

St. Francis College

Brooklyn Heights, New York



**1983-84
Catalogue**

St. Francis College

Catalogue 1983-1984

Established by the
Congregation of the Religious Brothers
Third Order Regular of St. Francis
Franciscan Brothers

Brooklyn Civic Center
180 Remsen Street
Brooklyn Heights, New York 11201



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Correspondence

Correspondence should be addressed to the offices indicated below and mailed to: St. Francis College, 180 Remsen Street, Brooklyn Heights, New York 11201.

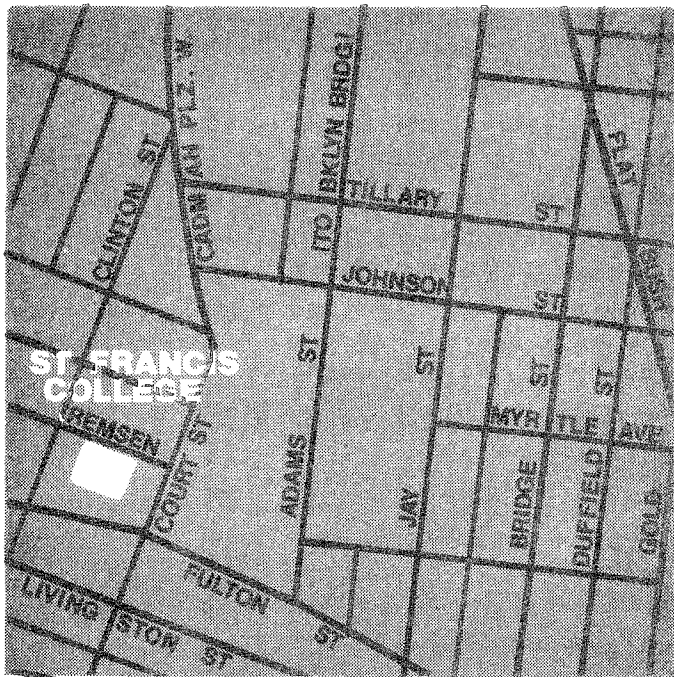
Executive Business..... President
Academic MattersVice-President-Academic Dean
Adult Services Assistant Academic Dean
Alumni, Development
and Public RelationsVice-President - College Relations
Applications, Admissions..... Director of Admissions
Athletics and Athletic Information.....Director of Athletics

Business MattersVice-President - Financial Affairs
Financial Aid Director of Financial Aid
Placement Service..... Director of Placement
Student Affairs Vice-President - Dean for Student Affairs
Transcripts, Records Registrar

Visitors to the campus are welcome. Appointments should be made in advance for interviews with administrative staff or faculty members.

The College telephone number is 212-522-2300.

Directions to St. Francis College, 180 Remsen St., Brooklyn Heights
(1/2 block from Remsen-Court Street intersection.)



MANHATTAN

BROOKLYN

By Car

From Manhattan: Brooklyn Bridge to Cadman Plaza West Exit. Turn left. After several blocks Cadman Plaza becomes Court St.

From Queens: Brooklyn Queens Expressway to Cadman Plaza Exit. Same as above.

From Staten Island: Brooklyn Queens Expressway to Cadman Plaza Exit. Turn right. Same as above.

Good street parking on Saturday.
Convenient lot parking at Cadman Plaza and Pierrepont St.

By Subway

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

IND: A or F 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-Montague Street stop.

From Staten Island: No. 7 train to 95th Street and Fourth Avenue. Change to RR train; go to Court Street-Borough Hall stop.

By Bus

Bus routes: B-25, B-26, B-37, B-38, B-41, B-45, B-52 or B-67 to Court Street-Borough Hall.

By Long Island Railroad

To Flatbush Avenue Terminal. Take IRT Lexington or 7th Avenue subway two stops to Court Street-Borough Hall.

Academic Calendar

Fall 1983

Aug. 25-Sept. 1 (*Thursday-Thursday*)
Registration for returning students

Sept. 5 (*Monday*)
Holiday—Administrative Offices and Library closed

Sept. 12 (*Monday*)
Classes begin—Free program changes

Sept. 13 (*Tuesday*)
Last day for free program changes

Sept. 16 (*Friday*)
Last day for adding courses

Oct. 7 (*Friday*)
Last day to file "Pass-Fail Course Requests"

Oct. 10 (*Monday*)
Holiday—No classes—Administrative Offices and Library closed

Oct. 21 (*Friday*)
Last day for seniors to file "Application for Degree" for 1984

Oct. 31 (*Monday*)
Mid-semester grades due by noon in Registrar's Office

Nov. 8 (*Tuesday*)
Holiday—No classes—Administrative Offices and Library closed

Nov. 14 (*Monday*)
Last day to file Automatic Withdrawal (W) Grade

Nov. 22 (*Tuesday*)
Thanksgiving recess begins after last class. Administrative Offices and Library closed until Monday, Nov. 28

Nov. 28 (*Monday*)
Classes resume

Dec. 16 (*Friday*)
Last day of classes

Dec. 17-23 (*Saturday-Friday*)
Final examinations

Dec. 26 (*Monday*)
Holiday—Administrative Offices and Library closed

Dec. 27 (*Tuesday*)
Final grades due by noon in Registrar's Office

Dec. 30 (*Friday*)
Holiday—Administrative Offices and Library closed

Spring 1984

Jan. 12-18 (*Thursday-Wednesday*)
Registration for returning students

Jan. 25 (*Wednesday*)
Classes begin—Free program changes

Jan. 26 (*Thursday*)
Last day for free program changes

Jan. 31 (*Tuesday*)
Last day for adding courses

Feb. 20-21 (*Monday and Tuesday*)
Holiday—No classes—Administrative Offices and Library closed

Feb. 22 (*Wednesday*)
Last day to file "Pass-Fail Course Requests"

Mar. 19 (*Monday*)
Mid-semester grades due by noon in Registrar's Office

Apr. 2-May 15 (*Monday-Friday*)
Registration for Summer Sessions and academic advisement for Fall 1984 Semester

Apr. 9 (*Monday*)
Last day to file Automatic Withdrawal (W) grade

Apr. 17 (*Tuesday*)
Easter recess begins after last class. Administrative Offices and Library closed April 20 through April 23 inclusive

Apr. 30 (*Monday*)
Classes resume

May 15 (*Tuesday*)
Last day of classes

May 16 (*Wednesday*)
Study Day—No classes

May 17-23 (*Thursday-Wednesday*)
Final examinations

May 25 (*Friday*)
Final grades due by noon in Registrar's Office

May 28 (*Monday*)
Holiday—Administrative Offices and Library closed

June 6 (*Wednesday*)
Baccalaureate

June 8 (*Friday*)
Commencement

Summer 1984

June 11 (*Monday*)
First Summer Session begins

July 4 (*Wednesday*)

Holiday—No classes—Administrative Offices and
Library closed

July 12 (*Thursday*)
First Summer Session ends

July 16 (*Monday*)
Second Summer Session begins

Aug. 16 (*Thursday*)
Second Summer Session ends



General Information

Philosophy, Goals, Objectives, and History

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. Having an objective at its founding 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 sciences 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 pre-requisites for living a human life and a preparation for making a 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, of character, of taste. Thus a 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 ideals that inquiry into the natural world will discover 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, state, the nation, and indeed, given the number of its foreign students, the international community.

The College aims to combine the ideals of liberal education with the practical concerns of service to the communities to which it is committed. As a consequence, it defines itself in terms of the following specific objectives:

- A. To provide undergraduate degree programs in the arts, sciences and professional fields leading to the Bachelor's and the Associate degrees. The programs are designed to serve the needs of students who seek careers immediately after graduation as well as those who are preparing to enter graduate school or professional training. The following aims are integral to each of the degree programs:
 - 1. To prepare its students to read, write, and speak effectively as befits liberally educated persons
 - 2. To acquaint its students by means of the Core Curriculum with fundamental areas of academic inquiry
 - 3. To deepen the students' knowledge, in a systematic fashion, of a major field of study.
- B. To promote the intellectual, social, emotional, and physical development of the students and to develop an understanding of the importance of religious values.
- C. To cultivate the ideal of scholarship as a distinct value.
- D. To serve the local community
 - 1. by providing programs for those groups whose educational needs are not being met
 - 2. by providing cultural activities in which the community can take part
 - 3. by joining with outside agencies to improve the social, economic, and cultural environment of the area.

In an urban setting so largely characterized by impersonality and anonymity, St. Francis has in the past provided, and should strive to maintain, an association between students and faculty which is personal and friendly; its size permits it, and its commitment to liberal education requires it. St. Francis has resisted to a significant degree the careless winds of educational fashion. It has tried to respond to the need for meaningful change with an eye to the needs of its students and the requirements of its goals and objectives.

The test of a liberal education, whose aim is to nurture human excellence, is only partly what the student recognizes as worthy of pursuit; the other part is what the student learns to resist. The College ought to continue to cultivate this spirit of boldness and moderation in confronting the demand that it alter its constitutive purpose of providing liberal education.

This consideration accounts for the position that the study of philosophy occupies in the educational program of the College. The purpose of the required Core courses in philosophy is to

develop in the student an awareness of basic conceptual alternatives and the foundations and implications of the various types of discourse. The function of these courses is not to indoctrinate with an ideology, but to be one of the primary instruments, together with the rest of the Core curriculum, by means of which the College seeks to realize its goal of liberal education, the formation of minds capable of responsible intellectual self-determination. It is to be understood that these goals and objectives are conceived and articulated as both ideal and real, of prescriptive as well as descriptive.

The statement of general goals and objectives has been approved by the faculty at a meeting on February 15, 1978 and subsequently approved by the Board of Trustees at its meeting on February 28, 1978.

Memberships and Affiliations

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 American Colleges, the National Commission on Accrediting, the Commission on Independent Colleges and Universities, the Brooklyn Education and Cultural Alliance, the Association of Catholic Colleges and Universities, the Council for Advancement and Support of Education, National Association of Independent Colleges and Universities and Middle Atlantic Association of Colleges of Business Administration.

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.

College Facilities

The St. Francis College campus consists of five interconnected buildings which provide instructional areas, library, student services, and office space for the College.

Arts Building

The seven-story Arts Building is served by four elevators. It contains a large cafeteria on the ground floor which provides food service and is a gathering place for students, 25 classrooms, 3 seminar rooms in which faculty and student meetings are also held; offices for the College President, Vice-President-Financial Affairs, Vice-President-Dean for Student Affairs, Vice-President-College Relations, Vice-President-Academic Dean, Admissions, Adult Services, Counseling and Career Planning Center, Financial Aid, Personnel, Registrar, Student Accounts, Student Activities, Faculty Members, Health Service Nurse, Security and Student Government and Student Publications.

Science Building

This six-story structure is adjacent to the Arts Building on Remsen Street. An escalator and an elevator provide access to both buildings. The Science Building houses nine classrooms.

Its biology facilities comprise two laboratories for general biology, anatomy and physiology, one microbiology laboratory, one physiology laboratory, one genetics, embryology, histology and animal microtechniques laboratory, one radiation laboratory, an animal room with adjoining surgical room, and a greenhouse.

Chemistry facilities consist of four instructional laboratories, five instrumentation and/or balance rooms, two student/faculty research laboratories, one equipment stockroom, one chemical stockroom, one preparation room, one storage room, and one conference room.

One laboratory is provided for instruction in physics along with a preparation and equipment room and darkroom. The building also houses an earth science laboratory and equipment room, and a laboratory designed to support the experimental program in psychology.

Offices and research laboratories for the science faculty are located in the building as well as offices for the mathematics and health science departments. The Computer Center which provides support services for the College and is used for instruction in electronic data processing courses is located on the second floor.

On the main floor are a large lounge and study area and Founders Hall, a multi-purpose auditorium and classroom facility which seats 300 people.

Physical Education Building

This building is located behind the Science Building and connects to it and to the Arts Building. It consists of a gymnasium where physical education courses are taught and which provides the court for men's and women's intercollegiate basketball and a wide range of intramural activities, an Olympic-size swimming pool, weight training room, auxiliary gymnasium, office space, and roof recreation area.

McGarry Library

The McGarry Library houses in excess of 133,500 volumes and more than 700 periodicals are currently received. Accessible for research and study are both bound and unbound journals, microfilm, pamphlets and other materials. The Library underwent a \$2 million renovation-expansion which was completed in the winter of 1981-1982. It provides 7,000 square feet of additional space, increases book capacity to 200,000 volumes and furnishes seating for 260 persons.

The Library is richly supplemented by other library facilities in the Metropolitan New York area.

The James A. Kelly Institute for Local Historical Studies

The James A. Kelly Institute for Local Historical Studies, named for the late Brooklyn Borough historian, was created in 1973.

It houses one of New York's largest collections of primary source records on local history including original charters of the Dutch and English governors, Indian deeds, and town records.

The Congressman John Rooney, Congressman Eugene Keogh, and Alderman Peter McGuinness Collections, Francis Sinnott papers, and a number of political scrapbooks and memorabilia are preserved here. The total collection of documents numbers more than three million items.

The Institute is open to the public, teachers and students at no charge and is located in the basement of the Science Building.

Special Programs

Federal Aviation Administration Cooperative Education Program

St. Francis, in association with the Federal Aviation Administration, has developed a Cooperative Education Program. Specifically, students enrolled in the Aviation Business Studies/Aviation Administration Program are eligible for positions in the Eastern Region Federal Aviation Administration Cooperative Education Program. This program is presently geared to developing and hiring Air Traffic Controllers. However, its long-range aim is to provide the Federal Aviation Administration with College graduates to meet future needs.

Program Details:

After completion of Sophomore year, interested students will be required to go through a F.A.A. selection and screening process. Between then and graduation, work experience/training periods will be scheduled by the F.A.A. for a total of 52 weeks.

Eligibility for this program is limited to students enrolled as majors in the Aviation Business Studies or Aviation Administration Program, who have completed between 60-90 credits. For further details, please contact the Office of Admissions or the Chairperson of the Aviation Program.

Internship Opportunities

Excellent opportunities exist for paid and volunteer work experiences in a number of fields through various internship programs. Academic credit is often awarded by permission of department chairpersons and the academic dean.

Some examples of intern programs are: the New York City Summer Management Intern Program, Public Interest Research Group Internships, Urban Fellows Program, New York City Transit Authority Intern Program, New York State Assembly Session Interns and the Human Resources Administration.

Complete information about these and other internship opportunities may be obtained at the Counseling and Career Planning Center.

Accounting Internship

Available to selected students, these programs provide guidance and practical experience in both industrial and public accounting.

Computer Laboratory

St. Francis has established a micro-computer laboratory located in 300S. This laboratory is for the use of students who are interested in broadening their understanding of computer technology. In addition, it is for the use of students enrolled in data-processing courses. For further information, please consult with the Computer Center Supervisor.

Computer Program

St. Francis College has an IBM 1130 computer which, although primarily intended for mathematical and scientific use, lends itself to many other applications.

Students in electronic data processing, science, mathematics and business courses can utilize the computer to prepare and test programs and to perform mathematical, scientific and business applications. A major computer upgrade is planned to provide computer terminals with on-line capability.

Junior Year Abroad

At the end of their sophomore year, students may elect to study abroad for one year and to apply this work toward their St. Francis College degree.

Students may select a course and place of study from among many programs sponsored by international education agencies such as the Institute of European Studies or the International Educational Exchange Service. They may also participate in the Inter-American Studies Program sponsored by the United States Government or other recognized educational institutions.

Interested students should consult their department chairperson and obtain program approval from the Office of the Academic Dean.

American Institute of Banking

St. Francis College accepts 32 semester hours of transfer credit upon successful completion of the Institute's Standard Program. These credits may be applied toward a Bachelor of Science degree in Accounting or Management or toward the Bachelor of Arts degree in Economics.

Non-traditional students may be interested in the 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 Experiential Learning credit. A grade average of B (3.0 quality point index) 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 students may participate in the Army ROTC Program at Polytechnic Institute of New York on a cross-enrollment 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 Office of 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 earned at St. Francis. Interested students should consult the Office of the Academic Dean for more information.

Admissions Policy

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.

The College admits individuals of any race, color, national or ethnic origin to the rights, privileges, programs and activities offered students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or handicap in the administration of educational or admissions policies, scholarship and loan programs, or other college-based programs.

Students who desire admission should apply to the Office of Admissions for an official application blank. This completed form should be returned to the same office.

Entrance Requirements

Applicants must be graduates of an approved secondary school, having successfully completed required courses and achieved satisfactory standing in their class. They should request their high school principal or representative to forward their academic transcript and a letter of recommendation to the Office of Admissions. They must visit the College for an interview with an admissions representative when required.

Applicants should have a secondary school preparation with 16 credit units in academic subjects. Four credits must be in English. The remaining 12 units should include a three-year sequence and a two-year sequence in any of the following areas of study: foreign language, mathematics, science, social studies or business.

Prospective bachelor of science degree students must have completed 11th-year mathematics or its equivalent.

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 by the Admissions Office for evidence of unusual aptitude, especially in those studies which are prerequisite for the curriculum the applicant wishes to pursue.

Scholastic Aptitude Test

Applicants are strongly encouraged to take the Scholastic Aptitude Test (SAT) portion of the College Entrance Examination Board and request that their scores be sent to the College. A bulletin containing application procedures, a list of examination centers and test dates may be obtained from the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.

Foreign Students

Foreign students who seek admission should file an application, transcript of high school record, and proof of high school graduation. They are recommended to present scores of the Test of English as a Foreign Language (TOEFL) to the Admissions Office well in advance of their anticipated entrance date. (The

College is authorized by Federal Law to enroll non-immigrant aliens for the purpose of obtaining a degree.)

Admission with Advanced Standing (Transfer Applicants)

The decision to admit to advanced standing and the determination of the amount and quality of transfer credit to be allowed rests with the staff of the Admissions Office.

