are examined, analyzed, and interpreted. Offered in fall 1980.

MGT 427 Business Communication 3 credits
The key modes of managerial communication: interpersonal, personal and organizational; a study of interviewing, personnel evaluation, meeting participation, memo writing, and the making of business presentations; the communication structure of companies analyzed for areas of communication breakdown. Offered in fall 1979.

MGT 500, 501 Small Business Consulting I and II 6 credits
(Formerly BM 500, 501)
Open only to Management and Accounting upper juniors or seniors.
A practical case course with ‘hands-on’ experience in the field by consulting with the owners of small businesses in the metropolitan area. The student analyzes the problems of the firm, suggests solutions, and assists the operators of the business in implementing the solutions. Offered every semester.

MGT 510 Independent Study 3 credits
Individual research and study with the approval of the department of management. Offered as students qualify.

MGT 514 Business and Society 3 credits
The objectives of this course are threefold: first, to identify some of the major problems of the business firm in society and to stimulate full, informed, and thoughtful discussion concerning their possible solutions; second, to provide some sense of continuity of the relationships of business and society in the past, the present, and the foreseeable future; third, to provide an interdisciplinary view of the major areas of consideration: cultural, philosophical, eco-sociological, and political. Offered in Spring 1980.

MATHEMATICS

MAT 101 Fundamental Algebra No credit
Algebraic techniques; solution of first degree equations; graphs of linear and parabolic curves; applications with emphasis on business problems; compound interest and simple annuities.
Intended for students who enter without three units of high school mathematics, or with permission of department chairperson. Offered in fall and spring.

MAT 103 Foundations of Mathematics I 3 credits
The nature of mathematical thought; numeration systems to various bases and a view of mathematical systems; a study of number system and elementary number theory. Offered in fall.

MAT 104 Foundations of Mathematics II 3 credits
Number theory: divisibility, prime numbers, and prime factorization; logic: truth tables, quantifiers, connectives, implication, and the nature of proof; geometry: Euclidean, non-
Euclidean, and projective geometries; counting problems—permutations and combinations; probability and statistics. Offered in spring.

**MAT 105 College Algebra**  
Prerequisite: Mathematics 101 or three years of high school mathematics
Postulates; number system; linear and quadratic equations and functions; inequalities; mathematical induction; binomial theorem; determinants and matrices. Intended for accounting, business management, and economics majors. Offered in fall.

**MAT 109 Mathematics for Managerial Science I**  
Prerequisite: Mathematics 101 or 105 or three years of high school mathematics. Elementary algebra and break-even analysis, vectors and matrices determinants and systems of linear equations, linear programming, exponential and log functions. Offered in fall.

**MAT 110 Mathematics for Managerial Science II**  
Prerequisite: Mathematics 109  
Mathematics of finance, compound interest and annuities; introduction to differential calculus; applications of the derivative; integral calculus with applications. Offered in spring.

**MAT 202 Calculus I**  
Prerequisite: Intermediate Algebra and Trigonometry or Eleventh Year Mathematics  
Emphasis given to calculus, including the differentiation and integration of simple algebraic forms, areas, volumes, rate and distance problems, differentials, approximate integration; polar coordinates and parametric equations are also studied. Offered in fall.

**MAT 203 Calculus II**  
Prerequisite: Mathematics 202  
Derivatives of trigonometric, logarithmic, and exponential functions, integration by formal methods, by parts, by trigonometric substitution, by partial fractions; areas and volumes; arc length and surface areas; approximate integration. Offered in spring.

**MAT 301 Statistics**  
Prerequisite: Two and a half years of high school mathematics  
Collection and organization of data; description methods; probability and statistical inference. Offered in fall and spring.

**MAT 304 Calculus III**  
Prerequisite: Mathematics 203  
Convergent and divergent series; expansion of functions in series; partial derivatives; double and triple integrals with applications; vector algebra with applications. Offered in fall.

**MAT 305 Theory of Equations**  
Prerequisite: Mathematics 202  
Complex numbers, polynomials, algebraic equations, solutions of cubic and biquadratics; Cardan's and Ferrari's formulas; ruler and compass constructions; determinants and matrices. Offered in fall 1979.
MAT 307  Probability and Statistics I
Prerequisite: Mathematics 203
Sample space, concepts of the probability of an event; counting theorems, Bayes Theorem, random variables for the discrete and continuous case; moment-generating function technique; special distributions; transformations of variables. Students interested in an actuarial career should study mathematics 307.
Offered in fall 1979.

MAT 308  Probability and Statistics II
Prerequisites: Mathematics 304 and 307
Limiting distributions, interval and point estimation, maximum likelihood ratio tests, Chi-square tests, random sampling, statistical hypotheses. Students interested in an actuarial career should study mathematics 308.
Offered in spring 1980.

MAT 309  College Geometry
Transformation geometry; main transformation of Euclidean and projective geometries; Non-Euclidean geometries.
Offered in spring 1980.

MAT 401  Differential equations I
Prerequisite Mathematics 203
Methods of solving ordinary differential equations with applications to problems in geometry, physics, and chemistry; linear differential equations of first, second, and higher order; applications.
Offered in fall.

MAT 402  Differential Equations II
Prerequisite: Mathematics 401
Laplace transformation and Fourier Series; systems of differential equations; series solutions; Legendre's and Bessel's equations; partial differential equations.
Offered in spring.

MAT 403  Advanced Calculus I
Prerequisite: Mathematics 304
Axiom of continuity, least upper bounds and nested intervals; continuous functions and extensions of the law of the mean functions of several variables, point sets; basic theorems of partial differentiation on and the method of Lagrange; implicit function theorems, transformations and mappings.
Offered in fall.

MAT 404  Advanced Calculus II
Prerequisite: Mathematics 403
Point-set theory, uniform continuity and fundamental theorems of continuous functions; the theory of integration, infinite series, and uniform convergence; power series and improper integrals including the gamma function.
Offered in fall.

MAT 406  Theory of Numbers
Prerequisite: Mathematics 202
An introductory course dealing mainly with divisibility, number theorems, theory and congruences, quadratic residues, and Diophantine equations.
Offered in spring.
MAT 408  Numerical Analysis
Prerequisite: Mathematics 304 or 401 and Electronic Data Processing 203
Numerical solutions of equations, difference tables, operator methods; numerical differentiation and integration; numerical solution of ordinary differential equations; systems of linear equations; solutions by iterative methods.
Offered in spring.

MAT 409  Modern Algebra
Prerequisite: Mathematics 304
Sets and mappings; theory of groups, rings, and fields; isomorphism; the field of real numbers and the field of complex numbers.
Offered in spring 1980.

MAT 410  Functions of a Complex Variable
Prerequisite: Mathematics 403
Point set theory; algebra of complex numbers; complex analysis; Cauchy-Riemann partial differential equation; Cauchy-Goursat theorem; conformal maps.
Offered in fall.

MAT 411  Real Variables
Prerequisite: Mathematics 403
The real numbers and the concepts of limit, sequence, and series; functions of one real variable, continuity, derivative integrals.
Offered in spring.