A student who has attended another college or university must submit an official transcript showing courses and grades, a catalogue from each institution attended which has been marked to indicate courses for which credit is sought, and a statement from an administrative officer that the applicant has been honorably dismissed.

The student must also complete an application form and submit a secondary school transcript.

Credit will be allowed only for courses appropriate to the curriculum selected at St. Francis College. Credit will be granted for transfer course grades equivalent to or higher than the St. Francis grade of C.

Advanced Placement

Students who have completed a college-level course in high school may qualify for advanced placement by achieving an acceptable score on the Advanced Placement Test of the College Entrance Examination Board. Questions regarding advanced placement should be addressed to the Office of Admissions. Information about Advanced Placement Tests may be obtained from the Educational Testing Service, P.O. Box 592, Princeton, New Jersey 08540.

Credit Through the College Level Examination Program

Advanced standing with credit will be granted upon successful completion of the College Level Examination Program, General Examination or Subject Examination, of the College Entrance Examination Board, Princeton, N.J.

Credit is also granted for satisfactory grades earned through the College Proficiency Examination Program conducted by the New York State Education Department.

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

Student Classification

Regular or Matriculated Students — Those who have fulfilled enrollment requirements and are pursuing a degree program.

Non-matriculated Students — Those who are enrolled in courses, but who have not fulfilled all requirements for admission to a degree program.

Transfer Students — Those who have withdrawn from another college or university and have been admitted to St. Francis College to complete their course of study, and holders of Associate Degrees earned at accredited two-year colleges.

Transient Students — Those whose academic work at St. Francis College will be transferred to another college or university in which they are regularly enrolled.

Special Students — Those who do not wish to complete a degree. They may be admitted with permission, but must submit credentials for all preparatory work and may pursue only those studies for which they are qualified.

Regular students are further classified as follows:

Lower Division:

FRESHMEN — Those who have earned 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 lower division comprises basic studies which provide a foundation for the more advanced work of the upper division. The upper division combines a comprehensive grasp of a field of study of special interest to the student and a knowledge of other fields. Together this gives purpose and unity to the entire college program.



Tuition and Fees

The Trustees of St. Francis College exert every effort to keep 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.

Tuition per credit hour	\$117.00
Experiential fee per petitioned credit	39.00

Regular Fees

Application fee (non-refundable)	20.00
Readmit application fee (non-refundable)	20.00
Preregistration fee	
Upon registration this fee will be credited toward tuition	55.00
Matriculation Fee	
This fee is payable only once	25.00
Service fee for students taking 12 or more credits	50.00
Service fee for students taking fewer than 12 credits	20.00
Service fee for Summer Session	20.00
Student Activities Fee	
This fee is applicable to full-time matriculated students taking 50% or more courses before 6 p.m.	25.00

Laboratory Fees

Science laboratory fee per lab hour	117.00
(effective for students entering or reentering Fall 1983)	
Speech laboratory fee per semester for	
Speech 308	165.00
Speech 406	100.00
All other laboratory fees per lab hour	25.00

Special Fees

Special Collection	25.00
Late Registration	75.00
Graduation	
Bachelor Degree	50.00
Associate Degree	30.00
Change of Program	
(change of degree, major, session, composite record, etc.)	10.00
Re-evaluation of Transfer Credit	10.00
Special Examination	5.00
Transcript	
For all students per each transcript	2.00
For special handling	5.00
Maintenance of Matriculation	15.00
Placement Credentials	
(First two no fee)	10.00
Locker Fee	5.00
Life Experience Evaluation	
Payable when the student accepts the credit assigned	500.00

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 he or she registers. If there is a change in the original registration during the first week of classes, the 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 the change is due on the day of the change.

No students 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.

Refund Procedures

- When a student finds it necessary to withdraw from the College or from one or more courses, he or she will file notice with the Registrar and the Controller on an official form furnished by the Registrar.
- A "Request for Refund" is to be completed and filed in the Controller's Office. The amount to be refunded will be determined from the date the official withdrawal form has been completed and filed with the Registrar.
- For Fall and Spring Semester a proportionate refund of tuition is made according to the following schedule:
Withdrawal during:
 the first 2 weeks of term80%
 the 3rd week of term60%
 the 4th week of term40%
 the 5th week of term20%
Withdrawal after the 5th week of term No Refund
- For Intersession and Summer Session a proportionate refund of tuition is made according to the following schedule:
Withdrawal during:
 the first 2 days of session80%
 the 3rd day of session60%
 the 4th day of session40%
 the 5th day of session20%
Withdrawal after the 5th day of session No Refund
- 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.
- Exception to the Published Policy on Refunds*
A student who feels that his or her individual circumstances warrant an exception from these published policies on refunds should address a written appeal to the Director of Student Accounts. The director's decision may be appealed to the Vice-President-Financial Affairs.

Financial Aid

St. Francis College has a comprehensive financial aid program, designed to insure that no otherwise-eligible student is prevented from attending the College solely because of inadequate finances.

Eligible students may be offered a financial aid "package" offering some combination of scholarships, grants, loans, and student employment.

Students who wish to be considered for such aid must file the Financial Aid Form (FAF) of the College Scholarship Service, as well as the appropriate College forms, by February 15, 1983. Students who apply after this date will be considered as long as funds remain available. An application is completed annually and a new application is required each year for renewal of any award.

Students who desire either application forms or a brochure detailing the kinds of financial aid and the process by which one applies for them should contact the Office of Financial Aid.

General Eligibility Requirements

In general, to be considered for financial aid awarded by St. Francis College, a student must:

- be accepted for admission to the College
- have completed matriculation requirements for a degree program
- be enrolled at least half-time in a program of study
- be in good academic standing and making satisfactory progress toward degree requirements
- be a U.S. citizen or permanent resident

Financial Aid Programs Available at St. Francis College

To be considered for any of the following programs a student must file the Financial Aid Form (FAF) along with all forms and documents required by the College.

Grants:

- Pell Grants, formerly known as Basic Educational Opportunity Grants (BEOG)
- Supplemental Educational Opportunity Grant (SEOG)
- State Aid, New York State residents may apply for the Tuition Assistance Program, Regents Scholarship Program, Child of Deceased or Disabled Veteran Award, and other New York State Programs
- St. Francis College Presidential Scholarships
- St. Francis College Athletic Grant-in-Aid
- St. Francis College Grant-in-Aid
- St. Francis College Special Scholarships
- St. Francis College Family Discount

The family discount is being phased out. New students are not eligible for consideration.

Loans:

- National Direct Student Loans (NDSL)

- Guaranteed Student Loans (GSL)

Student Employment:

- College Work-Study Program (CW-SP)
- Student Assistance Program. The number of students employed under this program is extremely limited.

Veterans:

Veterans' benefit forms are processed by the Office of Financial Aid.

Special Scholarships:

The Most Reverend Thomas E. 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.

Presidential Scholarships. These scholarships are awarded to a restricted number of entering students who have demonstrated exceptional academic achievement and show promise of continued success, as assessed by a secondary-school average and performance on the Scholastic Aptitude Test. The scholarship is a full tuition-and-fee award, less Basic Educational Opportunity Grant, state aid, and any other "portable" financial aid for which the student may be eligible. The award is for four full years of study, provided that the recipient makes satisfactory progress toward his or her degree and maintains a quality-point index of at least 3.0.

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.

Academic Eligibility for Receipt of Financial Aid

Students must satisfy two requirements in order to be eligible for financial assistance. They must pursue a program of study and make satisfactory progress toward the completion of the program's academic requirements. Both requirements must be met for each semester of study for which financial aid is received.

Program pursuit is defined as the number of courses which must be completed with a passing or failing grade while taking a full-time courseload. (A full-time courseload is equivalent to 12 or more credits.) Students must attain such a grade in 50% of the minimum full-time courseload in the first year for which an award is made. This percentage increases to 75% in the second year and to 100% in the third year for which awards are made.

Satisfactory academic progress is defined as the total number of college credits earned. Students are not expected to have earned any college credit before receiving their first financial aid payment. Subsequent payments, however, will be awarded only if students meet specified credit and grade-point index criteria, which are presented in the chart below. Both of these requirements became effective September 1, 1981.

In extraordinary circumstances, a student may be granted a waiver of program pursuit and satisfactory progress requirements. This is available only once during one's entire undergraduate career. If a waiver is granted, the student must use the semester for which it is given to advance to the level necessary to make him/her eligible for the receipt of further financial aid. The waiver does not change the total number of semesters for which a student is eligible to receive aid. (New York State awards, for instance, are limited to not more than eight full semesters.)

There was at the time this bulletin was sent to press, such uncertainty concerning the future status of all Federally-funded student aid programs (Pell Grants, SEOG, College Work-Study, and both National Direct and Guaranteed Student Loans) that current and prospective students are therefore advised to contact the Office of Financial Aid at their earliest opportunity for current information regarding the nature of available Federal aid and their eligibility for it, as well as for assistance in meeting all requirements.

STANDARDS OF SATISFACTORY PROGRESS FOR ELIGIBILITY FOR FINANCIAL AID

BEFORE BEING CERTIFIED FOR THIS PAYMENT	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	* Ninth	* Tenth
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS	0	3	9	21	33	45	60	75	90	105
WITH AT LEAST THIS QUALITY- POINT INDEX	0	1.00	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90
DURING THIS PAYMENT PERIOD A STUDENT MUST EARN A, B, C, D, F, or P GRADES IN THIS NUMBER OF CREDIT HOURS	6	6	9	9	12	12	12	12	12	12

* Only students in five-year programs approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than eight semesters of undergraduate award payments.



Student Services and Activities

Student services at St. Francis College begin with pre-admission counseling and orientation of freshmen and continue with educational, vocational, physical, and personal guidance, as well as student extra- and co-curricular activities, job placement, and follow-up. All services are designed to assist students in making a successful adjustment to the collegiate environment and to enable them to pursue their studies with maximum efficiency.

Freshman Orientation

Freshmen are invited by the Student Government to attend Orientation on the Thursday before Labor Day. Faculty, administrators, and upperclass students are on hand to welcome freshmen and introduce them to the traditions, policies, and resources of St. Francis College.

Programs and exhibitions are scheduled to assist these new students to familiarize themselves with the academic program, the services offered, and the opportunities which exist for participation in student activities.

Foreign Student Adviser

The Foreign Student Adviser may be found in the Office of Student Activities on the first mezzanine. She is available to advise international students on visa extension and immigration regulations, and to explain academic procedures and aspects of American culture which may be unfamiliar to them.

Academic Support Services

Under the auspices of the Office of Academic Support Services, the following services are provided to all students registered at St. Francis College:

Academic Advisement

Advisement is an important aspect of each student's academic career. Academic Advisement insures an understanding of the registration process and course selection appropriate to a student's educational goals. Consequently each full time degree student is assigned a faculty member to be his/her Academic Advisor. Students who have declared a major will be assigned an advisor who is a member of that student's major department. Students who have not declared a major will be assigned a Faculty Advisor. Every student must have selected courses approved by their Academic Advisor before registration.

Advisors are available day and evening throughout the year to help students clarify their goals, discuss their progress, direct them to further assistance, and provide overall help with educational matters.

Learning Center

The Learning Center is a support service provided to all students registered at St. Francis College. The center's trained personnel assist students in upgrading their basic skills (reading, writing and mathematics). In addition, the center provides specialized assistance in reading and writing English to students for whom English

is a second language. Throughout the semester the center also conducts workshops in academic skills such as notetaking, textbook usage, test-taking techniques and study skills.

Placement Tests

All new degree students must take the College's placement test prior to Academic Advisement and registration. The results of the tests are used to advise students as to the appropriate mathematics or English courses. Basic subject areas included in the placement test are written compositions, reading and mathematics.

Career Placement Center

The professional staff and resources of the Career Placement Center are available to assist students to make wise and suitable career choices and secure appropriate post-graduate employment. Toward these ends, the Center provides a substantial library of print and audio-visual career planning reference materials, as well as an excellent computer-assisted career search system. The staff of the Center is available for career guidance and counseling on an individual basis, and regularly offers workshops in such essential aspects of the career planning process as resume writing, preparation for the employment interview, and effective job search skills and techniques.

Members of the senior class may take advantage of the substantial number of placement interview opportunities offered each spring with representatives of major corporations and others seeking St. Francis graduates; all students may avail themselves of the several part-time employment opportunities which are made available through the Center throughout the year.

The staff is also able, on a limited basis, to provide assistance to any student who is experiencing personal problems which are interfering with his or her academic performance.

Campus Ministry

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

Health Service

The Student Health Service is staffed by a full-time registered nurse on Mondays and Wednesdays from 9 a.m. to 4 p.m. and on Tuesdays, Thursdays, and Fridays from 9 a.m. to 3 p.m. The Medical Suite, Room 107, is equipped to provide emergency first-aid attention, and 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. The nurse is available for general health and nutrition counseling on a walk-in basis and by appointment.

Bookstore

The College bookstore, operated by Barnes & Noble, is located in the basement of the Science building. The store provides all necessary books, materials and supplies, as well as incidental items. The bookstore is open from 9 a.m. to 6 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. During the first three weeks of each term bookstore hours are 8 a.m. to 8 p.m.

Student Lounge and Cafeteria

The student lounge, located on the first floor of the Science Building, provides an area for students to meet together informally and is used for various social, cultural, and recreational activities.

The cafeteria, located in the Arts Building, offers an extensive array of foods and beverages at comparatively low cost. This facility is open from 7:30 a.m. through 4 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:

1. It pays the actual medical expense incurred within 60 days 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 for students participating in interscholastic sports, contact the Athletic Director.

Student Activities

The College offers an extensive 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 curricular programs; Extracurricular activities offer students the opportunity to develop new interests and leadership skills, to relax and provide a welcome change from daily study routines.

The student activity program is supervised by the Faculty Committee on Student Activities and by the Student Government, and is administered by the Director of Student Activities.

Students are encouraged to involve themselves in the activities program which provides opportunities for personal growth and development complementing those of the classroom and laboratory.

The Student Government of St. Francis College is concerned with the affairs of students in their relations with the College and surrounding communities. Student Government acts as a sounding board for all student interests, and provides 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. Student Government is responsible for representing the student body before the various groups involved with the college community.

Alpha Kappa Delta is a national sociology honor society whose purpose is to encourage scholarship among sociology majors, to stimulate interest in sociology, and to sponsor research into social problems. The Xi Chapter at St. Francis College was founded in 1973. Membership is open to juniors and seniors who have completed at least 10 credit hours in sociology and have attained 3.0 both as a cumulative index and index in sociology.

Alpha Kappa Psi is a professional business fraternity whose Zeta Iota Chapter was established at St. Francis in 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.

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

Chi Beta Phi, Alpha Xi Chapter, is a national science honor fraternity established in 1969. It is open to junior and senior biology, chemistry, and psychology majors who have a minimum cumulative index of 2.8 and a major or science index of 3.0.

Eta Sigma Gamma, Alpha Chi Chapter, is a national professional honorary society in health science (education) whose principal purpose is to elevate the standards, ideals, competence and ethics of professionally trained men and women in the discipline of health science. The College chapter was founded in 1979. Membership is open to those with a cumulative index of 2.7 who have completed 12 credits in health science with an index of 3.2.

Kappa Delta Pi is a national society dedicated to fostering scholarship among students in education. The St. Francis College Xi Rho Chapter was established in 1978. Membership is limited to juniors and seniors participating in teacher training programs at the College. They must have completed 12 credits in the professional study of education, and must have a cumulative index of 3.2.

Kappa Mu Epsilon, New York Theta Chapter of the national mathematics honor society, is a vehicle for discussion and undergraduate research in mathematics. Membership is limited to sophomores, juniors and seniors who have an index in mathematics of 3.0 and a cumulative index of 2.75 or better. Members must be mathematics majors and have completed at least 12 credits in mathematics.

Omicron Delta Epsilon, Eta Chapter, is an international economics honorary fraternity. The St. Francis Chapter is limited to juniors and seniors who have a cumulative index of 3.0 and have earned 12 credits in economics with a better than 3.0 average.

Phi Alpha Theta is a national history honor fraternity whose Theta Nu Chapter was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.0 and a cumulative index higher than 2.8. Members must have completed at least 12 semester hours of history.

Phi Gamma Nu is a national professional honor society in business. Beta Psi Chapter was established at St. Francis College in 1976. A 3.0 index is required for membership.

Psi Chi, the national honor society in psychology, serves to recognize psychology as a diverse science by encouraging students to develop research and clinical interests, attend regional and national conventions and become familiar with academic and clinical settings in the metropolitan area.

Sigma Delta Pi is the national Spanish honor society whose Zeta Theta Chapter was formed at St. Francis in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.0 and rank in the top 35 percent of their class.

Sigma Tau Delta is the national English honor society.

Theta Alpha Kappa is the national religious studies/theology honor society whose Tau Chapter was formed at St. Francis College in 1978. Membership is limited to students who have completed a minimum of 12 credits in religious studies with a 3.5 average and a cumulative index of 3.0. 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.

The Duns Scotus Honor Society primarily aims to encourage among students a love and desire for excellence in scholarship and service to all the activities of the college. Its 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 faculty. To be eligible for membership a student must have completed 60 semester hours and two years of residence at St. Francis College. At commencement each member wears the red and blue tassel reserved for society members. 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.

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 Students Organization is the successor of the Afro-American Club and serves the needs of black students.

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

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

The Chess and Backgammon Club provides games for student use and sets up tournaments.

The Finance Club provides opportunities for students interested in the field of finance to discuss issues relevant to the discipline and to visit financial centers.

The Foreign Students Association is an organization comprised of students from 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 works to foster greater understanding among its members and other students at St. Francis College.

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

The German Club is intended as a supplement to the German courses offered at the College. Students studying German are encouraged to participate in the meetings, which feature films, discussions and lectures on German culture and related topics, and other activities. In the past, the club has represented the College in the Steuben Parade which is held each September.

The Health Science Society serves the interests of students involved in health and healing sciences.

The History and Political Science Society is composed of students dedicated to the advancement of the social sciences. It is open to any major.

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 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 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 Latin American Club 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 the graduating member who has exhibited outstanding scholastic achievement in Spanish and has actively participated in the attainment of club goals.

The Music Club provides opportunities for students who sing or play a musical instrument to make music together and to perform at college functions.

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

The Pre-Medical Society serves the specific interests and needs of students who aspire to a medical career.

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 St. Francis Prayer Group provides an opportunity for students of the Christian faith to participate in spiritual discussions and prayer.

The Science Society serves the combined interests of students in chemistry, biology and pre-medicine.

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

The Sociology Club gives 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.

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 professionals address the members. Information about requirements for the Law School Admission Test is also presented.

The Tae Kwando Club provides training for students interested in the martial arts.

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

The United Nations Club affords students an opportunity to explore and experience the field of international relations and the work of the United Nations through various projects such as model United Nations and U.N. delegations.

Social Fraternities and Sororities

Fraternities and sororities 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 in 1961. Xi Epsilon Omega was founded in 1978.

Pi Sigma, Delta Chapter, a sorority, was founded in 1970. Its basic aims 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 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.

Publications

The Cord, the College handbook, contains statements of student rights and responsibilities, a directory of student services, the

Student Government Constitution, and other items of importance to students.

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

Montage, founded in 1977, is the student literary magazine. It affords student writers and artists an opportunity for publication of their work.

The Voice is the student newspaper. It is edited and published bi-weekly by members of the student body.

Athletics

Under the supervision of the Director of Athletics and staff, the College's athletic program provides opportunities for students with exceptional talent to participate in a wide variety of intercollegiate athletic competition.

St. Francis College, a member of NCAA Division I, is represented by varsity teams in the following sports:

Men: basketball, soccer, baseball, swimming and water polo

Women: basketball, volleyball and swimming

Coed: bowling, cross-country, tennis and indoor track

Recreation

Under the direction of the Recreation Supervisor, the College provides a well-rounded program of intramural sports and recreational activities.

Intramural sports, with teams for men and women in most cases, are basketball, softball, volleyball, floor hockey, indoor soccer, water basketball, billiards and table tennis.

Students are encouraged to take advantage of the swimming pool, gymnasium and weight room for recreational use.

All of these activities and programs are described in a brochure which is available in the Recreation Office.



Academic Policies

Credit Hours

One credit hour represents one hour of regular class participation in a lecture or two or more hours in a laboratory session each week for one semester.

Registration Procedure

Registration is contingent upon a record of satisfactory marks for the previous semester.

Students are required to have their course selections for the following semester approved by their respective adviser during the advisement period.

Final registration days are indicated on the College calendar. Any changes in the course program outlined during the advisement period must be approved by the adviser at the time of final 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.

Late Registration

Enrollment after the designated registration days will be permitted only with the consent of the Registrar and only for a satisfactory reason. Late registrants will be charged a fee of \$75.00, and will be held responsible for all absences caused by late registration.

Change in Degree Program

Students who wish to change their major field of study must obtain permission from both the chairman of the department in which they wish to enroll and the Vice-President-Academic Dean.

Declaration-of-major or change-of-major forms may be obtained in the Registrar's Office.

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 Vice-President-Academic Dean. If a conference is necessary, an appointment will be arranged.

All summer courses are open to students 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 their classes in another session with permission of the adviser. This does not constitute permission to transfer to the other session; such permission must be obtained as explained above.

Placement Testing

St. Francis requires all full-time, new students to be tested in English and mathematics. The test results are utilized for advisement and placement of students in appropriate courses. For further information concerning time and location of testing, please consult the Admissions Office and/or the Learning Laboratory.

Credit Hour Loads

Full-time students may not carry fewer than 12 nor more than 18 credit hours a semester. Permission to take more than 18 hours may be granted by the Vice-President-Academic Dean. A day student on probation may not take more than 15 hours. An evening student on probation may not take more than six hours. Evening students may not carry more than 12 hours per semester without permission of their adviser.

Attendance

Generally, when a student is absent for more than 10 percent of the total class meetings of a course, he or she is subject to a grade of F for excessive absences.

Seniors with a 2.0 cumulative index or better may be entitled to privileged attendance. This will be granted at the discretion of the individual instructor and such policy will be announced at the first class meeting.

Grade Points and Credit Hours

Scholastic achievement reflects the combined results of class work and examinations. It is computed according to the following percentage scale:

A	90-100	
B	80-90	W-Withdrawal
C	70-79	H-Honors
D	60-69	P-Passing
F	below 60	

Withdrawal from a Course

A student wishing to withdraw from a course must notify 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 after the fifth week of the regular semester (first week in summer) must have written permission from the instructor. A grade of W will be given to a student withdrawing from a course before the second Monday after mid-semester grades are due (fourth week in summer).

Students withdrawing from a course after the automatic withdrawal grade period will be given a grade decided by the instructor.

If extenuating circumstances warrant a W grade after the automatic period, such a grade shall be recorded by the instructor and the Office of the Academic Dean on a special form provided by the Registrar's Office.

Course Repetition

Students must repeat any required course which they have failed the next term it is offered.

Written approval of the department chairperson is required before a student can receive credit for a major field course completed with a D grade.

Permission from the adviser is required before a student can repeat a course to raise the grade.

Under a special faculty ruling, students may not expect to receive a passing grade in any course in which they fail to maintain standards of good English in essays, examinations, and other written requirements.

Report of Grades

As soon after each term as all grades have been reported and recorded, students will receive a report of their grades. This report should be taken to each conference with their respective adviser.

Scholastic Achievement

Scholastic achievement is recorded by means of quality points. Points are assigned as follows for each credit hour completed:

Grade A (90-100)	4.0 points
Grade B (80-89)	3.0 points
Grade C (70-79)	2.0 points
Grade D (60-69)	1.0 point
Grade F (below 60)	no quality points

The Quality Point Index, QPI, 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."

Probation

Probation indicates that a student's academic work is below the expected standard. It is determined as follows:

Freshman (fewer than 28 credit hours completed) will be placed on probation if their QPI is below 1.50.

Sophomores (28 to 59 credit hours completed) will be placed on probation if their QPI is below 1.75.

Juniors (60 or more credit hours completed) will be placed on probation if their QPI is below 2.0.

A QPI of 2.0 is required for graduation.

No student may remain on probation for more than two consecutive terms. Any student may be subject to academic dismissal at any time for poor academic standing.

Only courses completed at St. Francis College are evaluated for purposes of the Quality Point 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 semester a list of honor students is published by the Vice-President-Academic Dean. This honor list recognizes students' academic achievements and includes those students who have achieved a Quality Point Index of 3.0 or better and have carried the following number of credit hours:

Day students — 12 or more credit hours.

Evening students — 9 or more credit hours.

Election to the Duns Scotus Honor Society is made each year and is limited to juniors and seniors. 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 student 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 elect to take that course on a pass-fail basis.

Juniors and seniors, who are not on probation, may select one elective course each term to be recorded on their permanent record on a 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 selected for pass-fail status.

The student must designate the course which he or she wishes to take pass-fail on a special form provided by the Registrar's Office no later than the end of the fourth week of the school term (second week of summer session). This privilege does not excuse students from required work of the particular class. Once the request is submitted, it may not be revoked.

Withdrawal

Students obliged to withdraw from the College should notify the Registrar's Office for further instructions.

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 18 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 credits 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 senior year.
2. The student has a Quality Point Index of 2.0.
3. Written approval for the required courses has been granted by the chairperson of the department concerned and the Office of the Academic Dean.

4. Official permission of the Office of the Academic Dean has been obtained before the end of the preceding semester.

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

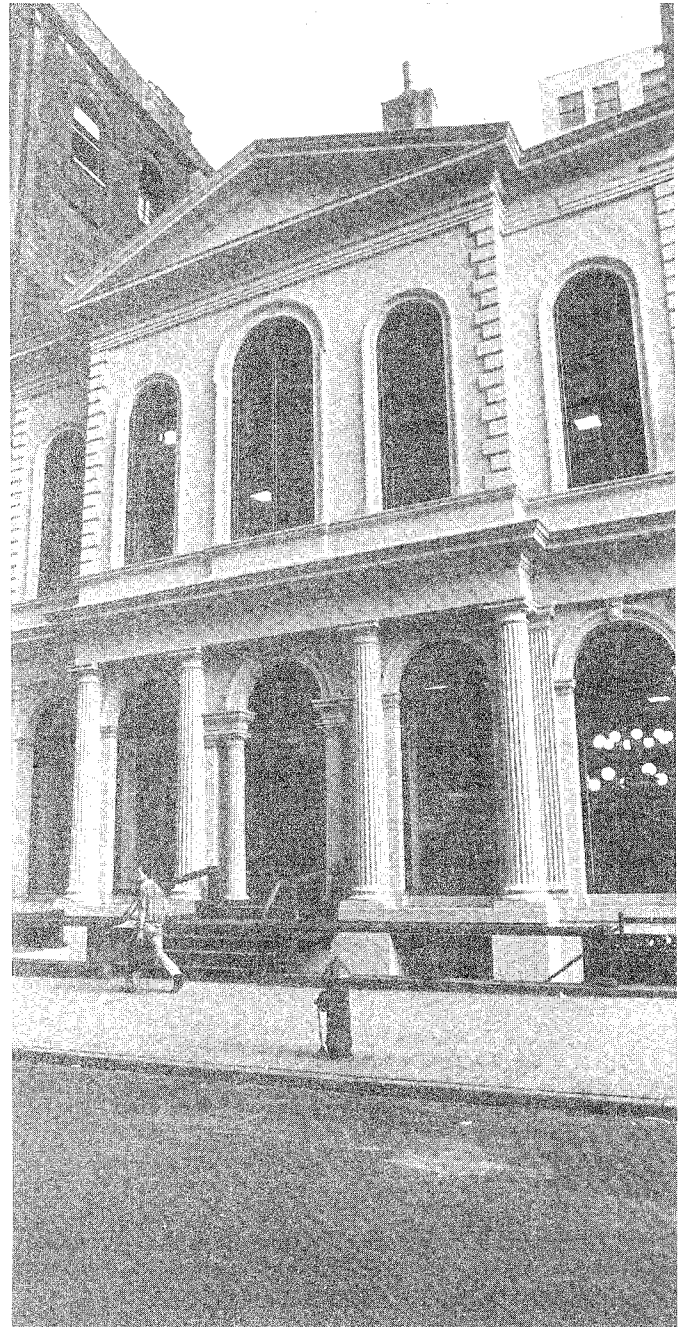
Official Bulletin Boards

The official bulletin boards, located at the main entrance to the Science Building, carry announcements of interest to the entire student body, to certain groups of students, or to individuals. These announcements, for example, may be changes in schedule, revisions of rules and regulations, or calls for students to appear

at one of the administrative offices. Students are held responsible for reading these bulletin boards, and are obliged to acknowledge announcements pertaining to them within 24 hours after such announcements are posted.

Retention of Students

Retention statistics for the 480 full-time, first-time freshmen entering St. Francis College in Fall, 1976, show that 228 of them remained to complete their studies and received bachelor's degrees before Fall, 1982. Out of 124 transfer students entering St. Francis in Fall, 1976, 76 remained and received degrees before Fall, 1982.



Requirements for Degrees

Programs of Study

St. Francis College awards the following undergraduate bachelor degrees:

Bachelor of Arts (B.A.) with majors in:

- Communication Arts
- Economics
- English
- French
- History
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Social Studies
- Sociology
- Spanish

Bachelor of Science (B.S.) with majors in:

- Accounting
- Accounting and Business Practice
- Aviation Administration
- Aviation Business Studies
- Biology
- Bio Medical Science (preparatory for New York College of Podiatric Medicine)
- Chemistry
- Health Care Management
- Health Services Administration
- Health Science
- Management
- Mathematics
- Medical Technology
- Physical Education
- Special Studies

The College awards the following associate degrees:

- Associate Applied Science (A.A.S.) in Business Administration and Criminal Justice
- Associate in Science (A.S.) in Electronic Data Processing

Teacher Training

Candidates for the B.A. degree in English, social studies, or Spanish and the B.S. degree in mathematics may elect Teacher Training for the Elementary School (N-6) or the Secondary School (7-12).

Candidates for the B.A. degree in French and the B.S. degree in accounting and business practice, biology, or chemistry may elect Teacher Training for the Secondary School (7-12).

Candidates for the B.S. degree in Physical Education are in the Teacher Training Program (K-12).

Requirements

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 2.0.

The graduation requirements of the college as published in the catalogue in effect at the time of the student's initial enrollment are those which must be met for the completion of a degree program.

Subsequent changes in degree requirements, as published in the catalogue or amended by the faculty, may be substituted at the option of the student.

Department chairpersons have authority to waive or provide substitute course work for departmental requirements. Only the Office of the Academic Dean has the authority to waive or provide substitute course work for core curriculum requirements. Students who withdraw and then re-enter are responsible for graduation requirements as published in the catalogue at the time of re-entrance.

Honorably discharged veterans who have completed 18 months or more of active service in the Armed Forces of the United States may be granted up to 10 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 Office of 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

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 3.8.

The degree of Magna Cum Laude will be conferred upon a candidate who has achieved a quality point index of 3.5 (3.6).*

The degree of Cum Laude will be conferred upon a candidate who has achieved a quality point index of 3.2 (3.4).*

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

*Effective as of September, 1985.

Core Curriculum

The following courses must be completed by all students in baccalaureate degree programs with the exception of Aviation Business Studies Majors (p. 33), Special Studies Majors (p. 33) and Health Care Management Majors (p. 34):

Core Courses	Credit
English 103*.....	3
English: Literature Course.....	3
Fine Arts 401; 402.....	6
Speech 203.....	3
Natural Science or Mathematics.....	6
Philosophy (courses to be taken in sequence).....	9
Three elective credits in Liberal Arts.....	3
History 201.....	3
Sociology 203.....	3
Religious Studies (Choose one course from: 101; 202; 203; 204; 205; 212; 234).....	3
Total Core Credits.....	42
Total Degree Credits.....	126

*Students who achieve a superior score on the placement test or who meet other criteria established by the English Department may be exempt from the English 103 requirement and substitute another English course (exclusive of English 101).

In satisfying the Core Curriculum, English 200-level literature courses are designed to meet the needs of the majority of students. Students with a superior background in English, however, may select from among the 300/400-level courses.

The three elective credits in Liberal Arts may not be selected from these areas: accounting, aviation, business law, business management, criminal justice, education, electronic data processing, health care, or physical education. Teacher training students are recommended to take conversational Spanish.

The philosophy sequence consists of one 100 course, one 200 course, and one 300 or 400 course.

In choosing the Philosophy sequence teacher training students are recommended to select PHI 114, 203, 403.

Health and Physical Education Requirement

All full-time day students must satisfy the health and physical education requirement of two credits. This can be met by taking HS 202 and PE 101. These credits are in addition to the 126 credits required for a degree.

Transfer students with fewer than 30 transfer credits must meet the two-credit requirement. Transfer students with more than 30

transfer credits and honorably discharged veterans who have served more than six months of active service in the Armed Forces of the United States must complete HS 202.

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

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.

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 by the end of sophomore year. 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 their respective department regarding a comprehensive examination and/or research project.

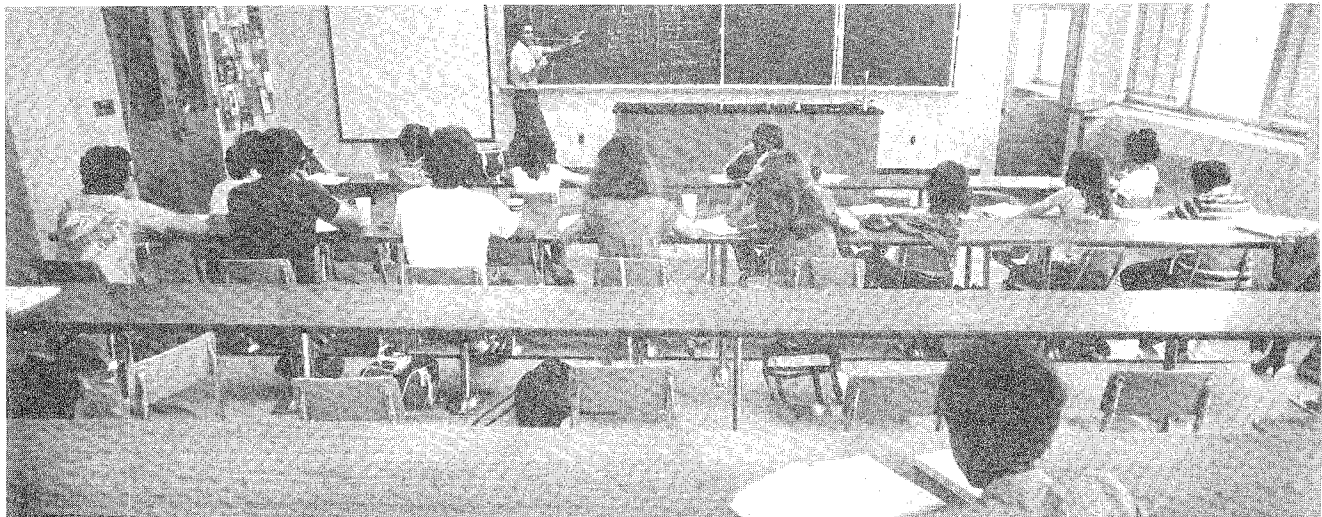
The grades earned in the comprehensive examination or project shall be signified as follows: H - Honors — 90 percent or better; P - Pass — 70-89 percent. Students who merit a grade of H in the comprehensive examination may be exempt from final examination in all courses of their major field at the end of the senior year at the discretion of the department.

Senior Requirement

The final 30 credits for the degree must be earned at St. Francis College.

Application 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 paying fees, filing applications, submitting forms, and the like.