MAT 412  Linear Algebra
Prerequisite: Mathematics 304
Vector spaces; basis; dimension; systems of linear equations; matrices and determinants; scalar product; orthogonality and eigen-values.
Offered in fall.

MAT 414  Topology
Prerequisite: Mathematics 403
Set theory; definition of topology and topological space; homeomorphism and homeorphic spaces; compactness and connectedness; separation axioms; metrics spaces and completion of a metric space.
Offered in spring.

PHILOSOPHY
The core curriculum requirement in philosophy is satisfied by the following courses taken in sequence: one “100” course; one “200” course; one “300” or “400” course (exclusive of seminars).

PHI 101  Basic Problems in Philosophy
An examination at a strictly introductory level of the character of philosophical questioning. Instances chosen for treatment are from the several areas of philosophy such as ethics, epistemology, and metaphysics, and they are studies in the context of brief selections from the writings of philosophers between antiquity and the present.
Offered every semester.
PHI 114  Logic
(Formerly PHI 314)  3 credits
An introduction to philosophical inquiry through a study of the structure of validity in reasoning. The study includes analyses of terms, propositions, and arguments, as well as an examination of common fallacies. This course will be taught as a preparation for subsequent courses in philosophy.
Offered every semester.

PHI 201  Philosophy of Man  3 credits
Prerequisite: Philosophy 101 or Philosophy 114
An inquiry into human nature by means of the analysis of fundamental philosophical issues such as mind and body, death and immortality, perception and conception, reason and emotion, freedom and determinism, as they appear in the writings of philosophers from antiquity to the present.
Offered every semester.

PHI 203  Theories of Knowledge  3 credits
Prerequisite: Philosophy 101 or Philosophy 114
An inquiry into the nature of knowledge by means of an examination of such explanations of knowledge as empiricism, idealism, skepticism, pragmatism, and realism (in its various versions). Readings from philosophers between antiquity and the present.
Offered every semester.

PHI 309  Marxism  3 credits
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 201 or 203
Concepts, sources, backgrounds of Marxism; dialectical and historical materialism; Hegel and Feuerbach; problem of history; meaning of work; notion of superstructure; concept of revolution.
Offered every spring.

PHI 310  American Philosophy  3 credits
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 201 or 203
Distinctive characteristics of American philosophic thought analyzed and discussed; attention to the thought of Edwards, Emerson, Royce, Santayana, Peirce, James, Mead, Dewey.
Offered every spring.

PHI 323  Existentialism  3 credits
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 201 or 203
An examination of a philosophical movement which conceives the fundamental problem of philosophy to be the question of the meaning of human existence. Readings will be done from the writings of such philosophers as Kierkegaard, Nietzsche, Heidegger, Jaspers, Marcel, and Sartre.
Offered every fall.

PHI 326  Philosophy of Science  3 credits
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 202 or 203
The concept of natural science through an analysis of its central themes: hypothesis and evidence, criteria for verification and confirmation, role of law in explanation, theories and theoretical reduction. Contrasting views presented and discussed.
Offered every spring.

PHI 327  Metaphysics  3 credits
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 202 or 203
An inquiry into the problem of being and into the concepts in terms of which it has been
elucidated; the possibility of metaphysics itself and the peculiarity of this question. Readings from ancient, medieval, modern, and contemporary philosophers. Offered every fall.

**PHI 340  Special Problems in Ethics**  
3 credits  
Prerequisites: Philosophy 101 or Philosophy 114 and Philosophy 201 or 203  
Examination of selected contemporary and traditional ethical problems, such as abortion, euthanasia, censorship, war, and capital punishment; some study of the presuppositions, instruments, and procedures of ethical analysis will be involved. Offered in fall 1980.

**PHI 403  Moral Philosophy**  
3 credits  
Prerequisites: Philosophy 101 or Philosophy 114 and Philosophy 202 or 203  
An examination of the basic questions of moral philosophy and the positions taken up in response to them with particular attention to the question of the relationship between a given ethic and its corresponding conceptions of man and being. Readings from philosophers between antiquity and the present. Offered every semester.

**PHI 404  Political Philosophy I**  
3 credits  
Prerequisite: Philosophy 101 or Philosophy 114 and Philosophy 201 or 203  
A study of the fundamental concepts and problems of political philosophy. Examination of such topics as: the city, regime, state and civil society, force, power, law, authority, right, and freedom. Selected readings from major political philosophers. Offered every semester.

**PHI 405  Political Philosophy II**  
3 credits  
Prerequisite: Political Philosophy 1 (PHI 404)  
The course will treat substantially the same themes as Political Philosophy I but at a more advanced level presupposing the work of Political Philosophy I and using a different set of texts. Offered in spring semester.

The courses listed below may not be taken to satisfy the core curriculum requirement.

**PHI 431  Seminar: Greek Philosophy**  
3 credits  
Prerequisite: Six credits in philosophy and permission of department chairperson.  

**PHI 432  Seminar: Medieval Philosophy**  
3 credits  
Prerequisite: Six credits in philosophy and permission of department chairperson.  
Close examination and analysis of representative texts of major figures from the Christian, Arabic, and Jewish traditions; particular attention to the question of the relation between philosophical inquiry and religious belief. An advanced course. Offered in fall 1979.

**PHI 441  Seminar: Modern Philosophy**  
3 credits  
Prerequisite: Six credits in philosophy and permission of department chairperson.  
Close examination and analysis of representative texts of some of the major figures in modern European philosophy from Descartes to J.S. Mill. An advanced course. Offered in spring 1979.
PHI 442 Seminar: Contemporary Philosophy 3 credits
Prerequisite: Six credits in philosophy and permission of department chairperson.
Close examination and analysis of representative texts of one or more of the major figures in twentieth century philosophy. An advanced course.
Offered in spring 1980.

PHYSICAL EDUCATION

PE I Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in soccer and volleyball including coaching techniques.
Offered in the fall.

PE II Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in basketball, softball, baseball including coaching methods.
Will not be offered in 1979-80.

PE III Skills Activities 2 credits
Four Hours
Theory and instruction in individual and dual sports; techniques in badminton, golf and tennis including coaching methods.
Offered in the spring.

PE Vl Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in field hockey and lacrosse.
Offered in the spring.

PE VII Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in speedball, football, and combatives.
Not offered in 1979-80.

PE VIII Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the skills of track and field and in the processes of physical conditioning.
Offered in the spring.

PE IX Skills Activities 2 credits
Four Hours
Theory, instruction, and practice in the activities of racquetball, squash racquets, and paddle tennis.
Offered in the intersession and summer session.
PE X  Advanced Skills  
Prequisite: Physical Education I, III or department approval.  
Four Hours  
Theory, instruction, and practice in advanced skills, strategy, and conditioning for two sports.  
  a. Tennis and Badminton—Not offered in 1979-80.  
  b. Basketball and Volleyball—Offered in the fall semester.

PE 101  Lifetime Sports  
One Hour  
1 credit  
Students may select any of the following activities:  
a. Basketball†  
b. Volleyball†  
c. Badminton†  
d. Swimming†  
e. Lifesaving*††  
f. Gymnastics††  
g. Modern Dance††  
h. Folk Dance††  
i. Tennis†  
j. Yoga†  
k. Karate††  
l. Women’s Basketball†  
m. Golf†  
  * Prerequisite for (e) Lifesaving: Intermediate Swimming Ability  
  †† Not offered in 1978-79  

PE 103  Elementary Aquatics  
1 credit  
Physical education majors who hold current WSI certification are exempt.  
Two Hours  
Fundamentals and development of forms and style in stroke mechanics. Students must demonstrate basic swimming proficiency.  
Offered in the fall.

PE 104  Advanced Aquatics  
1 credit  
Prerequisite: PE 103 or departmental approval  
Two Hours  
Techniques in competitive swimming and coaching methods; lifesaving leading to American Red Cross-Advanced Lifesaving Certification.  
Offered in the spring.

PE 105  Folk, Square and Social Dance  
1 credit  
Two Hours  
Instruction and practice in the basic steps and techniques of folk, square, and social dance.  
Offered in the fall.

PE 106  Modern Dance  
1 credit  
Two Hours  
An introduction to the fundamental techniques of modern dance.  
Offered in the spring.

PE 203  Community Recreation  
3 credits  
Three Hours  
History and philosophy of recreation; consideration of current problems; recreational organization and leadership; intensive study of urban community programs.  
Offered in the spring.

PE 205  Elementary Gymnastics  
1 credit  
Two Hours  
Tumbling and apparatus development of basic skills; floor and mat stunts.  
Offered in the fall.
PE 208  Applied Anatomy and Kinesiology  3 credits
Prerequisite: Biology 004 or 104
Three Hours
Emphasis on the action of the joints, muscles, and ligaments involved in physical exercise, their relationships to other body systems and the mechanical principles involved. Offered in the fall.

PE 210  Philosophy and Techniques of Coaching and Officiating  2 credits
Two Hours
Evaluation of procedures, principles and methods of coaching and officiating for elementary schools, secondary schools, and non-school recreational groups. For practical applications, students will referee in the college intramural program. Offered in the spring.

PE 211  Movement Experience and Games of Low Organization  2 credits
Prerequisite: Any Skills Activities or departmental approval
Four Hours
Techniques and methods in conducting elementary games; theory and practice in rhythmic activities and movement education applicable to different age levels. Offered every semester.

PE 212  Intermediate Gymnastics  1 credit
Prerequisite: Physical Education 205 or departmental approval
Two Hours
Emphasis on methods and procedures for individual and group instruction including gymnastic games and exhibition gymnastics. Offered in spring.

PE 213  Advanced Gymnastics  1 credit
Prerequisite: Physical Education 205
Two Hours
Advanced skill techniques in heavy apparatus, stunts and tumbling; competitive gymnastics and coaching methods. Not offered in 1979-80.

PE 301  History and Principles of Physical Education  2 credits
Two Hours
Orientation in the history and principles of physical education; current trends and problems in physical education analyzed and evaluated. Offered in the fall.

PE 302  Physical Education for the Atypical  2 credits
Prerequisite: Physical Education 208
Two Hours
Development of exercise programs and of modified athletic activities to meet the specific needs of the handicapped. Offered in the spring.

PE 304  Organization and Administration of Physical Education  2 credits
Prerequisite: Any Skills Activities or departmental approval
Two Hours
Emphasis on organization and administrative policies and procedures; purchase and care of equipment and supplies; public and professional relations; structural and functional aspects of a school program in physical education, athletics and intramurals. Offered in the fall.
**PE 305  Physiology of Exercise**  
Prerequisite: Biology 004 or 104, Chemistry 003  
Three Hours  
Physiological effects of exercise and of movement on the human body; physiology of growth and of development; the neuromuscular bases of physical activity.  
Offered in the spring.

**PE 307  Camp Administration**  
Three Hours  
Study of various types of camps; counselor selection and training; program planning; facilities and equipment, health and safety; basic principles and current trends in camping.  
Not offered in 1979-80.

**PE 308  Motor Learning**  
Three Hours  
An introduction to the concepts, principles, and theories of movement and motor learning.  
Offered in the fall.

**PE 310  Movement Perspectives for Special Children**  
Three Hours  
Knowledge and application, with specific reference to the special child, of professional and theoretical literature focusing on selected concepts from motor learning, kinesiology and psychology.  
Not offered in 1979-80.

**PE 316 or PSY 316  Psychology of Sport**  
Three Hours  
An introduction to the psychological concepts of athletes; the social psychology of sport and effective coaching techniques of athletic skills; orientation to personality tests employed in the field; the effects of behavior on athletic performance.  
Offered in the fall.

**PE 402  Evaluation of Physical Education**  
Prerequisite: Any skills activity  
Two Hours  
Methods and procedures used in the construction, administration, and interpretation of standardized testing in physical education; introduction to elementary statistical methods.  
Offered in the spring.

**PE 403  Care & Prevention of Athletic Injuries**  
Prerequisite or Corequisite: Physical Education 208 or departmental approval  
Three Hours  
Study of the most common accidents and injuries in physical education; rehabilitation equipment; massage and training room procedures; current trends in sports medicine; first aid leading to American Red Cross Certification in standard first aid and personal safety.  
Offered in the spring.

**PE 450  Field Experience I**  
Prerequisite: Sophomore class standing; Departmental approval.  
Four Hours  
Observation and supervised experience in an area of student's expressed professional interest.  
Offered every semester.
PE 455  Field Experience II  
Prerequisite: Physical Education 450; Junior Class Standing; departmental approval
Four Hours
Observation and supervised experience in an area of student's expressed professional interest.
Offered every semester.

PE 500  Independent Study  
Prerequisite: Senior Class Standing; 3.0 major index; 2.8 overall index; departmental approval
Independent study and readings in an area of specialization in the discipline of physical education. Conferences, report or term paper.
Offered every semester.

PHYSICS

PHY 101-102  General Physics  
Prerequisite or Corequisite: Mathematics 202, 203
Two lectures, two recitations, and two lab hours per week.
An elementary consideration of the fundamental laws and concepts of mechanics, heat, sound, light, electricity, and magnetism; experimental study of various topics made in the laboratory.
Offered every year.

POLITICAL SCIENCE

P SC 202  Introduction to Political Science—Scope and Method  
Survey of the major contemporary trends in political science research enables the student to understand and work with a variety of analytical tools.
Offered in fall 1979 and spring 1980.

P SC 204  American National Government  
The constitutional basis, structure and operations of the federal government and its underlying political processes (elections, interest representation, political parties; special attention is given to its role in the economy and social welfare of the nation and in defense and foreign policy making.
Offered every semester.

P SC 301  Comparative Government  
A study of the basic political ideas and institutions of the major foreign powers; the evolutions of the principles, methods, and problems of European and American governments.
Offered in fall 1979.