Departmental Organization

The College is divided into the following departments:

Accounting and Business Law
 Aviation Administration and Business Studies
 Biology
 Chemistry and Physics
 Communication Arts
 Economics
 Education
 English
 Foreign Language and Fine Arts
 Health, Allied
 History, Political Science, Social Studies and
 Criminal Justice
 Management
 Mathematics
 Philosophy
 Psychology
 Religious Studies
 Sociology

Accounting and Business Law Department

(G. Horlick, Chairperson; R. Flynn, M. Kron, W. Yellin, one additional full-time assistant professor, and six adjuncts.)

The department offers courses in accounting and business law and prepares the student for a career in public accounting, private accounting (corporate), or non-profit accounting (governmental agencies, foundations, and non-profit agencies, e.g., theater companies, dance companies, community groups, etc.). When the major in accounting is satisfactorily completed, the student may sit for the CPA Examination, since all New York State requirements are satisfied by St. Francis College's program.

Major in Accounting	Credits
Core Curriculum including Mathematics 109; 110. (See page 22)	42
Business Law 201; 202	6
Economics 201; 202; 306	9
History, Political Science or Economics - 2 courses	6
Management 201; 202; 217; 303; 308; 400	18
Mathematics 301	3
Accounting 101; 102; 201; 202; 303; 305; 401; 404; 405; 406	30
Electives	12
Total Credits Required	126

Allied Health Department

(E. Glascock, Chairperson; G. Black, and C. Plonsky, and 15 adjuncts.)

The department offers majors in Health Services Administration, Health Care Management, and Health Science for students who

wish to enter the community health field or entry-level or middle-management jobs in health-related fields.

Major in Health Care Management - see Programs for Adults, pp. (33).

Major in Health Services Administration	Credits
Core Curriculum including Mathematics 109, 110 (See page 22)	42
Accounting 101; 102	6
Economics 201; 202; 308; 309	12
Health Care 401; 403; 405; 406; 407; 431; 435	21
Health Care Electives	6
Health Science 503 (formerly HS 103)	3
Health Care/Health Science Electives	6
Management 201; 308; 310; 404	12
Mathematics 301	3
Electives	15
Total Credits Required	126

Major in Health Science	Credits
The major in health science must take health science courses in sequence, beginning at the 100 level.	
Core Curriculum including Chemistry 101-102 (See page 22)	44
Biology 003-004; 205	12
Economics 201	3
Health Care 403; 406	6
Health Science 101; 102; 204; 206; 207; 301; 302; 304; 464; 501; 503 (formerly HS 103); 504	37
Management 217	3
Psychology 201	3
one course from:	
Psychology 203; 204; 314; 409 or	
Sociology 304A; 309; 314; 402	3
Electives	15
Total Credits Required	126

Aviation Administration and Business Studies Department

(F. Catchpole, Chairperson and two adjuncts.)

The Department offers a Bachelor of Science Degree in Aviation Administration and a Bachelor of Science Degree in Business Studies. The Bachelor of Science Degree in Aviation Administration is designed to prepare graduates to enter the aviation industry. The degree provides a background in both the Liberal Arts and Aviation Administration.

Major in Aviation Administration	Credits
Core Curriculum including mathematics 109; 110. (see page 22)	42

Accounting 101; 102.....	6
Aviation 201; 202; 310; 320; 410; 420; 430; 440.....	24
Business Law 201; 202.....	6
Economics 201; 202.....	6
Liberal Arts Electives.....	6
Management 201; 202; 217.....	9
Mathematics 301.....	3
Political Science 404.....	3
Psychology 313.....	3
Aviation Technology Track* or Business Specialty Track**.....	18
Total Credits Required.....	126

*The Aviation Technology Track may be satisfied by completing 18 credit hours in one or a combination of these aviation fields:

Flight Training
Aviation Maintenance Training
Aeronautical/Aerospace Engineering
Air Traffic Control
Flight Operations and Dispatch
or

A minimum of 9 credit hours from above categories AND the remaining credit hours in relevant co-op credits and independent study.

**The Business Specialty Track may be satisfied by completing 18 credit hours in one specialty area:

Accounting and Finance
Economics
Electronic Data Processing
Management
or

A minimum of 9 credit hours in one of the above specialty areas AND the remainder in relevant co-op credits and independent study.

Biology Department

(J. Corrigan, Chairperson; M. DiGaudio, one full-time instructor and one adjunct.)

The department offers courses which prepare the biology major to enter graduate school for the advanced degree in biology. Students are also prepared to enter professional schools in medicine, dentistry, veterinary medicine, optometry and podiatry. The department has an accelerated Bio Medical Science program in a cooperative effort with the New York College of Podiatric Medicine. The department also has a medical technology program. The department gives courses to liberal arts students who desire to understand the nature of living organisms and their place in the natural world.

Major in Biology	Credits
Core Curriculum including Mathematics 202; 203. (See page 22).....	43
Chemistry 101 — 102; 301 — 302; 304.....	22
Foreign Language*.....	6 or 12
Physics 101 — 102.....	8
Biology 103 — 104; 303; 310; 503.....	17
Biology Electives (Must be selected from 200/300/400 level Biology courses).....	16
Electives.....	8 or 14
Total Credits Required.....	126

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

Major in Bio Medical Science	Credits
Core Curriculum including Mathematics 202; 203. (See page 22).....	43
Chemistry 101 — 102; 301; 302; 304.....	22
Physics 101 — 102.....	8
Biology 103 — 104; 303; 310.....	16
Electives.....	2
	91
Cooperating Hospital Training (New York College of Podiatric Medicine).....	35
Total Credits Required.....	126

The accelerated Bio Medical Science program enables highly qualified students to complete a curriculum of science studies in two years and make application to the New York College of Podiatric Medicine (a four-year program). Normally this curriculum is completed in eight years.

Major in Medical Technology	Credits
Core Curriculum including Mathematics 202; 301. (See page 22).....	43
Chemistry 101 — 102; 301; 302; 304.....	22
Physics 101 — 102.....	8
Biology 103 — 104; 301; 406.....	16
Electives.....	5
	94
Cooperating Hospital Training Year.....	32
Total Credits Required.....	126

Chemistry and Physics

(J. Burke, Chairperson; T. Quigley, J. Rollino, J. Schneider and one adjunct.)

The department offers a major in chemistry.

Major in Chemistry	Credits
Core Curriculum including Mathematics 202; 203. (See page 22).....	43
Biology 103 — 104.....	8
Mathematics 401.....	3
Physics 101 — 102.....	8
Chemistry 101 — 102; 201; 301; 302; 303; 401 — 402; 404; and 300/400/500 level electives.....	40
Science 201.....	4
Electives.....	20
Total Credits Required.....	126

Communication Arts Department

(E. Setrakian, Chairperson; B. Vigliano, and six adjuncts.)

The department offers a major in Communication Arts.

Major in Communication Arts	Credits
Core Curriculum including English 222	

(See page 22).....	42
English 104, 105	6
Psychology 201; 313.....	6
Sociology 309.....	3
Speech 205; 308; 401	9
Speech Electives.....	27
Electives.....	<u>33</u>

Total Credits Required 126

The five areas of concentration in The Communication Arts major are:

- Advertising
- Broadcasting
- Film
- Journalism
- Speech and Theatre

Criminal Justice (See page 33)

Economics Department

(J. Ford, Chairperson; M. Casey, M. Krogdahl, and six adjuncts.)

The department offers a unique course of study leading to a major in economics. Its curriculum is designed to provide for flexibility in course offerings which is necessary for 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 or she further enjoys the additional flexibility of some specialization in business subjects, such as accounting, computer science, and business management. Election 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.

Major in Economics	Credits
Core Curriculum including Mathematics 109; 110. (See page 22)	42
A sequence of 6 or 12 credits in Accounting, Management, Foreign Language, Mathematics.....	12
History 101; 102.....	6
Mathematics 301	3
Political Science 204.....	3
Economics 201; 202; 306; 400; 406; 411, and 300/400 level electives	33
Electives.....	<u>27</u>
Total Credits Required	126

Education Department

(F. Curcio, Chairperson; V. Healy, W. Merriman, one additional full-time assistant professor, and six adjuncts.)

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 Certificate of Eligibility requirements for New York State Provisional Certification 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, social studies or Spanish, or (c) Physical Education (K-12).

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. Prior to being accepted into the Teacher Training Program, students must submit the results of a speech test to the chairperson of the Department of Education. A similar speech test is required before receiving a student-teaching assignment.

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 2.50 overall index, and a 3.00 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 adviser 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**
Elementary and Secondary Programs:
 - 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
- c) Physical Education (K-12)
- 3. Pedagogic Behavior**
- a) Elementary Program:
History and philosophy of education, curriculum, child psychology, special methods, public relations, supervised student teaching, tests and measurements
- b) Secondary Program:
History and philosophy of education, principles and problems of secondary education, special methods, educational psychology, supervised student teaching, tests and measurements
- c) Physical Education
History and philosophy of education, educational psychology, tests and measurements, special methods, supervised student teaching
- 4. Field Experience**
- a) Observation, peer teaching, micro teaching, peer testing, micro testing and tutoring.

Accounting and Business Practice

Secondary School Teacher Training Curriculum	Credits
Core Curriculum including Mathematics 109; 110. (See page 22)	42
Accounting 101; 102; 201; 202; 303, 405; and 300/400 level electives	21
Business Law 201; 202	6
Economics 201; 202; 306; 311	12
Education 201; 301; 302; 401J; 401K, 402; 404	23
History 401	3
Management 201, 217	6
Mathematics 301	3
Electives	10
Total credits required	126

Biology Major

Secondary School Teacher Training Curriculum	Credits
Core Curriculum including Mathematics 202; 203. (See page 22)	43
Chemistry 101-102	8
Education 201; 301; 302; 401H; 402; 404	21
Foreign Language	6
Physics 101-102	8
Science 301-302	6
Biology 103-104; 303; and 200/300/400 level electives	24
Electives	10
Total Credits Required	126

Chemistry Major

Secondary School Teacher Training Curriculum	Credits
Core Curriculum including Mathematics 202;	

203. (See page 22)	43
Biology 103-104	8
Education 201; 301; 302; 401H; 402; 404	21
Foreign Language	6
Physics 101-102	8
Science 301-302	6
Chemistry 101-102; 200/300/400 level electives	26
Electives	8
Total Credits Required	126

English Major

Secondary School Teacher Training Curriculum	Credits
Core Curriculum (See page 22)	42
Education 201; 301; 302; 401C; 401G; 402; 404	24
Foreign Language	12
History 401	3
Mathematics or Science*	6
Speech 301	3
English 199; 401J or 401K; 402A or 402B; 222 (formerly 122); and 300/400 level electives	30
Electives	6
Total Credits Required	126

*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	Credits
Core Curriculum (See page 22)	42
Education 201; 301; 302; 401D; 402; 404	21
English 300/400 level electives	6
History 401	3
Mathematics or Science*	6
French 302; 303; 404; 405; electives**	30
Minor Language**	12
Electives	6
Total Credits Required	126

*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	Credits
Core Curriculum including Biology 103-104 or Chemistry 101-102. (See page 22)	44
Education 201; 301; 302; 401E; 402; 404	21
Foreign Language	6
Physics 101-102	8
Mathematics 202; 203; 304; 305; 307; 309; 401; and 300/400 level electives	37
Science 201	4
Electives	6
Total Credits Required	126

Social Studies Major

Secondary School Teacher Training Curriculum	Credits
Core Curriculum (See page 22).....	42
Economics 201; 202	6
Education 201; 301; 302; 401F; 402; 404	21
Foreign Language.....	12
History 101; 102; 305; 306; 307; 311 401; 303 or 406.....	24
Mathematics or Science*	6
Political Science 204 and 300/400 level elective.....	6
Sociology 300/400 level elective.....	3
Electives (Geography 312 is recommended).....	6
Total Credits Required	126

*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	Credits
Core Curriculum (See page 22).....	42
Education 201; 301; 302; 401D; 402; 404.....	21
English 300/400 level electives	6
History 401	3
Mathematics or Science*	6
Spanish 308; 310; 402; 405; electives**	30
Minor Languages**	12
Electives	6
Total Credits Required	126

*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	Credits
Core Curriculum including Science 301-302. (See page 22)	42
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 431 or 411E; 411F; 411J; 411K; 434	39
English 199; 401J or 401K; 402A or 402B; 222 (formerly 122); 300/400 level electives.....	24
Mathematics.....	6
Psychology 203.....	3
Electives	12
Total Credits Required	126

Mathematics

Elementary School Teacher Training Curriculum	Credits
Core Curriculum including Science 301-302. (See page 22).....	42
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
Mathematics 202; 203; 301; 304; 305; 307; 401; 300/400 level electives.....	31
Physics 101-102.....	8

Psychology 203.....	3
Electives	3
Total Credits Required	126

Social Studies

Elementary School Teacher Training Curriculum	Credits
Core Curriculum including Science 301-302. (See page 22).....	42
Economics 201-202	6
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
History 101; 102; 307 or 311; 401; 402; 303 or 406.....	18
Mathematics.....	6
Political Science 204; 300/400 level course.....	6
Psychology 203.....	3
Sociology 301.....	3
Electives (Geography 312 is recommended).....	3
Total Credits Required	126

Spanish

Elementary School Teacher Training Curriculum	Credits
Core Curriculum including Science 301-302. (See page 22).....	42
Education 201; 202; 312; 402; 404; 411A; 411G; 411H; 411I; 411E or 431; 411F; 411J; 411K; 434	39
History 306; 307.....	6
Mathematics.....	6
Psychology 203.....	3
Spanish 308; 310; 402; 405; electives*	27
Electives	3
Total Credits Required	126

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

Physical Education (K-12) Curriculum	Credits
Core Curriculum including Biology 003-004 (See page 22)	44
Chemistry 003-004 or 101-102*	8
Health Science 101	3
Psychology 201; 203.....	6
Education 201; 302; 402; 501B; 404	18
Physical Education (four skills from I to X); 103; 105; 205; 208; 209; 211; 301; 302; 304; 305; 308; 402; 403; 450.....	38
Electives	9
Total Credits Required	126

*Students planning to pursue graduate work in physical therapy, physiology of exercise, or other science-related graduate programs are recommended to take chemistry 101-102 (see the chairperson).

English Department

(R. Fox, Chairperson; G. Bush, F. Caricato, A. Gill, G. Turbee, R. Wall, and four adjuncts).

The department offers a major in English.

Major in English	Credits
Core Curriculum (See page 22)	42
English 402A or 402B; 450	6
English 300/400 level electives.....	12
Electives.....	66
Total Credits Required	126

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 12 credits in French or German.

Foreign Language and Fine Arts Department

(F. Greene, Chairperson; M. de Orti, E. Garcia, P. Juszczak, S. Rutar, and three adjuncts.)

The department offers majors in French and Spanish. Courses are offered in French, Spanish, German, and Fine Arts.

Major in French	Credits
Core Curriculum (See page 22)	42
French*	30
Minor Language*.....	12
Electives.....	42
Total Credits Required	126

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

Major in Spanish	Credits
Core Curriculum (See page 22).....	42
Spanish*	30
Minor Language*	12
Electives	42
Total Credits Required	126

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

History, Political Science and Social Studies Department

(A. Hughes, Chairperson; H. Cuddy, H. Dembkowski, A. Doska, D. Kennelly, F. Sorrentino, and 10 adjuncts.)

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 post-graduate studies in law, education, government service, and business.

Major in History	Credits
Core Curriculum (See page 22).....	42

Economics 201; 202	6
Any combination of Foreign Language; Mathematics 301; Sociology 406; Management 217; 230; 235; Science 201	12
Mathematics or Science*	6
Political Science 204 or Sociology 404	3
Speech 300/400 level elective.....	3
History 202 or 301; 312 or 403 or 404; 400; 401; 402; 300/400 level electives.....	30
Electives	24

Total Credits Required

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Major in Political Science	Credits
Core Curriculum (See page 22).....	42
Economics 201; 202	6
Any combination of Foreign Language, Mathematics 301; Sociology 406; Management 217; 230; 235; Science 201	12
History 101; 102; 303; 402; 407	15
Mathematics or Science*	6
Speech 300/400 level elective.....	3
Political Science 202; 204; 301; 400; 300/400 level electives	24
Electives	18
Total Credits Required	126

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Major in Social Studies	Credits
Core Curriculum (See page 22).....	42
Economics 201; 202	6
History 101; 102; 300/400 level electives	12
Political Science 204; 304.....	6
Sociology 301.....	3
Speech 300/400 level elective.....	3
Social Studies 400 and electives*	21
Electives	33
Total Credits Required	126

*Economics, history, political science and sociology courses may be selected with the approval of the adviser.

Management Department

(S. Epstein, Chairperson, A. Dubinsky, R. Goldberg, U. Gonnoud, E. Petrucelli, S. Willing, and 18 adjuncts.)

The department offers a major in management.

Major in Management	Credits
Core Curriculum including Mathematics 109, 110 (See page 22).....	42
Accounting 101; 102.....	6
Business Law 201; 202	6
Economics 201; 202; 306	9
History, Political Science or Economics—2 courses	6

Management 201; 202; 217; 301; 302; 303; 308; 310; 400; 403; 404.....	33
Mathematics 301	3
Political Science 404.....	3
Electives.....	<u>18</u>
Total Credits Required	126

Mathematics Department

(R. Guaraldo, Chairperson; J. Andres, J. Lazzara, J. Tremmel and four adjuncts.)

The department offers a major in mathematics. The program provides a sound foundation for study at the graduate level in mathematics and/or computer science. In addition, many of the offerings are essential for careers in industrial and actuarial mathematics.

Major in Mathematics	Credits
Core Curriculum including 8 credits in Physics (See page 22)	44
Foreign Language*	6
Mathematics 202; 203; 304; 401; 403; 404; 409; 412; 415; 300/400 level electives (excluding Mathematics 301).....	40
Science 201.....	4
Electives	<u>32</u>
Total Credits Required	126

*Two courses in the same language.

Philosophy Department

(F. Slade, Chairperson; J. Carpino, G. Galgan, A. Hartle, M. Langiulli, and four adjuncts.)

Nine credits in philosophy are part of the Core Curriculum. The purpose of these required courses in philosophy is to make available to students conceptual instruments and sources with which to effect for themselves the structuring of their 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-level course; one 200-level course, and one 300- or 400-level course.

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 other disciplines. The department encourages its students to acquaint themselves with as many areas of knowledge and methods of inquiry as possible.

Major in Philosophy	Credits
Core Curriculum (See page 22).....	42
Foreign Language.....	12
History 101; 102.....	6
Mathematics or Science*	6
Philosophy 326; 327; 403; 404; 431; 432; 441; 442**	24

Philosophy Elective.....	3
Electives.....	<u>33</u>
Total Credits Required	126

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

**These courses are in addition to the Core requirements.

Psychology Department

(L. Gielen, Chairperson; S. Anolik, R. Guarcello, D. Mourer, and five adjuncts.)

The department offers a major in psychology.

Major in Psychology	Credits
Core Curriculum (See page 22).....	42
Foreign Language.....	6
Mathematics or Science*	6
Psychology 201; 202; 203; 302; 401; 420	21
Psychology Electives (choose two from each group) 205; 206; 207.....	6
307; 312; 409; 411	6
Psychology Elective	3
Electives	<u>36</u>
Total Credits Required	126

*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 one adjunct.)

The department offers a major in religious studies. Within the framework of liberal arts, religious studies majors are given a foundation for graduate study 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.

Major in Religious Studies	Credits
Core Curriculum (See page 22).....	42
History 101 or 301; 102 or 312	6
Psychology 201	3
Sociology 407.....	3
Religion 202; 203; 303; 402	12
Religion Electives	18
Electives*	<u>42</u>
Total Credits Required	126

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

Sociology Department

(E. O'Hern, Chairperson; F. Tawab and three adjuncts.)

The department offers a major in sociology.

Major in Sociology**Credits**

Core Curriculum (See page 22).....	42
Economics 201 or 202; 308.....	6
Foreign Language or two courses in Electronic	
Data Processing	6
Mathematics or Science*.....	6
Political Science 304 or 306, or	
Sociology 316.....	3
Psychology 201; 312.....	6
Sociology 301; 311; 400; 404; 406.....	15
Sociology Electives 300/400 level	9
Sociology Electives (choose one sequence)	
303A-303B; 304A-304B; 308A-308B	6
Electives	<u>27</u>
Total Credits Required	126

*If mathematics is used to satisfy the Core Curriculum requirement, then science must be selected or vice versa.

Preparation for Professional Study**Pre-Medical and Pre-Dental**

The requirement for admission to the study of dentistry or medicine includes 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 podiatry 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 freshman year.

Any 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 are advised to take the required admission examination in the spring of their junior year.

Pre-Law

Law schools do not prescribe a definite pre-law curriculum for prospective students. Therefore, students will have to make their own selection of courses in undergraduate school which will assist them in achieving their goal. In choosing both courses and/or a major field of study, students should remember that law schools consistently indicate that they want applicants and students who can think logically and express themselves clearly and cogently both orally and in written form.

The Law School Admissions Test is required of all applicants by most law schools. This examination is administered by the Educational Testing Service, Princeton, N.J. It is suggested that students interested in studying law seek an interview with Pre-Legal Adviser, Donald Kennelly, J.D., who is an Assistant Professor in the History and Political Science Department. Law school material and catalogues may be found in that department's office.

Pre-Podiatry

St. Francis College and the New York College of Podiatric Medicine offer an accelerated Bio Medical program.

The six-year program will allow students to earn a B.S. degree in Bio Medical Science from St. Francis and a D.P.M. degree from the New York College of Podiatric Medicine in Manhattan.

Podiatry is the medical specialty which is concerned with the examination, diagnosis, prevention and treatment of conditions and functions of the foot.

During their first two years of study at St. Francis students will complete liberal arts requirements and a concentration of courses in biology, chemistry and mathematics. In four years at the New York College of Podiatric Medicine they will complete a sequence of advanced study in the biological, physical and behavioral sciences. At both the college clinic and cooperating hospitals they will receive extensive clinical experience and gradually assume responsibility for the care of patients with faculty supervision.

Transfer students and students with advanced earned credit standing will be accepted into the program.

Affiliated Institutions

Acceptance into a degree program at St. Francis affiliated with another college, hospital or institution does not guarantee placement in the affiliated institution.

Specifically, acceptance into the B.S. in Medical Technology program does not guarantee placement in the hospital School of Medical Technology. Placement in a hospital for the fourth (clinical) year is highly competitive since only a limited number of spaces exist in the hospitals. A student's completion of the entire program leading to the B.S. will depend upon the admission to and completion of the clinical year at the hospital. Admission to the hospital is influenced strongly by the student's academic performance.

Similarly, acceptance into the B.S. program in Bio Medical Science at St. Francis does not guarantee placement in the Doctor of Podiatric Medicine program at the New York College of Podiatric Medicine.



Programs for Adults

Men and women of all ages are encouraged to become students at St. Francis College. The various programs of the college are open to mature students who wish to study full-time, part-time, days or evenings.

Some degree programs have been especially designed with the adult student in mind. These are the Bachelor of Science in Special Studies, the Bachelor of Science in Health Care Management, Bachelor of Science in Aviation Business Studies, the Associate in Applied Science in Business Administration or Criminal Justice, and the Associate in Science in Electronic Data Processing.

Other career advancement degree programs are scheduled for the convenience of those with work and home responsibilities. These are the Bachelor of Science in Accounting, the Bachelor of Science in Management, the Bachelor of Arts in Communication Arts, the Bachelor of Arts in Economics and the Bachelor of Arts in Social Studies. The Departmental Organization section describes requirements for these programs.

Complete information can be obtained through the Office of Admissions. Interested persons should call 522-2300, ext. 200 for an appointment with a representative of the Admissions Office.

General Degree Requirements

All degree programs include a liberal arts core, requirements for the major, and elective courses. Baccalaureate degrees and associate degrees require satisfactory completion of 126 academic credits and 63 academic credits, respectively.

The candidate for a degree must complete all curriculum requirements and have a cumulative index of at least 2.0. The final 30 credits for a degree must be earned at St. Francis College.

Bachelor of Science in Aviation Business Studies

This program is for students who have already achieved an aviation technology skill or are willing and able to work toward one while earning their College degree. Students have the flexibility to learn about the theoretical and managerial aspects of aviation, while at the same time becoming broadly educated undergraduate business students.

Requirements for Bachelor of Science in Aviation Business Studies

	Credits
Core Curriculum	
English.....	3
Fine Arts.....	3
History 201.....	3
Philosophy.....	3
Science or Mathematics.....	3
Speech 203.....	3
Sociology 203.....	3
Total Core Curriculum Credits.....	21

Liberal Arts Electives.....	42
Major Requirements	
a.) Aviation	
AV 310, 320, 410, 420, 430, 440.....	18
b.) Aviation Electives	
Aviation Technology Training, Co-op, and Independent Study	15
c.) Management	
MGT 217; BL 201.....	6
d.) Business related Liberal Arts	
PSC 404; PSY 313; MAT 301	9
Other Electives.....	15
Total Credits Required	126

Bachelor of Science in Special Studies

The Bachelor of Science in Special Studies degree is designed for the student seeking a flexible program of study tailored to individual needs. Students who are planning a career change or who are seeking to enhance previously acquired skills with academic attainment will find the opportunity to "tailor make" a curriculum especially beneficial.

At least half of the total 126 credits must be in the liberal arts and sciences. This requirement can be met through transfer credit, credit for Experiential Learning, or through study at St. Francis. Each student develops, with the help of an educational adviser, an individualized interdisciplinary program of at least 36 credits drawn from two or more academic departments with no more than 18 credits in any one department.

Candidates for admission should submit approximately two years, or 60 academic credits, of postsecondary education. Transfer credits will be awarded in accordance with college policy as approved by the faculty.

Students who have substantial experience through professional, community and personal endeavors may obtain credits through Experiential Learning.

Requirements for Bachelor of Science in Special Studies

	Credits
Core Curriculum	
English.....	3
Fine Arts.....	3
History 201.....	3
Philosophy.....	3
Science or Mathematics.....	3
Speech 203.....	3
Sociology 203.....	3
Total Core Curriculum Credits*	21
Liberal Arts Electives**	42
Concentrations**(two or more academic areas)	36
Other Electives**.....	27
Total Credits Required	126

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

**Credits may be earned at other institutions, through Experiential Learning or at St. Francis College.

Bachelor of Science in Health Care Management

This 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 health care facilities.

Enrollment in the program is intended for those who have had two years of post-secondary training and three years of professional experience in the field. The program has been planned to allow flexibility: 60 percent 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 the individual student.

The program allows the student to receive transfer credit for courses completed at other accredited institutions.

Many applicants have had learning experiences acquired outside academic life which merit Experiential Learning credit. The Bachelor of Science in Health Care Management program allows qualified individuals to apply for this evaluation.

Requirements for Bachelor of Science in Health Care Management

	Credits
Core Curriculum	
English.....	3
Fine Arts.....	3
History 201.....	3
Philosophy.....	3
Science or Mathematics.....	3
Speech 203.....	3
Sociology 203.....	3
Total Core Curriculum Credits.....	21
Health Care 401, 403, 404, 405, 407, 436 and 438.....	21
Health Care or Health Science Electives.....	9
Liberal Arts Electives.....	42
Free Electives.....	33
Total Credits Required.....	126

Associate Degree Programs

Core Curriculum for Associate Degree Programs	Credits
English 103.....	3
English: Literature Course*.....	3
Fine Arts.....	3
Speech 203.....	3
Natural Science or Mathematics.....	6
Philosophy.....	6
History 201.....	3
Sociology 203.....	3
Total Core Curriculum Credits.....	30

*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.S. Business Administration

Associate of Applied Science Degree in Business Administration

	Credits
Core Curriculum including	
Mathematics 109 and 301 (See page 34).....	30
Accounting 101-102.....	6
Business Law 201; 202.....	6
Management 201; 202; 217.....	9
Economics 201; 202.....	6
Electives.....	6
Total Credits Required.....	63

A.S. Electronic Data Processing

Associate of Science Degree in Electronic Data Processing

	Credits
Core Curriculum including	
Mathematics 109; 301 (See page 34).....	30
Accounting 101; 102.....	6
Economics 201.....	3
Management 201; 202; 217; 230; 235; 240; 250; 255;.....	24
Total Credits Required.....	63

A.A.S. Criminal Justice

Associate of Applied Science Degree in Criminal Justice

	Credits
Core Curriculum (See page 34).....	30
Criminal Justice 460; 461; 464.....	9
Criminal Justice and Related Fields Electives.....	6
Political Science 304; 306.....	6
Psychology 361.....	3
Sociology 301.....	3
Electives.....	6
Total Credits Required.....	63

Health Care Management Certificate Program	Credits
Health Care 401; 403; 404; 405; 407; 436; 438.....	21
Health Science or Health Care Electives.....	9
Total Credits Required.....	30

The Allied Health 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.

Extension Sites

St. Francis offers courses off-campus at extension sites.

A principal site is at the Federal Aviation Administration Building at J. F. Kennedy Airport, Jamaica, New York. Courses offered there are for Federal Aviation Administration employees. For further information, please consult the Office of Admissions or the Aviation Administration Program Chairperson.

Class Schedules

Courses are scheduled early in the morning, during lunch hour, evenings and on Saturday for the convenience of students with work and home responsibilities.

Financial Aid

Many adult students are eligible for the financial aid programs described on page 13, and are encouraged to consult advisers in the Office of Financial Aid. This office is open Monday and Thursday from 9 a.m. to 6:15 p.m., and Tuesday, Wednesday and Friday from 9 a.m. to 5 p.m.

Advisement and Registration

Educational advisers are available by appointment during school sessions, Monday through Thursday between 1 p.m. and 9 p.m. and Saturday between 9 a.m. and 4 p.m. Special registration hours are arranged for adult students.

Admissions Process

Adults can attend classes by completing a temporary application. To pursue a degree, candidates must file an official application with the Admissions Office and submit official transcripts.

Interested adults are encouraged to make an appointment through the Office of Admissions for complete information and educational advisement.

Program Options

Career Concentrations

These clusters of sequenced courses are designed for men and women seeking up-to-date skills in a specialty area for career advancement or change.

Career concentrations are available to degree candidates and can be applied toward the departmental major or used as undergraduate transfer credit.

For non-degree students (persons not currently interested in a baccalaureate degree) an official college transcript will be maintained.

Candidates for these options should possess a high school diploma and are required to maintain at least a C average.

Concentrations in Marketing, Finance, Human Resources

For more information on these concentrations, refer to the Management Department description on page 57.

Concentration in International Business and Economics

18 undergraduate credits (6 courses)

- The International Scene
- International Finance
- International Trade
- Management and Multinational Firms
- International Marketing
- Contemporary Economic Systems

Concentration in Corporate Accounting

21 undergraduate credits (7 courses)

- Elementary Accounting I, II
- Cost Accounting
- Taxation I, II
- Business Law I, II

Concentration in Electronic Data Processing

18 undergraduate credits (6 courses)

- Introduction to Electronic Data Processing
- Basic Cobol
- Advanced Cobol
- Report Program Generator Programming
- Systems Analysis I
- Systems Analysis II

Concentration in Communication Arts

18 undergraduate credits (6 courses)

- Mass Communications
- Broadcast Communications
- Play Production
- Documentary Film Making
- History of Film
- Studies in Film

Concentration in City Issues

15 undergraduate credits (5 courses)

- Principles of Sociology
- Social Problems
- Urban Community
- Urban Planning
- Sociology Elective

Individual Courses for Personal or Professional Growth

Non-degree students are invited to choose from 500 credit courses offered through the 17 departments of the College.

Experiential Learning

St. Francis College grants credit for learning acquired outside the classroom through its Experiential Learning assessment program. This program is available to students pursuing a bachelor's degree in either special studies or health care management.

Students must submit a portfolio in order for their prior learning to be assessed. They will petition for a specific number of credits in academic areas in which they are presenting prior learning experience.

Prior to portfolio submission, students must complete the one-credit course, "Preparation of a Portfolio," at the College.

Further information about this program may be obtained from the Office of the Academic Dean.

Courses of Instruction

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.

The number of semester credits to be earned in a course is indicated by the number following the course title.

Courses that have insufficient registration or lack an instructor will be cancelled.

Accounting

ACC 101, 102 Elementary Accounting I, II 6

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. *ACC 101 is prerequisite to ACC 102. ACC 101 and ACC 102 are offered every semester.*

ACC 201, 202 Intermediate Accounting I, II 6

An in-depth analysis of accounting theory and financial reporting. Course emphasizes asset and liability valuation and corresponding measurement of revenues and expenses. Specific topics in ACC 201 include: Adjustments, classified financial statements, and analysis of current assets (i.e., cash, receivables, and inventories) and current liabilities. Accounting for the acquisition, depreciation, exchange, and disposition of fixed assets is also included in this course. Specific topics in ACC 202 include: Intangible assets, long-term liabilities and investments, stockholders' equity transactions, earnings per share, accounting changes and error analysis, statement of changes in financial position, and interperiod tax allocation.

Courses combine mixture of theory and problems.

ACC 102 is prerequisite to ACC 201, and ACC 201 is prerequisite to ACC 202. ACC 201 offered every Fall. ACC 202 offered every Spring.

ACC 303 Cost Accounting 3

Managerial use of cost data for routine planning and control, and for long-range planning; product costing using job order, process, and standard costs.

Prerequisite: ACC 102. Offered every Fall.

ACC 305 Auditing 3

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.

Prerequisite: ACC 201, MAT 301, or special permission from instructor. Offered every Spring.

ACC 400 Accounting Internship Program 1

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 Advanced Accounting Problems 3

An in-depth analysis of accounting theory and financial reporting. Course coverage includes partnerships, installment sales, consignments, and consolidations.

Prerequisite: ACC 202. Offered every Fall.

ACC 404 Advanced Accounting Theory 3

Analysis of concepts of income, inflation accounting, leases, pensions, and generally accepted accounting principles. Readings in current literature and review of recent professional pronouncements.

Prerequisite: ACC 401. Offered every Spring.

ACC 405, 406 Taxation I, II 6

A study of the basic principles of federal income taxation as applied to individuals, partnerships, and corporations; social security, gift, and estate taxes.

Prerequisite: ACC 102. ACC 405 offered every Fall. ACC 406 offered every Spring.

ACC 408 New York State and City Taxation 2

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.

Prerequisite: ACC 405. Offered every Spring.

ACC 409 Internal Auditing 3

This course provides the tools and techniques needed to enter the corporate internal audit department. Included are the standards and components of internal auditing, report writing, computer control and audit, operational auditing, and highlights the differences between external and internal auditing.

Prerequisites: ACC 102; MAT 301; MGT 201, 303. Offered every Fall.

Aviation

The following courses may be offered either on the main campus or at the off-campus site at JFK Airport.

AV 201 Introduction to Air Transportation 3

The history of aviation focusing on the events which led to the development of today's air transportation system. An analysis of aviation's impact on economic and sociological affairs, both nationally and internationally. A survey of the components of the aviation business community including air carriers, manufacturers, private aircraft operators, government agencies, and trade associations. *Offered every Fall and Spring semester.*

AV 202 Aviation Operations 3

Describes the conduct of professional flight operations including those of air

carriers, corporations, F.B.O.S., and the military. Introduces aircraft types, air routes, personnel, information systems, regulations, and safety.
Offered every Spring semester.