P SC 302  Government and Politics of Africa and Asia  
Regional approach on alternating basis between the two continents; stress on characteristics of the 'third-world' nations: one-party government, military dictatorship, socio-economic underdevelopment, inter-group conflict, geographic impediment.
Offered in spring 1980.

P SC 303  American Political Parties  
The origins and nature of the two-party system; party organization on the federal, state and local levels; party politics and governmental institutions; the nomination and electoral pro-
cesses through party; voters and the special-interests. Offered in fall 1979.

P SC 304 State and Local Government 3 credits
Historical background and constitution-making; structures and operations of both levels with an emphasis on the politics of public administration and services; federalism; federal-state-local inter-governmental relations. Offered every semester.

P SC 305 Politics and Administration in Latin America 3 credits
Contemporary governmental systems of representative nations of the Caribbean, Central and South American regions. The course combines a standard approach (governmental structures and operations) with special emphasis on particularly applicable topics (elite-mass relationship, political instability, economic development, interhemispheric politics). Offered in fall 1979.

P SC 306 Metropolitan Government and Politics 3 credits
Definition of the metropolitan region; traditional urban and suburban forms of government; the politics of re-organization; metropolitan forms of government; regional socio-economic problems and public policies. Offered every semester.

P SC 307 Government and Politics of the Soviet Union and Communist China 3 credits
The role of ideology, the patterns of political leadership and decision-making, the characteristics of control mechanisms and economic planning, and other aspects of the authoritarian state. Special concentration: Sino-Soviet ideological and geopolitical conflict. Offered in spring 1980.

P SC 400 Political Science Seminar 3 credits
Each seminar is devoted to a particular theme within which the student selects his senior thesis topic. Seminar meetings are divided between instruction on thesis writing and discussions of assigned reading material on the seminar theme. Offered in fall 1979.

P SC 402 American Constitutional Law 3 credits
The shaping of constitutional law through interpretation of the federal constitution and views on American political theory by the United States Supreme Court; landmark cases dealing with governmental powers in the areas of national economy and security, and with civil liberties and rights and criminal procedure. Offered in spring 1980.

P SC 404 Government and Business: 1865-Present 3 credits
A study of the relation of government to business as a control and as an aid; the commerce clause as the source of extended power of government control; decisions of the courts; state police powers. Offered every semester.

P SC 405 Introduction to Law and the American Judicial Process 3 credits
The nature of law and its role in society; the “politics” of the administration of justice: selections of judges, criminal and civil procedure, judicial and jury decision making, courtroom operations, etc. Offered in spring 1980.

P SC 406 International Relations 3 credits
Post World War II international politics viewed through concepts (sovereignty, national in-
terest, power) and the instruments for the conduct of foreign policy (diplomacy, war, global economics, world organization, and international law.) Offered in spring 1980.

PSC 407  United States Congress  3 credits
This course examines the evolution of Congress, the principles on which it is based, its methods of operation, its struggles, and its place in America’s future. Offered in fall 1979.

PSYCHOLOGY

Courses are offered both in the fall and spring semesters unless otherwise indicated.

PSY 201  General Psychology  3 credits
General introduction to psychology as a science; the data, methodology, and purposes of psychology.

PSY 220  Experimental Analysis and Design  3 credits
Three lecture hours per week.
A consideration of the use of experimental method in psychological research; scientific research as a decision making process. Offered in spring only. Should be taken by sophomore.

PSY 300  Psychology Statistics  4 credits
Prerequisites: Psychology 201, 220
The use of statistics in psychology; descriptive and inferential techniques, prediction, and tests of significance. Offered in fall only. Should be taken by juniors.

PSY 305  Basic Experimental Psychology  4 credits
Prerequisites: Psychology 201 and 220
Two lectures and three lab hours per week.
A general experimental approach to the study of human behavior; sensation, learning, motivation, emotion; individual and group research, experimentation, and report writing. Offered in fall only. Should be taken with PSY 300.

PSY 309  Tests and Measurements  3 credits
Prerequisite: Psychology 201 and 300
The theoretical framework, underlying principles, and techniques of psychological tests; tests of aptitude, achievement, interest, and personality. Offered in spring only.

PSY 310  Psychology of Learning  3 credits
Prerequisite: Psychology 201
Major theories of learning and significant research findings in the areas of learning, motivation, and behavioral modification. Offered in fall only.

PSY 314  Human Sexuality  3 credits
A social-psychological approach to the study of human sexual behavior. The emphasis will be placed upon the functional aspects of sexuality. All sexual behaviors, (auto-eroticism, bisex- ual, heterosexual, homosexual, and others) will be studied from a foundation of historical, anthropological, and moral perspectives.
PSY 316 or PE 316  Psychology of Sport  3 credits
An introduction to the psychological concepts of athletes; the social psychology of sport and effective coaching techniques of athletic skills; orientation to personality tests employed in the field; the effects of behavior on athletic performance.

PSY 325  Parapsychology  3 credits
The course deals with the major topics in parapsychology including: ESP, telepathy, precognition, psychokinesis, auras, etc. The course of instruction will include both lectures and demonstration.

PSY 329  Psychology of Women  3 credits
A general survey of the role of women in western society and its effects on current modes of psychological adjustment in the face of our changing social structure.

PSY 331  Psychology of Alternate Life Styles  3 credits
Prerequisite: Psychology 314 or instructor's permission.
A continuation of Psychology 314 in which the changes in traditional marriage and family structure will be explored. As new life-styles, these will be viewed for their implication on the individual and the society.

PSY 402 or SOC 310  Child Welfare  3 credits
Prerequisite: Soc 203
The course traces the development of the rights of the child in relation to parental rights; explores the methods of care of dependent and neglected children in their own homes; foster homes; institutions; reviews the adoption process and the social trends toward integration in family and child care.

PSY 403  Developmental Psychology I (Child Psychology)  3 credits
Human development from conception to early adolescence; psychological development and theories of personality development.
Offered in fall only.

PSY 404  Developmental Psychology II (Adolescent Psychology)  3 credits
Human development from puberty to early adulthood; psychophysical development and psychosocial problems of adolescence.
Offered in spring only.

PSY 405  The Psychology of the Exceptional Child  3 credits
Prerequisite: Psychology 403
Psychological, physiological, emotional, and social characteristics of the exceptional child; procedures for evaluating and assisting his development.

PSY 406  Personality Theories  3 credits
Prerequisite: Psychology 201
Theories of personality; structure and measurement of personality variables.
Offered in spring only.

PSY 408  Physiological Psychology  3 credits
Prerequisite: Psychology 201
The interrelationship of the physiological structure and behavior of the organism; consideration of the structure and function of the nervous system; the neurophysiological foundation of sensation, perception and emotion; comparative studies on neuro-physiological structure and response.
Offered in fall only.
PSY 409  Abnormal Psychology  
3 credits
Prerequisite: Psychology 201
Deviant human behavior from a psychodynamic point of view; etiology, symptom pattern; underlying dynamics; and treatment of emotional illness.
Offered in fall only.

PSY 410  Social Psychology  
3 credits
Social dimensions in psychology; reciprocal contributions of the behavioral sciences to the understanding of human behavior.

PSY 411  Systematic Psychology  
3 credits
Prerequisite: Psychology 201
The history of psychology with special emphasis on the contribution of contemporary psychological research and theories.
Offered in fall only.

PSY 412  Psychology of Perception  
3 credits
Prerequisite: Psychology 201
The nature of perceptual processes and their functional relationship to environmental, behavioral, and physiological factors.
Offered in fall only.

PSY 413  Group Dynamics  
3 credits
Individual behavior in the group process; current theoretical views and research findings: sensitivity training; techniques of working with groups; participation in training groups and skill groups; role playing.

PSY 415  Clinical Psychology  
3 credits
Prerequisites: Psychology 201 and 409.
A survey course dealing with the field of clinical psychology. The application of psychotherapeutic techniques will be stressed along with clinical testing in personality diagnosis and research methodology in clinical psychology.
Offered in spring only.

PSY 421, 422  Field Experience in Psychology  
6 credits
Prerequisites: Psychology 201; 409.
Open to senior psychology majors only with permission of the department chairperson and instructor.
Observation and supervised experience in selected clinical, social, educational or industrial settings; participation in institutional staff meetings and training sessions.

PSY 426  Counseling The Drug User  
3 credits
Techniques for recognizing drug users; commonly used drugs and their effects; groups, organizations, services, and individuals providing referral care and therapy; counseling techniques for the layman. Outside sources will be used to supplement presentation.

PSY 450  Experimental Psychology: Social  
4 credits
Prerequisites: Psychology 300; 305; 410.
Two lectures and three lab hours per week.
The methods and special techniques employed in the experimental analysis of social behavior.
Offered in spring only.
PSY 451 Experimental Psychology: Learning and Motivation 4 credits
Prerequisites: Psychology 300; 305; 310.
Two lectures and three lab hours per week.
The methods and special techniques employed in the experimental analysis of learning and motivation.
Offered in spring only.

PSY 452 Experimental Psychology: Sensation and Perception 4 credits
Prerequisites: Psychology 300; 305; 412.
Two lectures and three lab hours per week.
The methods and special techniques employed in the experimental analysis of sensory and perceptual processes.
Offered in spring only.

PSY 455, 456 Independent Research in Psychology credit varies
Prerequisite: Psychology 305
The individual investigation into some selected topic of research in psychology under the direction of a faculty member of the department, with approval of departmental chairperson only.

PSY 461 Psychological Aspects of Poverty 3 credits
The cultural and psychological framework around the notion of poverty: the psychology of poverty and its effects upon the urban complex; poverty as seen through the eyes of the ghetto community.

PSY 470 Seminar in Psychology 3 credits
The course will cover a number of selected topics in psychology. Topics will be chosen to reflect both the interest of the students and current areas of concern in psychology. Students will be required to complete a major project in the area of their choice. Permission of the instructor is required.

PSY 481 Psychology of the Aged 3 credits
A comprehensive study of the life span from adulthood to old age. Topics will include perception, cognitive processes, personality dynamics, interpersonal and social factors of old age.

PROPOSED CONCENTRATION IN BUSINESS FOR PSYCHOLOGY MAJORS

Mgt. 201 Industrial Organization and Management
Mgt. 202 Marketing
Mgt. 307 Advertising and Sales Promotion
Mgt. 309 The Sales Function
Mgt. 310 Behavioral Science
Mgt. 404 Personnel Management
Mgt. 407 Market Research

Background Courses Suggested

Eco. 201-202 Principles of Economics I and II
Note: Should the student desire to enroll in a University for an M.B.A. Degree he would probably be required to have Acct. 101-102 as a prerequisite. It might be advisable to take these as part of this program at St. Francis College.

The following is a list of suggested psychology electives:
PSY 309 Tests and Measurements
PSY 406 Personality Theories
PSY 409 Abnormal Psychology
PSY 410  Social Psychology
PSY 413  Group Dynamics
Those students interested in personnel should also consider the following courses:
PSY 426  Counseling the Drug User
PSY 461  Psychological Aspects of Poverty

RELIGIOUS STUDIES

Group 1: REL 601; 203; 402; 341; 205; either 612 or 621; 701 and 702.
Group 2: REL 601; 303; 322; 634; 651 or 622; 701; 702.
Group 3: REL 601; 202; 205; 341; either 612 or 621; 701; 702.
Group 4: REL 601; 312; 633; 304; either 622 or 641; 701; 702.

Courses in religious studies will be offered in the four groups listed above. Both majors and non-majors may take either REL 701 or REL 702 and any student may take these courses more than once. Students intending to register for REL 702 should obtain written permission from the chairperson before doing so.

REL 202  Central Themes of the Old Testament  3 credits
A study of representative selections from the historical, legal, wisdom, and prophetic literature of the Old Testament. Literary and historical criticism will be used to determine basic elements of Hebrew faith and practice. The period from the Exodus to the Restoration under Ezra and Nehemiah will be emphasized.
Offered in fall, 1979.

REL 203  Central Themes of the New Testament  3 credits
A study of representative selections from the different types of literature found in the New Testament. Literary and historical criticism will be used to determine basic elements of the faith and practice of the earliest Christians. The synoptic gospels, the Johannine literature, the letters of Paul, and the book of Acts will be emphasized.
Offered in fall, 1980.

REL 205  Bioethics  3 credits
A study of contemporary religious thought concerning moral issues which arise in the practice of the health professions. Bio-medical procedures, such as abortion, sterilization, organ transplants, and euthanasia, as well as the bioethical aspects of genetic experimentation, fetal engineering, extra-uterine insemination, cloning, the allocation of scarce resources, and behavior modification are examined.
Offered in fall, 1979.

REL 303  The Search For God  3 credits
Belief in God studied in the context of modern atheism, secularism, and the encounter with world religions; humankind’s knowledge of God; God in the world.
Offered in spring 1981.

REL 304  Myth, Symbol and Modern Man  3 credits
An investigation of myth, symbolism, and ritual activity as a celebration of life first in archaic societies, then in ancient Israel and early Christianity; application to the Passover Seder and the Christian Sacraments.
Offered in spring 1980.

REL 312  The Experience of Jesus  3 credits
An inquiry into the basic question: Who is Jesus Christ? It investigates how that question is raised and answered in the New Testament, especially the Gospels, in the early centuries, and in contemporary times.
Offered in spring 1980.
REL 322  Religion and Community  3 credits
Interpersonal relationship as a prerequisite for personal development. An analysis of various forms of interpersonal relationship such as friendship, romantic love, marriage, and the Church, attempting to elucidate the constructive, as well as the destructive, aspects of these efforts to overcome isolation and form community. Religion as a reflective activity which expresses the consciousness of community. Offered in spring 1981.