AV 203 Aviation Meteorology 3
Emphasis on interpretation of meteorological phenomena which affect aircraft flight; basic concepts of aviation Meteorology; temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, fog, analysis and use of weather data for flight planning and safe flying; interpretation of weather maps, reports and forecasts.
Offered every Spring semester.

AV 204 Flight Service Station 4
Emphasis on flight planning, weather briefing techniques and procedures, use of Navaid monitors and radio direction-finding equipment, processing notices to airman, flight following and flight plane handling, in-flight service, enroute flight advisory service, airport advisory service, customs and immigration service. 3 classroom hours - 1 laboratory.
Offered in Fall 1983.

AV 210 Astronautics 3
Introduces spacecraft systems from propulsion to electronic and life support. Provides history of space exploits with emphasis on discoveries and lessons learned from each space mission. NASA documents used to insure current information.
Not offered in 1983-84.

AV 213, 214 Aeronautics 6
Physical principles of operation and design of airfoil and aircraft systems. Aircraft performance and impact of weather on performance. Navigation, radio navigational aids and air traffic procedures combined with Federal Air Regulations.
Offered in Spring 1984.

AV 310 Aviation Marketing 3
An examination of the marketing theory and practices of the major components of the air transportation industry: air carriers, aircraft manufacturers, F.B.O.S., and aircraft component suppliers. Topics include market structure, strategy, advertising and research.
Prerequisites: AV 201; MGT 202. Offered every Spring.

AV 320 Airway and Airport Facilities 3
National and international air navigation facilities, their history, structure and administration. Airport operations and development including design, equipment, management, funding and community relations.
Prerequisites: AV 201. Offered at JFK airport site in Spring 1984

AV 410 Aviation Personnel Practices 3
A study of human resources management in the aviation industry. Includes the role of labor unions, current labor relations practices, labor's relationship to the industry's economy, hiring practices, management development, government regulations and programs.
Prerequisites: AV 201. Offered every Spring and at JFK airport site.

AV 420 Aviation Law and Business Policy 3
An examination of governmental regulatory functions which impact the aviation industry. Includes manufacturing and operating regulations, contracts, torts, insurance and security. Legal and ethical considerations of business policy are addressed.
Prerequisites: AV 201; BL 201. Offered in Fall 1983.

AV 430 Aviation Communications Practicum 3
Provides a working knowledge of the means by which communications are accomplished within the aviation industry including written correspondence, telephone systems, teletype, two-way radio, and computer information systems. Students gain practice in typical communications exchanges by writing business correspondence, preparing computer documents, and role-playing conversations for various communications systems.
Prerequisites: AV 201; permission of chairperson. Offered in Spring 1984.

AV 440 Current Trends in Aviation 3
Analysis of selected contemporary issues and trends facing aviation management. Students investigate problems and analyze the underlying causes. The seminar format places emphasis on the student's written and oral presentation of information to reason and to communicate as a manager.
Prerequisites: AV 201, 202; one additional AV course. Offered in Spring 1984.

AV 510 Thesis/Seminar on Aviation 3
Students explore topics of interest and of significance to contemporary aviation community. Research, analysis, group discussion and formal presentation of conclusions are required. May be repeated for up to 9 credits.
Prerequisites: Senior standing; permission of chairperson.

Biology

BIO 003-004 Anatomy and Physiology 8
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 is open only to those students majoring in physical education and health science.
Two lectures, one recitation, and three lab hours per week. Offered every other year, starting in Fall 1983.

BIO 005-006 Principles of Anatomy and Physiology for the Special Educator 6
The analysis of the anatomy and physiology of man designed for the teacher of special students with emphasis on the pathology and clinical considerations of the neuro-muscular system.
Three lectures per week. Offered every year.

BIO 101-102 Introduction to Biology 6
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.
Three lectures per week. Offered every year.

BIO 103-104 General Biology 8
A course designed to examine basic principles in molecular biology, cellular physiology, anatomy and physiology, developmental biology, genetics and ecology. Included is an introductory comparison of plant and animal phyla.
Two lectures, one recitation, and three lab hours per week. Offered every year.

BIO 106 Principles of Human Anatomy and Physiology for Health Care Facility Supervisors 3

The functional anatomy and physiology of the prenatal, normal adult and aging model of the human being are examined through lecture and prosection of selected biological materials. Discussion of relevancy of material for informed decision making and efficient operation of the health care facility included.

Offered every semester.

BIO 108 Biological Research Techniques 3

An analysis of botanical and bacteriological laboratory techniques as well as an introduction to radiation biology.

Three lectures per week. Offered every semester.

BIO 201 Embryology 4

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.

Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Fall, even-numbered years.

BIO 202 Comparative Anatomy 4

A comparative lecture and laboratory study of the macroscopic anatomy of typical representatives of the classes of vertebrates.

Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered every Fall.

BIO 203 Invertebrate Zoology 4

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.

Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Fall, odd-numbered years.

BIO 204 Ecology 4

An introduction of ecological principles and their application to the environment; numerous field trips to representative ecosystems and environmental problems.

Prerequisite: BIO 101-102 or 103-104. Two lectures, one recitation, and three lab hours per week. Offered every Summer.

BIO 205 Descriptive Microbiology 4

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.

Prerequisite or Corequisite: BIO 003. Two lectures, one recitation, and three lab hours per week. Offered every Fall.

BIO 206 Histology 4

A study of the microscopic anatomy of normal animal tissues and organs.

Prerequisite: BIO 202. Two lectures, one recitation, and three lab hours per week. Offered in Spring, even-numbered years.

BIO 207 Animal Microtechnique 2

Methods of preparing animal tissue for study with the light microscope.

Prerequisite: BIO 103-104; 206. One lecture and three lab hours per week. Offered in Fall, odd-numbered years.

BIO 301 Microbiology 4

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.

Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Spring, even-numbered years.

BIO 302 Botany 4

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.

Prerequisite: BIO 103-104. Two lectures, one recitation, and three lab hours per week. Offered in Spring, odd-numbered years.

BIO 303 Genetics 4

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.

Prerequisite: BIO 103-104 and one advanced BIO course with laboratory.

Two lectures, one recitation, and three lab hours per week. Offered every Spring.

BIO 304 Biological Techniques (Instrumentation) 4

The theory and practical application of various analytical procedures and the solution of biological problems by instrumentation. A study of the use of centrifuges, pH meters, analytical balances, dialysis techniques, counter current distribution application, chromatographic techniques: (paper, column, thin layer and gas liquid and spectroscopy (UV - VBIS and IR)).

Prerequisite: Departmental approval of qualified students and BIO 103-104, 303, and 310. Two lectures, one recitation and three laboratory hours per week. Offered in Fall, even-numbered years. Limited enrollment.

BIO 306 Parasitology 4

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

Prerequisite: BIO 103-104; 202; 203. Two lectures, one recitation, and three lab hours per week. Offered in Spring, odd-numbered years.

BIO 310 Cell Biology 4

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.

Prerequisite: BIO 103-104 and CHE 101-102; 301; 302.

Pre- or Corequisite: CHE 304. Two lectures, one recitation and three lab hours per week. Offered every Fall.

BIO 402 Vertebrate Physiology 4

The basic principles involved in the physiology of vertebrate systems; the physiochemical aspects and homeostatic mechanisms of the functional systems.

Prerequisite: BIO 103-104; 202 (Physics strongly recommended). Two lectures, one recitation, and three lab hours per week. Offered every Spring.

BIO 403 Endocrinology 3

A survey of the glands of internal secretion; each of the endocrine glands will be considered according to structure, development, synthesis of hormones, regulation of function, action of hormones and

the interrelationship with other components of the regulatory system.

Pre- or Corequisite: BIO 402. Three lectures per week. Offered in Spring, even-numbered years.

BIO 404 Radiation Biology 4

The nature of ionizing radiation and its effects on living matter. Cell death, somatic and genetic effects, effect on the embryo, chronic low-dosage exposure, and radiation medicine. Detection of ionizing radiation. Uses of ionizing radiation in medicine and the life sciences.

Prerequisites: Departmental approval of qualified students and BIO 103-104, 303, 310; CHE 301, 302 (Physics strongly recommended). Two lectures, one recitation and three laboratory hours per week. Offered in Spring, odd-numbered years. Limited enrollment.

BIO 406 Special Topics in Microbiology 4

A survey of basic hematology, immunology, mycology and parasitology. Diagnostic significance of laboratory exercises in hematology and immunology are discussed in addition to identification of medically important fungal and animal parasites affecting man.

Prerequisite: BIO 301. Two lectures, one recitation and three lab hours per week. Offered every Spring.

BIO 407 Medical Microbiology 1

An analysis of the various portals of entry of microbial diseases and a study of these diseases.

One lecture per week. Offered every spring.

BIO 500 Independent Study 3

Independent study under faculty guidance.

Prerequisite: Department approval of qualified students plus BIO 103-104; 303; 310. Offered every semester.

BIO 501, 502 Biological Research 6

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.

Prerequisite: Department approval of qualified students plus BIO 103-104; 303; 310. Offered every year.

BIO 503 Biology Seminar 1

A discussion by faculty, visiting scientists, and students of topics reflecting

research and current problems in biological sciences.

Prerequisite: Open to graduating seniors with departmental approval. Offered every Spring.

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

M400 Clinical Biochemistry 5

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

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 autoanalyser, Coulter S, bio-data equipment, fluorescence microscopy.

M420 Hematology 4

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 4

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

M440 Immunohematology 4

Methods in blood banking with emphasis on genetics and transfusion therapy, including extensive laboratory techniques.

M450 Immunology/Serology 4

Principles of immunology and serology with emphasis on antibody antigen reaction, disease states and practical application in current laboratory techniques including radioimmunoassays, immunodiffusion, and fluorescence microscopy techniques.

M460 Bacteriology 4

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

A study of classification, identification of life cycles and morphologic, physiological, and biochemical aspects of fungi of medical importance; a study of infections they may form.

M480 Parasitology 2

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

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

An introduction to Law in general, the court systems, and the legal process together with the law of torts, business crimes, property and contracts; Uniform Commercial Code considered. *Offered every semester. Sophomore standing required.*

BL 202 Business Law II 3

The law of sales and commercial paper — Articles 2, 3, and 4 of the Uniform Commercial Code. Also the law of agency, partnership and corporations. *Prerequisite: BL201. Offered every semester. Sophomore standing required.*

BL 403 Business Law III 3
The law of wills, estates, bankruptcy, employer-employee relationships, accountant's legal responsibility, secured transactions and government regulations. Aside from covering these substantive areas of law, discussion of actual questions and solutions from past CPA examinations in all areas of business law will be covered.
Prerequisite: BL201. Recommended: BL202. Offered every Spring.

Chemistry

CHE 003-004 Chemistry and Life 8
Introduction to basic principles of chemistry; emphasis on application of these principles to living systems and their impact on present-day living.
For students not intending to major in science. Two lecture hours, one conference, and three lab hours per week. Not Offered in 1983-84.

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

CHE 201 Analytical Chemistry 4
Quantitative study of gravimetric and volumetric analysis; solubility product, acid-base, oxidation-reduction and complex-formation phenomena considered with emphasis upon precision, resourcefulness, and chemical calculations.
Prerequisite: CHE 102. Two lectures, one conference, and three lab hours per week. Offered in Fall, 1983.

CHE 301, 302 Organic Chemistry 10
Aromatic and aliphatic compounds; reaction mechanisms based on electronic theory; preparation of representative compounds and quantitative analysis.
Prerequisite: CHE 102. Three lectures, one conference, and four lab hours per week. Offered every year.

CHE 303 Inorganic Chemistry 3
The study of bonding, structure, and reactions of inorganic compounds based on modern physical chemical concepts;

coordination compounds and organometallic compounds.
Prerequisite: Department approval. Three lecture hours per week. Offered in Fall, 1984.

CHE 304 Biochemistry 4
Physio-chemical approach; amino acids, proteins, carbohydrates, lipids, enzymes, intermediate metabolism; modern techniques for isolation, identification, and determination of compounds of biochemical significance.
Prerequisite: CHE 301. Two lectures and four lab hours per week. Offered in Spring, 1984.

CHE 401-402 Physical Chemistry 8
Atomic, molecular, and crystal structure; thermodynamics; solution properties; chemical kinetics; electrochemistry.
Prerequisite: Department approval. Three lectures and four lab hours per week. Offered every year.

CHE 403 Advanced Physical Chemistry 3
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.
Prerequisite: Department approval. Three lecture hours per week. Offered when needed.

CHE 404 Instrumental Methods of Analysis 4
Theory and laboratory work in spectroscopy, absorption, and emission; electroanalytical chemistry and chromatography as they apply to analytical chemistry.
Prerequisite: Department approval. Two lectures and five lab hours per week. Offered in Spring, 1984.

CHE 405 Advanced Organic Chemistry 3
Physical organic chemistry; emphasis on structure and reaction mechanisms; free radical chemistry.
Prerequisite: Department approval. Three lecture hours per week. Offered when needed.

CHE 501, 502 Chemical Research 2
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.
Prerequisite: Department approval. Offered every year.

Communication Arts

SPE 203 Public Speaking 3
Introduction to phonetics and study of basic diction; speech screening; practice of extemporaneous speaking organized according to purpose: speaking to persuade, to inform, to entertain; analysis of individual problems.
Offered every semester.

SPE 205 Voice and Diction 3
A study in voice and speech production to help students improve voice and diction and work on specific speech problems such as proper breathing, voice production, tone, articulation, foreign accents, etc. The international Phonetic Alphabet is studied and utilized in this course. Strongly recommended to correct foreign dialects.
Offered every semester.

SPE 301 Oral Interpretation 3
Presentation and analysis of selections from various prose and poetry and plays.
Prerequisite: SPE 203. Offered every Fall.

SPE 302 Discussion and Debate 3
Practice in discussions, speeches and debates; theory of argumentation; analyzing problems and propositions; persuasive speaking; organization and development of cases; criticism and evaluation.
Prerequisite: SPE 203. Offered in Fall, even-numbered years.

SPE 303 Language and Communication 3
The various aspects of language and communications study; descriptive and historical linguistics; semantics; the role of language in human behavior, communication theory, and media ecology.
Prerequisite: SPE 203. Offered every Spring.

SPE 304 Mass Communications 3
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, management and controversial issues. Field trips, guest speakers, research paper on one medium, and reaction papers on controversial issues.
Prerequisite: SPE 203. Offered every Fall.

SPE 305 History of Film 3
An introduction to the basic techniques and major movements in film through key productions. 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.
Offered every Fall.

SPE 306 Studies in Film 3
An indepth study of key techniques through the productions of major directors; symbolism in the film; the relation of film to written literature; techniques peculiar to film.
Prerequisite: SPE 305. Offered every Spring.

SPE 307 Advertising 3
A course investigating advertising functions and techniques. A study of copywriting, outdoor advertising, layout, typography, print and broadcast media, and market research. The course consists of lectures on advertising and field trips to commercial art studios, ad agencies, television ad departments, and to magazine and public relations firms.
Prerequisites: ENG 105, SPE 304. Offered in Fall, odd-numbered years.

SPE 308 Broadcast Communications 3
The study of radio and television directing and operation, camera work, floor supervision, audio operation, direction, and control room operation. Practice in programs produced by the Archdiocese television station and commercial radio and television stations.
Prerequisite: SPE 304. Offered every semester.

SPE 401 Basic Film Making 3
A course concentrating on Super 8 film production. A study of the skills involving cameras, projectors, scripts, sound and editing technique. Students will engage in film projects.
Prerequisite: SPE 306. Offered every Fall.

SPE 402 Film Production 3
A study of specific film forms such as drama, documentary, industrials, and commercials. Further work with Super 8 sound production techniques. Students

may make field trips and engage in film projects.
Prerequisite: SPE 401. Offered every Spring, odd-numbered years.

SPE 404 Acting I 3
An introduction to the basic techniques and theories of acting; exercises in the fundamentals of voice, pantomime, movement and concentration. Conducted as a workshop.
Prerequisite: SPE 203. Offered every Fall.

SPE 405 Play Production 3
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.
Prerequisite: SPE 203. Offered every Spring, even-numbered years.

SPE 407 Acting II 3
A study of various acting techniques employed in theatre, radio, television, and film.
Prerequisite: SPE 404. Offered every Spring.

SPE 408 Theatre in Performance 3
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. In addition to tuition, theatre ticket fees will vary with productions. All St. Francis meetings analyze the productions in light of modern trends. Depending upon availability, guest performers, writers and directors associated with the productions are interviewed by the class. Grade is determined by written examination.)
Offered every Fall.

SPE 409 Directing 3
A study of directing in film, radio, television, and theatre; documentaries, commercials, news features, and special film and television features.
Offered every Fall, even-numbered years.

SPE 410 Writing for Performance 3
An introductory survey and study of the writing techniques and skills for theatre, film and television. Studies of format, characterization, scene construction, dialogue, narrative, and basic structure of

those mediums. Analysis of plays, screenplays, documentaries, industrials and commercials. Student scripts are read and analyzed.
Prerequisites: ENG 105, 222; SPE 304, 306. Offered every Spring, odd-numbered years.

SPE 500 Independent Study 3
A project concentrating in one area of communication. A written and an oral report to be submitted at the end of the study.
Offered as students qualify.

SPE 501 Journalism I 3
An introduction to the basics of journalistic writing. The Who, What, Where, When, and How of writing a story will be explored. A study of reporting techniques, the use of information sources, use of action words and action statements, the art of updating and rewriting a story, and basic editing techniques.
Prerequisites: ENG 103, 104, 105 and SPE 304. Offered every Fall, odd-numbered years.

SPE 502 Journalism II 3
The purpose is to further develop skills in news writing, reporting and editing. An investigation of writing publicity news releases, personality profiles, theatrical publicity, and other forms of communication. The course will stress development of techniques for in-depth reporting and writing of magazine articles and feature stories.
Prerequisite: SPE 501. Offered every Fall, even-numbered years.