REL 341  The Search for Immortality  3 credits
Using data from world religions and psychic research, the course examines the possibility, reality, or impossibility of survival of the human personality after death. Included are discussions of death and life, soul, consciousness, ego-death, reincarnation, eternity, and immortality. Offered in fall 1980.

REL 402  Contemporary Moral Issues  3 credits
The course studies the views of prominent thinkers on selected moral problems of our time that find support within the Christian community today, reflections on economic injustice, truth in government, medical-moral issues, student participation and discussion of additional moral questions. Offered in fall 1980.

REL 601  A Survey of World Religions  3 credits
A study of world religions, their basic insights with special emphasis on their mutual concord and discord. Offered every semester.

REL 612  Religion, Witchcraft, and the Occult  3 credits
A study of the historical development of witchcraft and its relation to religion; the aims, functions, and forms of divination and magic; occult practices past and present. Offered in fall 1980.

REL 621  Near Eastern Religions  3 credits
The course treats the classical religious expressions of the ancient Near East; particular reference to the religions of Egypt, the Fertile Crescent, and Persia. Offered in fall 1979.

REL 622  Oriental Religions  3 credits
The course considers the classical religious expressions of India, China, and Japan. Offered in spring 1980.

REL 633  Inter-Faith Studies  3 credits
The contemporary movement toward Christian unity and human solidarity discussed in the light of its biblical roots and theological principles; historical survey of the major issues that led to the fragmentation of Church into Roman Catholic, Orthodox, and Protestant groups; the ecumenical progress of recent decades in perspective; future possibilities for the movement. Offered in spring 1980.

REL 634  The American Religious Experience  3 credits
An inquiry into the mutual interaction of religion and American culture; the origin of distinctly American religious leaders and uniquely American religious expressions. Offered in spring 1981.
REL 641  Judaism  3 credits
The course provides a basic introduction to the concepts of Judaism as they are practiced and understood by contemporary members of the Jewish faith.
Offered in spring 1980.

REL 651  Mysticism  3 credits
The course focuses on those special recipients of the religious experience called mystics. It will discuss both Eastern and Western mysticism.
Offered in spring 1981.

REL 701  Seminar  3 credits
The course deals intensively with specific subjects that will be announced.
Offered every semester.

REL 702  Independent Study  3 credits
The course is a directed investigation of some topics of research in religious studies selected by the student. Open to qualified juniors and seniors (both majors and non-majors) who have completed at least three courses (nine credit hours) in religious studies. Written permission of the chairperson required before registration.
Offered every semester.

SCIENCE

SCI 201  Fortran  4 credits
(Formerly EDP 203)
The functions and capabilities of a digital computer and the FORTRAN programming language.
Offered every semester.

SCI 301-302  General Earth Science  6 credits
Two lectures and two hours of laboratory and demonstration each week.
A study of the solar system, basic concepts of climate, study of the structure and composition of the earth.
Offered every year.

SCI 400  A, B, C, D Science Seminar  1 credit
Discussion of methods and problems in the physical sciences, stressing the interrelations and integrations of the individual sciences; special topics presented and discussed by faculty members and students.
Students may take one or all parts of this course with the permission of the department chairperson. One part offered each semester.
Not offered in 1979-80.

SCI 501  Oceanography  3 credits
A study of the sea from biological, chemical, geological, and physical viewpoints; ocean sediments and their origin; composition of sea water; currents, tides, beaches, waves, economic potential of oceans; exploration as an energy source.
Offered every semester.

SCI 601  Environmental Science  3 credits
The ecology of natural systems; resources and energy; formation and consumption of fossil fuels, nuclear energy, and the environment; pollution: the problems associated with air and...
water pollution, solid waste, noise, legal and economic verifications of governmental policy towards pollution.
Offered every semester.

SOCIAL STUDIES

SS 400  Social Studies Seminar  
A thesis seminar. Lectures will focus on a special subject determined each year by the divisions. Students may determine the area which they will write the thesis.
Offered in fall 1979.

SS 401  Seminar on Planning for the Future  
An introduction to the study of future, the role of sciences in planning; methods of long range predictions. Course offered on pass-fail basis.
Not offered in 1979-80.

SS 402  Seminar on the Future of American Institutions  
The course consists of a series of lectures to be given on the future of American institutions by leading scholars. The subject this academic year is the future of the American presidency.
Not offered in 1979-80.

SOCIOLOGY

SOC 201  Principles of Sociology  
An analysis of the basic structure and dynamics of society, social interaction, social organization, social change, social processes, a summary of ideas of seminal sociologists.
Offered every semester.

SOC 301  Social Problems  
Prerequisite: Sociology 203
An inquiry into the nature of social problems, both causes and consequences, within complex, industrial society, and in the perspective of social change.
Offered every semester.

SOC 303A  Criminology  
Prerequisite: Sociology 203
The sociological approach to the study of crime causation and to patterns of criminal and delinquent behavior in contemporary society.
Offered in fall 1979.

SOC 303B  The Sociology of Corrections  
Prerequisites: Sociology 203 and 303A.
The study of the structure and functioning of the American system of corrections: law enforcement, courts, institutions, probation and parole. Field experience required.
Offered in spring 1980.

SOC 304A  Urban Sociology  
Prerequisite: Sociology 203
A study of the city, suburbs, and metropolitan areas as unique phenomenon from a
sociological perspective, an emphasis on the American city in its development over the last century.
Offered in fall 1980.

**SOC 304B  Urban Planning**
Prerequisite: Sociology 203  
The development of the urban environment; the inter-relationship of social and spatial factors; the need for planning; the tools of the planner; some current concepts concerning the role of the planner.
Offered in spring 1981.

**SOC 305  Social Anthropology**
Prerequisite: Sociology 203  
An inquiry into the concept of culture as applied to both simple and complex societies; the ethnology of pre-literate peoples with emphasis on social, economic, and political organization.
Offered in fall 1979.

**SOC 308A  Introduction to Social Work**
Prerequisite: Sociology 203  
The course is designed to introduce students to the field of social work; deals with the history and philosophy of social work; analyzes the three major areas of social work: casework, group work, and community organization; describes the major programs in special client groups: families, children, the elderly, the mentally ill, the handicapped, etc.
Offered in fall 1980.

**SOC 308B  Field Experience in Social Work**
Prerequisite: Sociology 308  
The course is designed to provide those interested in relating theory with the practice. The student's interest and demonstrated readiness is the major factor in the selection of the professional social work agency. Family, child care, community, hospital, school, etc. The student is trained under joint supervision of the agency and department for a minimum of six hours a week throughout the semester.
Offered in spring 1981.

**SOC 309  Sociology of Communication**
Prerequisite: Sociology 203  
Primary and secondary communication systems; language in socialization, social organization, and social control; theories of communication; modern mass communication media: structure, content, and effects.
Offered in spring 1981.

**SOC 310 or PSY 402  Child Welfare**
Prerequisite: Sociology 203  
The course traces the development of rights of the child in relation to parental rights; explores the methods of care of dependent and neglected children in their own homes, foster homes, institutions; reviews the adoption process and the social trends toward integration in family and child care.
Offered in fall 1979.

**SOC 311  Social Research Methods**
Prerequisite: Sociology 203  
Preparation of a research proposal. Formulation of the problem; survey of relevant literature; definition of concepts; preparation of research design and research tools.
Offered every fall.
SOC 312 Sociology of Minority Groups
Prerequisite: Sociology 203
The analysis of interaction among racial, ethnic, and religious groups in the United States; the study of structure, dynamics, and problem aspects.
Offered in spring 1981.

SOC 314 Population Dynamics
Prerequisite: Sociology 203
The course surveys the world population growth and its implications; analyzes the three “vital” events: birth, death, and migration under the influence of religious, economic, political, familial, and other institutional norms; the methodology of demographic analysis is given much attention.
Offered in spring 1980.

SOC 315 Sociology of West Indian Peoples
Prerequisite: Sociology 203
The Caribbean as a socio-cultural area; race, ethnicity, and class; the community; domestic organization; religion and folklore.
Offered in spring 1980.

SOC 316 Sociology of Public Administration
Prerequisite: Sociology 203
The course is designed to give the students a clear account of the field of administration at all levels of government; reviews the rise of the bureaucratic state, its impact on administrative theory and practice, and the nature of the new public bureaucracy. Special attention is given to the political environment and its pressure upon the public administrator.
Offered every spring.

SOC 318 Sociology of Sex Roles
Prerequisite: Sociology 203
The course explores the development of masculinity-femininity as a consequence of two possible sources: a) biological, b) social conditioning. These factors are examined in detail. In addition, the consequences of sex roles are examined in the economic, political and social realms of society. Recommendations for change are proposed.
Offered in spring 1980.

SOC 400 Sociology Seminar
A coordinating seminar for the senior sociology majors only, for the purpose of integrating sociological knowledge, and for considering some of sociology’s particular problems, e.g., sociology’s scientific status, the place of values in the study of society, the relationship of sociology to other academic fields.
Offered in spring 1980.

SOC 401 Sociology of Politics
Prerequisite: Sociology 203
Contributions of sociology to theory and research in political behavior; analysis of the social bases of power and the political processes in organized groups.
Offered in spring 1981.

SOC 402 Sociology of the Family
Prerequisite: Sociology 203
The structure and functions of the family; comparison of families in primitive and industrial societies in order to demonstrate the nature of problems associated with institutional change and civilizational processes.
Offered in spring 1980.
SOC 403  Industrial Sociology 3 credits
Prerequisite: Sociology 203
The course traces the development of the industrialization process and its impact on the social organization of work; surveys the array of industries constituting a modern economy, and the distribution of occupations within each; examines the corporation as a social institution, trade associations, unions, cooperatives, consumer organizations, and the major movements seeking to influence business behavior from within and without; forecasts directions of development.
Offered in spring 1980.

SOC 404  Theory and History of Sociology 3 credits
Prerequisite: Sociology 203
A systematic survey of the growth of sociological theory; a study of influential individuals and representative schools from Auguste Comte to the present day.
Offered every fall.

SOC 405  Contemporary Sociological Theory 3 credits
Prerequisite: Sociology 203 and 404
An examination of major currents in sociological thought of the twentieth century; systematic explanation of the dimensions of sociology as conceived by seminal sociologists of Europe and the United States (Weber, Mannheim, Mills, Merton, and Parsons).
Offered in spring 1980.

SOC 406  Sociological Statistics 3 credits
Prerequisite: Sociology 203
Statistical techniques most commonly used in the analysis of sociological data.
Offered every spring.

SOC 407  The Sociology of Religion 3 credits
Prerequisite: Sociology 203
The sociological study of religion in society; forms of religious organization; religion as social process; religion and social change.
Offered in spring 1981.

SOC 408  Complex Organizations: Structure and Process 3 credits
Prerequisite: Sociology 203
The course covers all types of organizations: business, government, social welfare, education, medicine, voluntary organization, etc.; examines how structure contributes to processes such as power and conflict, leadership and decision-making, communication and change, etc.; shows how organizations interact with each other and with society in general.
Offered in fall 1980.

SOC 409  Medical Sociology 3 credits
Prerequisite: Sociology 203
Society and disease; societal coping with illness and injury; society and health care administration.
Offered every fall.

SOC 500  Independent Studies 3 credits
Individual research, or field work under the direction of a faculty member with the approval of the department chairperson only.
Offered every semester as students qualify.

SPANISH (SEE FOREIGN LANGUAGES)
SPEECH AND COMMUNICATIONS

SPE 203  Public Speaking  3 credits
Introduction to phonetics and study of basic diction; speech screening; practice of extem- 
praneous speaking, organized according to purpose: speaking to persuade, to inform, to enter-
tain; analysis of individual problems. 
Offered every semester.

SPE 301  Oral Interpretation  3 credits
Prerequisite: Speech 203 
Presentation and analysis of selections from various prose and poetry.
Offered every semester.

SPE 302  Discussion and Debate  3 credits
Prerequisite: Speech 203
Practice in discussions, speeches, and debates; theory of argumentation; analyzing problems 
and propositions; persuasive speaking; organization and development of cases; criticism and 
evaluation.
Offered every fall.

SPE 303  Language and Communication  3 credits
Every human being must communicate to live. We all communicate with other people and 
we all communicate with ourselves through the process of thinking. This course is set up to 
help us understand how the process works, how the process sometimes “goes wrong” or 
breaks down and how we can take part in communicating with other human beings more effici-
cently and effectively. Among the areas covered will be the influence on communication of 
Perception (eye of the beholder), Semantics (words don’t mean, people mean) and Body 
Language (the sounds of silence).
Offered every spring.

SPE 304  Mass Communications  3 credits
A study of the following media: radio, television, newspapers, magazines, film, cartoons, the 
stage, and the like. Areas of study include: basic techniques, effects, economics, manage-
ment and controversial issues. Field trips, guest speakers, research paper on one medium, and 
reaction papers on controversial issues.
Offered every spring.

SPE 305  History of Film  3 credits
An introduction to the basic techniques and major movements in film through key produc-
tions. The role of the writer, actor, director, producer, and other professionals in the making 
of a film, trends in style and basic points of criticism will be studied. Major American and 
European films will be screened during classes.
Offered every fall.

SPE 306  Studies in Film  3 credits
An in-depth study of key techniques through the productions of major directors. Topics in-
clude: symbolism in the film and the relation of film to written literature, as well as the 
elements that are peculiar to film. There will be screenings of significant contemporary films 
during class sessions.
Offered every spring.

SPE 403  Advanced Oral Expression  3 credits
Prerequisite: Speech 203
Extended speeches and lectures relating to selected areas; practice in special forms such as 
reports, sales talks, sermons.
Not offered in 1978-79.
SPE 404  Acting  3 credits
An introduction to the basic techniques and theories of acting; exercises in the fundamentals of voice, pantomime, movement, and concentration. Conducted as a workshop. Offered every fall.