SPE 503 Small Group Communication 3
Theory and practice in the analysis of social interaction in small groups as it effects problem-solving and policy formation processes. The course seeks to increase students' relational sensitivity and behavioral flexibility.
Offered every Fall.

SPE 504 Organizational Communication 3
An experiential approach to learning about organizational communication based on game theory. The game approximates conditions encountered in organizational settings and transforms the classroom into an active laboratory so that relationships between principles and application are more readily recognized.
Offered every Spring.

SPE 600 Field Experience (Internship)

A student with significant accomplishments in the department may be granted permission by the department chairperson to engage in field experience. Assignments will depend on the availability of suitable programs. The instructor assigned to consult in the study must agree to guide and evaluate the quality of work and research undertaken. The field experience must relate to the area of communication in which the student has specialized in the department. The amount of credit awarded will be determined by the department chairperson. The student must maintain a comprehensive daily log of work activities, and must attend a series of seminars during the field experience period.

Prerequisite: Permission of department chairperson. Up to 15 credit hours may be earned. Offered as students qualify.

Criminal Justice

CJ 460 Criminal Justice 3

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 in Fall, 1983.

CJ 461 Problems of Urban Law Enforcement 3

The role of the law enforcement officer and agency in the city of the 80's; the limitations and the extent of community cooperation necessary for proper law enforcement.

Offered in Spring, 1984.

CJ 462 Workshop in Juvenile Delinquency 3

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 in Fall 1983.

CJ 463 Workshop in Corrections 3

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.

Not offered in 1983-84.

CJ 464 Community Relations in Law Enforcement 3

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 in Fall, 1983.

CJ 465 Courts Management 3

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.

Not offered in 1983-84.

CJ 466 Workshop in Imprisonment 3

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.

Prerequisites: PSY 361 and CJ 463. Not offered in 1983-84.

CJ 467 Development of American Criminal Justice 3

Survey of the history and background of the American judicial system, its origins and developments; the theory of law; development of the courts; emergence of a continuum of decision involving individual rights and freedoms; current decisions involving socio-political and civil rights matters.

Offered in Fall, 1983.

CJ 468 Processes in Rehabilitation 3

A systematic analysis of the alternatives in dealing with offenders in and out of

institutions; emphasis on personnel dynamics of change and institutional reorganization.

Not offered in 1983-1984.

CJ 469 Processes in Diversions 3

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.

Not offered in 1983-84.

CJ 470 Methods of Criminal Investigation Procedures 3

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 informants 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 in Spring 1984.

CJ 471 Police Supervision 3

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.

Not offered in 1983-1984.

CJ 472 Police Administration 3

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 interrelationships and interdependence of each; the utilization of planning, analysis, and operations units as administrative aids.

Not offered in 1983-84.

CJ 473 Problems and Issues Concerning Drug Abuse 3

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 in Spring, 1984.

**CJ 474 Organized Crime
in America 3**

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 in Fall, 1983.

CJ 476 Forensic Science 3

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.
Not offered in 1983-84.

CJ 477 Patrol Administration 3

The course deals with 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.
Not offered in 1983-84.

CJ 478 Major Case Investigation 3

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 and arson, transportation crimes, air, sea, freight, organized crime, extortions, con games, shylocking; protection of witnesses; interviews, legal aspects, frauds (major), intelligence.
Not offered in 1983-84.

Economics

**ECO 201 Principles
of Economics I 3**

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 in Fall, 1983.

**ECO 202 Principles of
Economics II 3**

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 in Spring, 1984.

**ECO 302 Economic Development
of the United States 3**

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, 1984.

ECO 303 Economic Issues Today 3

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, 1984.

ECO 306 Money and Banking 3

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 3**

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, 1983.

ECO 308 Urban Economics 3

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, 1983.

ECO 309 Labor Economics 3

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 operations of the labor market; government in labor problems; the theories of wages and employment.
Offered in Fall, 1983.

ECO 311 Economic Geography 3

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.
Offered in Fall 1983.

ECO 312 Public Finance 3

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, 1984.

**ECO 316 Workshop in Personal
Finance 3**

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, 1984.

**ECO 317 Contemporary Economic
Systems 3**

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, 1983.

ECO 318 Economic Issues and the Aged 3

Analysis of economic factors associated with the aged, implications for individuals, poverty, the economy, life cycle economics, retirement, income maintenance, and social security.

Offered in Fall 1983.

ECO 400 Seminar in Economics 3

Principles of research; bibliography; the application of statistical methods to a specific problem of individual research; recent developments in applied economics.

Offered in Spring, 1984.

ECO 403 International Economics 3

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, 1983.

ECO 406 Development of Economic Thought 3

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, 1984.

ECO 411 Concepts in Economic Analysis 3

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, 1983.

ECO 500 Independent Studies 3

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 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

Management 303—

Corporate Finance

Management 310—

Behavioral Science

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 307—

Advertising and Sales Promotion

Management 309—

The Sales Function

Management 310—

Behavioral Science

Management 407—

Market Research

Education

Information concerning the teacher training programs will be found on page 23 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 Foundation of Education: History and Philosophy 3

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

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 Fall.

ED 312 Foundations of Curriculum in Elementary Education 3

Basic conceptual treatment of child growth and 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 Spring.

ED 402 Tests and Measurements 3

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

During 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.

Prerequisite: Approval of department chairperson and completion of all other course work. On Campus: 15 hrs. Field-Centered Experience: Full-time teaching. Offered every semester.

ED 411 Special Methods in Elementary School Teaching

Prerequisites: ED 201, 202 and 312.

411A Reading 3

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.

411E Individualized Reading 3

Each student will be required to collect, construct, and evaluate materials for use in a classroom situation, a small group situation, and individualization.

Prerequisite: Education 411A. On Campus: 30 hrs. Field-Centered Experience: Tutoring-15 hrs. Offered every Spring.

411F Language Arts 2

The principles, methods and materials employed in the teaching of listening and speaking skills, composition skills, and writing skills in the elementary school.

Prerequisite: ENG 103 and 220. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching-10 hrs. Offered every Fall.

411G Mathematics 2

The principles and practices employed in teaching mathematics in elementary schools.

Prerequisite: MAT 103 and 104. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching-10 hrs. Offered every Spring.

411H Literature 2

Children's literature and the techniques used in presenting it to children at different age levels; the use of audiovisual aids; illustrations of children's books.

Field-Centered Experience: Library Media Center, in a local community school district office—10 hours. Offered every Fall.

411I Social Studies 2

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.

Prerequisite: HIS 201 and SOC 203. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching-10 hrs. Offered every Spring.

411J Science 2

Principles and techniques employed in teaching science in the elementary schools.

Prerequisite: SCI 301-302. On Campus: 20 hrs. Field-Centered Experience: Peer/Micro Teaching-10 hrs. Offered every Fall.

411K Music and Art 2

Principles and techniques employed in teaching music and art in the elementary schools.

Prerequisite: FA 401-402. On Campus: 30 hrs. Field-Centered Experience: Museum Trips. Offered every Spring.

ED 431 Diagnosis and Treatment of Reading Disabilities 3

A study of formal and informal methods of diagnosis; special in-classroom procedures; analysis of the services rendered by clinics and other professional groups.

Prerequisite: ED 411A or 401G. On Campus: 30 hrs. Field-Centered Experience: Tutoring-15 hrs. Offered every Spring.

ED 434 School and Community 3

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: Community School Board Meetings-10 hrs. Offered every Fall.

Secondary School Teacher Training Program

ED 201 Foundations of Education: History and Philosophy 3

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

Methods and problems in junior and senior high schools and their relationship to basic principles; consideration of such topics as problems of transition in junior high school, secondary school organization, classroom management, lesson plans, problem-project method, evaluation, discipline, visual aids.

On Campus: 45 hrs. Field-Centered Experience: Peer Teaching. Offered every Fall.

ED 302 Educational Psychology 3

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: 45 hrs. Field-Centered Experience: Tutoring-15 hrs. Offered every Spring.

ED 401 Special Methods in Secondary School Teaching 3

Prerequisites ED 301 and 302. On Campus: 30 hrs. Field-Centered Experience: Peer/Micro Teaching-15 hrs.

401C English 3

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

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

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 2

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

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

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

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

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 use in accounting procedures.

Prerequisite: Accounting 101-102. Offered every Spring.

401K Office Practice 2

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 or the chairperson of the department.

Offered every Spring.

ED 402 Tests & Measurements 3

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. Field-Centered Experience: Peer Testing/Micro Testing. Offered every semester.

ED 404 Observation and Supervised Practice Teaching 6

During 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.

Prerequisite: Approval of department chairperson and completion of all other course work. On Campus: 15 hrs. Field-Centered Experience: Full-time teaching. Offered every semester.

ED 501B Special Methods of Teaching Physical Education in Schools 3

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.

Prerequisite: Nine credits in Education. Offered every Fall.

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, but can be used to satisfy City requirements.

Special Education Courses

SPEC EDUC 101 Foundations of Special Education (History and Philosophy) 3

A survey of the historical development of the care of the special person from early man to the present. Emphasis is on the humanistic, metaphysical, epistemological, ethical, teleological and etiological principles necessary and supportive to an understanding of the special person.

On Campus: 30 hours. Field-Centered Experience (observation): 15 hours. Offered every Semester.

SPEC EDUC 102 Issues in Special Education for the School and Community 3

A study of the issues facing the school and community in the education of the mainstreamed special person. The role of the family; the use of community resources in providing for the societal, educational and physiological needs of the mainstreamed special person and in establishing good public relations in adjusting to the mainstreamed special person.

On Campus: 30 hours. Field-Centered Experience (special education meetings): 15 hours. Offered in Fall 1983.

SPEC EDUC 201 or PSY 333 Psychology of the Special Person 3

This course considers the physical, intellectual, emotional and social characteristics of the atypical child. It emphasizes the discrepancies in growth and development, learning disabilities, the behavioral and societal problems of the gifted and

handicapped, and the implications for education and remediation.

On Campus: 30 hours. Field-Centered Experience (observation): 15 hours. Offered every Spring.

SPEC EDUC 202 or HS 505 Health for the Special Person 3

An exploration of the daily living problems of the special person with respect to self-realization and personal awareness. Emphasis deals with the health responsibilities of the individual as well as the community, parent and the teacher.

On Campus: 30 hours. Field-Centered Experience (classroom aide): 15 hours. Offered every Spring semester as students qualify.

SPEC EDUC 302 or PE 310 Movement Perspectives for Special Children 3

Knowledge and application, with specific references to the special child, of professional and theoretical literature focusing on selected concepts from motor learning, kinesiology and psychology.

Prerequisite: Two years in Special Education Program. On Campus: 30 hours. Field-Centered Experience (hospital tutor): 15 hours. Prerequisite: Biology 005-006. Offered as students qualify.

SPEC EDUC 402 Special Methods for Arts and Crafts for the Special Child 3

A study of the various types of arts and crafts projects appropriate to the needs and abilities of the special child. The course stresses the development of unit and lesson plans appropriate for different handicapping conditions.

Prerequisite: SPEC EDUC 101 and EDUC 202 and 312. On Campus: 30 hours. Field-Centered Experience (tutoring): 10 hours. Offered in Fall 1983.

English

ENG 101 Developmental English 3

Instruction and practice designed to develop skills in reading, studying and writing. Techniques of reading with comprehension, retention and speed; practice in notetaking, outlining, summarizing and the writing of examinations; diagnosis

and correction of weaknesses in written expression.

Offered every semester.

ENG 103 Elementary Composition 3

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

Instruction and practice in research paper writing: use of the library, notetaking, 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.

Prerequisite: ENG 103. Offered every semester.

ENG 105 Intermediate Composition 3

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 individual students.

Prerequisite: ENG 103. Offered every semester.

ENG 199 Methods of Literary Research 3

(Formerly ENG 299)
Readings, discussions, and reports centered on techniques in English literary history: problems in biography, authenticity, source study, chronology, interpretation, and the history of ideas.

Prerequisite: ENG 103. Offered every Fall.

ENG 203 Survey of English Literature I 3

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

A survey of the major English authors from the Romantic movement to modern times.

Offered every semester.

ENG 220 Modern Short Fiction 3
(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
(Formerly ENG 122)

Readings in select works representing the major periods of dramatic literature from ancient Greece to the present.

Offered every semester.

ENG 230 Modern Irish Fiction 3

A study of the fiction produced by Irish writers prior to the revolution for their freedom and the works produced after their goal was attained. The course will study the rise and emergence of a new people as they attempt to identify themselves in their writings and seek to understand their nation and themselves in the twentieth century.

ENG 301 Chaucer 3

A study, in the Middle English text, of "The Canterbury Tales," "Troilus and Criseyde," selected minor works; and of the political, social, and cultural backgrounds of the fourteenth century.

Offered in Fall, even-numbered years.

ENG 302 Medieval English Literature 3

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, even-numbered years.

ENG 303 Drama in England to 1700 (Exclusive of Shakespeare) 3

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 Spring, even-numbered years.

ENG 304 Eighteenth-Century English Literature 3

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, odd-numbered years.

**ENG 306 The Victorian Period:
1832-1900 3**

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, even-numbered years.

**ENG 307 Sixteenth-Century English
Literature 3**

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, odd-numbered years.

**ENG 308 Seventeenth-Century English
Literature: 1600-1660 3**

A study of the non-dramatic literature of the period, with special emphasis on the poems of Donne and Jonson and their followers; and examination of the prose works of Bacon, Browne, Burton, among others, as a reflection of the intellectual climate of the age.
Offered in Spring, even-numbered years.

**ENG 401J, 401K, 401M American
Literature: 1800-Present 9**

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, even-numbered years.

401K: (1860-1920)

Major emphasis on Whitman, Dickinson, Twain, James, realism, naturalism, and the new poetry.
Offered in Spring, odd-numbered years.

401M: (1920-Present)

Major emphasis on Hemingway, Faulkner, Salinger, and Ellison.
Offered in Spring, even-numbered years.

ENG 402A Shakespeare I 3

A study of representative histories, comedies, tragedies and non-dramatic literature

conventionally assigned to Shakespeare's early period (through 1601).
Offered every Fall.

ENG 402B Shakespeare II 3

A study of representative histories, comedies, tragedies, and non-dramatic literature conventionally assigned to Shakespeare's later period (after 1601).
Offered every Spring.

ENG 403 The Romantic Movement 3

A survey of the poetry and prose of the period, with major emphasis on the poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats; briefer study of the "Pre-Romantic" poets, the novelists Scott and Austen, and the essayists Lamb and Hazlitt.
Offered in Fall, odd-numbered years

ENG 404 Milton 3

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, odd-numbered years.

ENG 405 Modern British Literature 3

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 Spring, odd-numbered years.

ENG 409 American Drama 3

A study of American drama from 1780 to the present.
Offered in Fall, odd-numbered years.

END 450 Seminar 3

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

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

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

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

A study of the many factors leading to the art traditions, the last one hundred years — from Impressionism to the present.
Prerequisite: FA 402.

**FA 405 The Evolution of Grand Opera
in Western Musical Tradition 3**

An inquiry into the forces which gave rise to this musical art form, its nature, and development to modern times.
Prerequisite: FA 401. Not offered in 1983-84.

FA 406 Ancient Egyptian Art 3

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.
Prerequisite: FA 402. Not offered in 1983-84.

Foreign Languages

Elementary Level

FRE 101-102(French); GER 101-102(German); SPA 101-102(Spanish) 6

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.

Intermediate Level

FRE 103-104(French); GER 103-104(German); SPA 103-104(Spanish) 6

The control of elementary audio-lingual skills and their further development; emphasis on developing reading skills.
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. Offered every year.

Masterpieces

FRE 201-202(French); GER 201-202(German) 6

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.
Prerequisite: 104. Offered every year.

FRE 301 Seventeenth-Century Literature 3

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.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 302 Advanced Phonetics 3

A systematic study of articulation and intonation intended for teachers.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 303 Advanced Conversation 3

A course designed to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 304 Nineteenth-Century Literature 3

A study of the principal authors and literary movements of this period, exclusive of the poets.
Prerequisite: FRE 202. Offered in Spring 1984.

FRE 401 Contemporary French Drama 3

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.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 402 Lyric Poetry in the Nineteenth Century 3

A study and appreciation of the poetical development in French from Lamartine to Verlaine. This course is for French majors only.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 403 Twentieth-Century Literature 3

A study of the development of French literature from 1900 to the present.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 404 Advanced Prose Composition 3

A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 405 French Civilization and Culture 3

A study of the characteristics of French culture based upon anthropological and sociological studies; humanistic and scientific contributions to civilization; readings and reports.
Not offered in 1983-84.

FRE 408 Eighteenth-Century Literature 3

A study of the literature of the eighteenth century as a reflection of the historical, social, and cultural development of France.
Prerequisite: FRE 202. Not offered in 1983-84.

FRE 410 Studies in French

A course conducted entirely in English and dealing with an aspect of French literature or civilization. Specific topic to be announced each semester.
Open to all students no prerequisites. Liberal Arts credit; does not fulfill a language requirement. French majors may use for free elective credit only.

FRE 410A The Theme of Love in French Literature (Middle Ages to 1800) 3

FRE 410B The Theme of Love in French Literature (1800-1972) 3
Not offered in 1983-1984.

GER 301 Survey of German Literature in English 3

An introduction to German literary history without any prerequisites. The emphasis is on readings, interpretations, discussions, and compositions centered on epic and lyric poetry and on short stories from different literary periods.
Offered in Fall, 1983.

GER 302 Survey of German Drama in English 3

An introduction to German drama without any prerequisites. The emphasis is on readings, interpretations, 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, 1984.

GER 303 Advanced Conversation 3

A course designed to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.
Prerequisite: GER 202. Not offered in 1983-84.

GER 404 Advanced Prose Composition 3

A study of the stylistic structure of sentences and paragraphs; a review of grammar when necessary.
Prerequisite: GER 202. Not offered in 1983-84.