SPE 405  Play Production  3 credits
Prerequisite: Speech 203
An introduction to the problems of bringing a play to life on the stage; the roles of the playwright, director, producer, actor, and the various stagecrafters as they apply to both professional and amateur productions. Offered every spring.

SPE 408  Theatre in Performance  3 credits
A course that investigates performance style and techniques in modern theatre. The class will meet alternately at St. Francis College and a specified New York theatre or studio. At least five professional productions are seen. The productions will represent a variety of performance styles from the conventional to the avant garde. Expenses in addition to tuition are required to meet the cost of ticket purchases. All St. Francis meetings analyze the productions in light of modern trends. Depending upon availability, guest performers, writers, and directors associated with the production are interviewed by the class. Grade evaluation is determined by a written examination at the term's end. Offered every fall.
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Ph.D., New York University

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B.S., St. Francis College; M.A., St. John's University

BRUCE WILSON, Adjunct II, Political Science
B.A., Brooklyn College; M.A., Ph.D., New School for Social Research

The word Adjunct I, II, III stands for all part-time faculty who have served for more than three semesters.
COMMITTEES OF THE FACULTY

Academic Standards Committee: formulates and recommends policy concerning academic standing, grading, attendance, honors programs, requirements for graduation, and separation from the College for academic reasons; and acts as a board of review in all cases concerned with academic standing.

Athletic Policy Committee: formulates and recommends policies for the control of intercollegiate and intramural athletics in accordance with the aims and objectives of the College; advises the President on the appointment of coaches and moderators of intercollegiate sports; and approves schedules, athletic awards, and other matters pertaining to athletics.

Curriculum Committee: makes a continuing study of the nature and extent of the courses offered; makes such revisions in the curriculum as are consistent with the aims and objectives of the College; and recommends the establishment of new curricula.

Faculty Interests Committee: recommends policies for improving faculty, which shall include policies for orientation, salaries, appointments, promotions, rank, tenure, professional growth, and leaves of absence.

Library Committee: formulates policies and procedures relating to the library; seeks means of enriching the library’s holdings in books, periodicals, and audiovisual aids; and promotes extensive use of the library for study and research on the part of both students and faculty.

Nominating Committee: formulates and recommends procedures for the nomination and election to elective positions on other standing committees; proposes candidates and conducts elections.

Professional Standards Committee: formulates and recommends a statement of professional standards, conducts hearings for faculty and professional staff members seeking redress of grievances, and recommends appropriate action; investigates charges against members of the faculty and professional staff and recommends appropriate action.

Promotion and Tenure: formulates and recommends policies and procedures; evaluates and recommends faculty members for promotion and tenure.
Research Committee: formulates and recommends policies concerning faculty research.

Scholarships and Grant-in-Aid Committee: recommends policies concerning scholarships and grants-in-aid; passes upon all applications for scholarships and grants-in-aid; makes awards in accordance with established policies; makes a semi-annual examination of the records of the holders of scholarships and grants-in-aid, and recommends continuance of such aid.

Statutes Committee: makes a constant review of the statutes and recommends changes in the statutes which it deems advisable, submitting such recommended changes to the faculty assembly for approval before transmitting them to the President.

Student Activities Committee: supervises the policies determined by the student government; establishes polices for the regulation and improvement of the clubs and fraternities of the College, and gives final approval for the distribution of awards other than academic and athletic.

Advisory Committee on Student Behavior: recommends policies concerning the conduct of the student body and acts as a board of review in disciplinary cases referred to it by the Dean of Student Affairs.
The Alumni Association, founded 1887, exists to advance the principles and purposes of St. Francis College and to benefit the present and former students. The Association conducts an Advisory Council to assist in career programs for students. In addition, the annual Alumni Fund renders financial aid to the scholarship and building programs of the College. It sponsors a number of social, educational, and religious affairs which serve to stimulate and maintain interest among its members and to renew old acquaintances among graduates and former students.

All former students of St. Francis College are members upon graduation of their class.

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INDEX

German Club—34
German Courses—92
Grades—40-41
Grants, Education Opportunity—21
Grants-in-Aid—25
Health Care Administration—57, 64-65, 66
Health Care Courses—94-95
Health Science Courses—95-98
Health Science Department—57
Health Services—30-31
History Courses—98-100
History and Government of the College—9-10
History and Political Science Department—58
Honors—41, 45-46
Ice Hockey Club—35
Kappa Mu Epsilon—32
James A. Kelly Institute for Local Historical Studies—12-13
Junior Year Abroad—13
Knights of Columbus—34
Laboratories—10
Law Enforcement Educational Program—67
Library—11
Life Experience—66-67
Loans, Students—23
Location of the College—10
Major Field of Concentration—46
Management Courses—100-104
Management Department—59
Mathematics Club—34
Mathematics Courses—104-107
Mathematics Department—54, 55, 59
Medical-Accident Insurance Program—30
Medical Technology—50
Membership and Affiliations—12
Montage—34
National Direct Student Loans—22
Objectives, General—11
Omicron Delta Epsilon—32
Pass-Fail Courses—42
Payment Procedure—19
Pi Alpha—33
Phi Alpha Theta—32
Philosophy Club—35
Philosophy Courses—107-110
Philosophy Department—59-60
Phi Rho Pi—33
Physical Education Courses—110-114
Physical Education Department—60
Physical Plant—10
Physics Courses—114
Pi Sigma—33
Political Science Courses—114-116
Pre-Dental—61-62
Pre-Law—62
Pre-Law Society, The St. Thomas More—53
Pre-Medical—61-62
Pre-Optometry—61-62
Professional Study, preparation for—61-62
Programs of Students—40
Project Ahead—14
Psychology Club—34
Psychology Courses—116-120
Psychology Department—60
Recreation Department—35
Refunds—19
Regents Scholarships—26
Registration Procedure—39
Regulations, Non-Academic—36-38
Religious Studies Courses—120-122
Religious Studies Department—61
Report of Grades—41
Requirements for Degrees—45-47
Scholarship, Quality Points—41
Scholarship, Regents—26
Scholarship, Special—25
Science Courses—122
Senior Requirement—47
Sigma Delta Pi—32
Social Studies Courses—123
Sociology Courses—123-126
Sociology Department—61
Sociology Club—33
Spanish Club—35
Spanish Courses—92-93
Special Programs—13-14
Special Studies, B.S.—63-64
Speech and Communications Department—61-62
Speech Courses—127-128
State Loan Programs—25-26
Student Activities—31-35
Student Behavior, Guidelines for—36-38
Student, Continuing Education—17
Student, Day Session—17
Student, Foreign—16, 34
Student Government—32
Student Services—30-31
Student, Special—17
Student Transfer—17
Student, Transient—17
Students, Programs of—40
Supplemental Educational Opportunity
Grants—23-24
Transcript—19
Troupers—33
Tuition Assistance Plan—26
Voice—34
Withdrawal—19, 42
Work-Study Program—23
Zeta Gamma—33