GER 410 Studies in German

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

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

GER 410B German Classical and Romantic Drama as World Literature 3

GER 410C Two Centuries of German Short Stories in English from Goethe to Andres and Beyond 3
Not offered in 1983-84.

SPA 115, 116 Basic Conversational Spanish I and II 6

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 every year.

SPA 119, 120 Spanish for Business 6

A course intended to promote speaking, understanding, and reading skills in the Spanish language used in daily communications within the business world. Also an exploration of the cultural practices, customs, and traditions of the Latin American business and social world. A comparison will be made with the same practices in the United States. This course does not fulfill a language requirement.

SPA 119 offered in Fall, 1983. SPA 120 offered in Spring, 1984.

SPA 129, 130 Spanish for Medical Personnel I, II 6

A course intended to promote speaking and understanding skills in the Spanish language used in daily communication within the medical field. The Hispanic cultural world will be presented in relation to the medical profession. Practical experience will be gained through classroom exercises.

Not offered in 1983-84.

SPA 201-202 Masterpieces of Spanish Literature 6

Reading and discussion of major works of the contemporary era chosen, in the first semester, from Spanish Literature, and, in the second semester, from Latin American literature.

Offered in 1983-84.

SPA 302 Contemporary Spanish Literature from 1898 to Present 3

A study of the outstanding authors of the twentieth century and their works.

Prerequisite: SPA 202. Not offered in 1983-84.

SPA 305, 306 History of Spanish-American Literature to Modernismo I, II 6

Selections from principal Spanish-American writers from the sixteenth century to the present.

Prerequisite: SPA 104. Not offered in 1983-84.

SPA 308 Advanced Conversation 3

A course to develop the technique and vocabulary of discussion as a supplement to expression in the areas of experience.

Prerequisite: SPA 202. Offered in Spring 1984.

SPA 310 Advanced Prose Composition 3

A study of the stylistic structure of sentences and paragraphs; review of grammar when necessary.

Prerequisite: SPA 202. Not offered in 1983-84.

SPA 401 Spanish Drama of the Golden Age 3

A study of the chief dramatists of the period.

Prerequisite: SPA 202. Not offered in 1983-84.

SPA 402 Spanish Civilization and Culture 3

A study of the characteristics of Spanish culture based upon anthropological and sociological studies; humanistic and scientific contributions to civilization; readings and reports.

Prerequisite: SPA 202. Offered in Fall, 1983.

SPA 405 Advanced Phonetics 3

A systematic study of articulation and intonation intended for teachers; peninsular Spanish; the development of divergent pronunciation patterns of Latin-American Spanish.

Not offered in 1983-84.

SPA 406 The Novel and Poetry of the Golden Age 3

A study of the principal poets of the age; birth and development of the pastoral and picaresque novels; readings and discussions; reports.

Prerequisite: SPA 202. Not Offered in 1983-84.

SPA 407 Cervantes 3

An analysis of Cervantes' works and their importance in the literature of the Siglo de Oro; readings and discussions; reports.

Prerequisite: SPA 202. Offered in Fall, 1983.

SPA 410 Reading and Writing Skills for Bilingual Students 3

This course is intended for students who are already fluent in Spanish and wish to improve their reading and writing skills.
Not offered in 1983-84.

SPA 411 Spanish Literature of the 18th and 19th Centuries 3

Most important works from the Enlightenment to the Post-Romantic Period.

Prerequisite: SPA 202. Offered in Spring 1984.

SPA 412 Contemporary Spanish-American Literature After World War II 3

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.

Prerequisite: SPA 202 or SPA 305-306. Not offered in 1983-84.

SPA 413 Hispanic Caribbean Cultures and Literature 3

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; and their literary and humanistic contributions to the present United States; comparisons with Mexican-American Literature.

Prerequisite: SPA 202 or by the permission of the chairperson. Not offered in 1983-84.

SPA 415 History of Puerto Rican Literature 3

A survey course covering significant authors and works of the different literary movements of Puerto Rico from colonial times to the present.

Prerequisites: SPA 202 or by the permission of chairperson. Not offered in 1983-84.

French (See Foreign Languages)

Geography

GEO 312 Introductory Geography 3

A study providing an examination of the world's spatial complexities; emphasis on landscape features, transportation, landforms, vegetation, soil, land cultivation.

Recommended for teacher training in Social Studies. Offered in Spring, 1984.

German (See Foreign Languages)

Health Care

HC 215 or REL 215 Healing and Wholeness 3

An interdisciplinary course which explores the interface of healing and wholeness from the perspectives of religion and health care systems. It includes a religious overview of healing from the traditions of the shaman to contemporary faith healers; an exploration of health care organization from ancient roots through modern medicine; alternative medicines and holistic therapies including psychic healing and biofeedback; and ways to self-healing through dreams, journals, and meditation.

Offered every year.

HC 225 or PSY 225. Coping with Stress 3

Stress seems to be inevitable in 20th Century America. Some people "burnout" while others learn to cope successfully with whatever level of stress they experience. This interdisciplinary co-taught course will explore issues of behavioral medicine as related to the management of stress. Topics include signs and symptoms of stress, sources of stress, vulnerability to stress-related illness, and responses to stress.

Particular attention will be paid to practical applications and techniques for coping with stress, including progressive relaxation, cognitive restructuring, time management, assertiveness, hypnosis, and biofeedback. Student will participate in class exercises to demonstrate how these techniques are used to manage stress.

Note: This course may be elected as either HC 225 or PSY 225, whichever meets the student's course requirements.

Offered Fall 1983 and as needed.

HC 310 Long Term Care - Institutional Management 3

This course explores historical origins of long term care facilities, demographic variables, current long term care policies, legal and regulatory constraints, health care goals for the chronically ill and

handicapped, institutional and non-institutional alternatives, and future directions.

Offered Fall 1983 and as needed.

HC 401 Institutional Management in the Health Field 3

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 groundwork for future study planned.

Offered every semester.

HC 403 Legal Aspects of Health Care 3

A study of the legal problems that may confront health care personnel. Topics discussed include: contracts, consents, rights of patients, crimes, record keeping, wills, liability for negligence and malpractice, etc.

Offered every semester.

HC 404 Personnel Administration 3

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

An indepth 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.

Prerequisites: 3 of the following courses: HC 401, 403, 404, 407. Offered every semester.

HC 406 Professional Staff Relationships 3

A study of the manifold problems concerned with the interrelationships of the various segments 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; problems in establishing positioning between the groups and the responsibilities of each group to each other and the institution.

Offered at least once per year.

HC 407 Influences of Government and "3rd" Parties 3

Overview of the changes wrought by government programs and other "3rd" party payment and control on the health care facility. A study of 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

A study of the problems peculiar to custodial facilities in terms of legal areas and the nature of longterm internment; changes in recent years such as halfway houses, community facilities, and the inclusion of drug and alcohol problems; various new programs and attitudes involving commitment proceedings, release on probation, etc.

Not offered in 1983-84.

HC 431 Development and Community Relations 3

An indepth study of communities in America today as it relates to "ill health," community medicine and available human service agencies. Models for developing community health services, community education and crisis intervention will be studied. An issues-oriented course dealing with social problems that exist in communities which must be addressed in the health care delivery system.

Offered once each year.

HC 433 Comparative Health Care Systems 3

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.

Not offered in 1983-84.

HC 434 Organization and Administration of Alternative Care of the Aged 3

This course will look at existing models as a basis of exploration; relationship of Nursing Homes to Day Care Centers; Independent Living; emphasis will be placed on organization and administration of these modalities either as "free-standing" operations or Institution supported.

Offered as needed.

HC 435 Issues in Geriatric Care 3

An overview of issues concerning the aging population; stereotypes, retirement,

legal needs, physical and psychological changes, family supports. In addition, in a time of rapid growth for this segment of the population, innovative concepts and traditional facilities are discussed as potential services.

Offered every semester.

HC 436 Accounting for the Health Field 3

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.

HC 438 Cost Analysis and Budgeting for the Health Field 3

(Formerly HC 402)

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.

Prerequisite: HC 436. Offered every Spring.

HC 450 Women and the Health Field: Management Concepts and Service Delivery 3

A study of the traditional management of health care for women reveals that male administrators and physicians have dominated planning and delivery of these services. The emergence of women as administrators and physicians will be discussed, focusing on: particular problems of women as health care managers; dimensions of managing women in the health care system; and administrative concepts in women's health care.

Offered once each year as needed.

HC 500, 501 Independent Study in Health Care Management 6

Individual investigation into some selected topic in health care management under the direction of a departmental faculty member. With approval of chairperson only.

Offered every semester as students qualify.

HC 600, 601 Field Experience in Health Services Administration 3,3

Observation and supervised experience in selected health care settings; participation in administrative meetings and training sessions. Includes on-campus seminar.

Open only to Junior and Senior Health Services Administration majors with permission of the chairperson.

Offered every semester.

Health Science

HS 101 Personal Health 3

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 factors, drug abuse, nutrition, consumer health needs, health agencies, and health careers.

Offered every semester.

HS 102 Community Health 3

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 Fall.

HS 202 Health Problems 1

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

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 every Spring as needed.

HS 206 Safety and First Aid 3

(Formerly HS 203)
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 every Spring.

HS 207 Nutrition 3

(Formerly HS 205)
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 every Spring.

HS 208 Principles of Public Health 3

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 when needed.

HS 301 Health Counseling 2

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 when needed.

HS 302 Consumer Health 3

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 every Spring.

HS 304 Mental Health 2
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 when needed.

HS 401 Organization and Administration of the School Health Program 3
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 as students qualify.

HS 403 Women's Health Issues 3
(Formerly HS 803)
Traditionally, women's health needs have been overlooked, yet women control consumption of the majority of the health services for themselves and for their families, as well as constitute a large segment of health care providers. This course will provide accurate information about women's health problems in order to enable them to be active participants in their own care. Issues include: physicians' attitudes toward women, knowing one's body, rape, contraception, pregnancy, women's rights as patients, as well as relationships to mental health.
Offered when needed.

HS 419 or PSY 419 Dying and Death 3
(Formerly HS 802A)
An overview of varying philosophies and theories of dying and death, including ethical, psychological, sociological and cultural factors involved throughout the process. Discussion includes temporary issues relative to dealing with dying.
Offered when needed.

HS 463 Crucial Health Issues 3
An indepth 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 102.
Offered when needed.

HS 464 Biostatistics 3
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 analyzation; distributions, tests of hypothesis, types of error, significance and confidence levels, and sample size.
Offered when needed.

HS 501 Public Health Administration 3
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 when needed.

HS 503 Epidemiology 3
(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 every Fall.

HS 504 Internship 6
(Health Science Majors only)
Students 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 SPEC EDUC 202 Health for the Special Individual 3
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 Spring as students qualify.

History

HIS 101 Survey of Western Civilization (to 1500) 3
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 every Fall.

HIS 102 Survey of Western Civilization (since 1500) 3
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 every Spring.

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

HIS 202 Ancient History 3
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 every Spring.

HIS 301 Medieval History 3
A survey of the history of the Middle Ages, feudalism, universities, monarchy, church, the Hundred Years' War.
Offered every Fall.

HIS 303 The World in the Twentieth Century 3

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 every Fall.

HIS 305 Latin American History I 3

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 1983-84.

HIS 306 Latin American History II 3

A survey of contemporary Latin America; church-state relationships, land, labor, trade, and culture.
Not offered in 1983-84.

HIS 307 American Minorities 3

A survey of the peopling of the North American continent, with particular emphasis upon the United States.
Offered every Spring.

HIS 311 A History of the Black American 3

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.
Not Offered in 1983-84.

HIS 312 Renaissance and Reformation 3

Intellectual and religious movements during the transition from the Middle Ages to modern times.
Not Offered in 1983-84.

HIS 313 International Labor Movements 3

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 Europe and Latin American blocs, the Soviet Union, Japan, and the Peoples Republic of China.
Not offered in 1983-84.

HIS 314 Nations of the Modern World 3

The nations of the world in modern times, offered in eight parts. Each nation is a separate course designated by letter as follows: a) France, b) Latin America—Argentina, Brazil, Mexico, c) China, d) Russia, e) Italy, f) England, g)

Germany, h) Ireland. *Ireland will be offered in Fall, 1983.*

HIS 400 Historical Seminar 3

A thesis seminar. Emphasis placed on research and historical criticism. Divided into two separate seminars: Local History and Problems of the Western Hemisphere.
Offered every Fall.

HIS 401 History of the United States: The Age of Discovery — 1789 3

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 every Fall.

HIS 402 History of the United States: 1789-1896 3

A study of the United States as it struggles to set the new government into motion; political, economic, cultural, and diplomatic developments in the nineteenth century.
Offered every Spring.

HIS 403 Modern European History: 1600-1763 3

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 every Fall.

HIS 404 Modern European History: 1763-1900 3

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.
Not offered in 1983-84.

HIS 405 Cultural and Social History of the United States 3

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 1983-84.

HIS 406 Current Problems 3

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 every Spring.

HIS 407 Survey of United States Foreign Relations 3

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 every Fall.

HIS 408 Facts, Myths and Legends — The Great Historians 3

(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 1983-84.

HIS 409 The American Presidents 3

A study of the historical evolution of the Presidency from the eighteenth century to the present, emphasizing both the institutions and the characters of the men who held the office.
Offered in Spring, 1984.

HIS 410 The American City 3

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.
Not offered in 1983-84.

Management

MGT 201 Organization and Management 3

(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 3

(Formerly BM 202)

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 Data Processing 3

(Formerly EDP 201)

An introductory course to provide a foundation for more specific study in data processing. This course provides instruction in the areas of what a computer is, what it can do, and how it can be used in commercial, as well as scientific applications. Topics include: information processing, history of computers, unit record concepts, computer number systems, functions of the central processing unit, input-output devices, auxiliary storage devices, basic flowcharting, and elementary computer programming concepts using FORTRAN IV as the programming language.

Offered every semester.

MGT 230 Basic COBOL 3

(Formerly EDP 208)

This course provides programming techniques, knowledge and skill in COBOL language. Topics include: data representation, structure, storage and processing; sequential file processing using disc storage; use of procedural verbs including input-output handling, arithmetic manipulation and decision making; editing and validation of data. Actual hands-on-machine processing will be used to strengthen these techniques. Four problems will be presented for students to flowchart, code, keypunch and execute.

Prerequisite: MGT 217. Offered every semester.

MGT 235 Advanced COBOL 3

This course is a continuation of MGT 230 and provides advanced programming techniques in COBOL including: table handling, random disc files, sorting, compound decisions, control breaks, and debugging methods. Actual hands-on-machine processing. Four or five problems will be given to students to flowchart, code, keypunch and execute.

Prerequisite: MGT 230. Offered every semester.

MGT 240 R.P.G. Programming 3

This course studies the R.P.G. (Report Program Generator) programming language and its application to business problems. R.P.G. was designed for programming applications involving the output of printed reports. The programming language is problem-oriented and programs are developed through the use of specialized R.P.G. worksheets. The student will use the computer facilities on campus and the R.P.G. worksheets to design, implement and document computer programs utilizing the R.P.G. language.

Prerequisite: MGT 230. Offered every semester.

MGT 250 Systems Analysis I 3

A study of the fundamentals of systems analysis and how it is applied to the development of information systems for operations in the business environment. Major topics include: methods of systems investigation, feasibility study, input-output design, system documentation, communication, implementation of new systems, controls and security. Typical applications are examined.

Prerequisite: MGT 230. Offered in Fall.

MGT 255 Systems Analysis II 3

This course is a partial continuation of MGT 250 in that additional topics are discussed including hardware selection and software development. This course is also designed to allow the students to apply their knowledge and understanding of systems analysis and computer programming to an actual computer application. Students design and implement a complete system of programs using the tools developed in previous courses. Computer facilities on campus will be available for students' use.

Offered in Spring.

MGT 301 Management Theory and Practice 3

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.

Prerequisite: MGT 201. Offered every semester.

MGT 302 Advanced Marketing and Management 3

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.

Prerequisite: MGT 202. Offered every semester.

MGT 303 Corporate Finance 3

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.

Prerequisite: ACC 101, 102. Open only to juniors and seniors. Offered every semester.

MGT 306 Merchandising 3

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.

Prerequisite: MGT 202 and 302. Offered every Fall.

MGT 307 Advertising and Sales Promotion 3

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 use of achieving success in them.

Prerequisite: MGT 202 and 301. Offered in Spring, 1984.

MGT 308 Quantitative Methods in Business 3

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).

Prerequisites: MAT 109, 110 and 301. Offered every semester.

MGT 309 The Sales Function 3

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.

Prerequisite: MGT 202 and 302. Offered every Fall.

MGT 310 Behavioral Science 3

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 400 Business Policies 3

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 of integrated approach to analysis, with the student assuming the role of corporate executive in leading group decision-making meetings.

Prerequisite: Open only to graduating seniors. Offered every semester.

MGT 403 Managerial Finance 3

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 selections, opportunity costs, ratio analysis, breakeven analysis, operating and financial leverage, and mergers and acquisitions.

Prerequisite: MGT 303. Offered every semester.

MGT 404 Personnel Management 3

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).

Prerequisite: Open only to juniors and seniors. Offered every semester.

MGT 405 Management of a Small Business 3

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, 1984.

MGT 407 Market Research 3

An interdisciplinary 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.

Prerequisite: MGT 202 and 302. Offered in Spring.

MGT 408 Security Analysis 3

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.

Prerequisite: MGT 303. Offered in Fall.

MGT 409 Industrial Relations and Collective Bargaining 3

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.

MGT 412 Portfolio Management 3

The construction and analysis of both individual and institutional investment portfolios; portfolio objectives, strategies and constraints; economic and non-economic variables impacting portfolios; performance measurement.

Prerequisite: MGT 303. Offered in Spring.

MGT 415 Public Relations 3

This course provides a thorough grounding in the fundamentals of public relations. It combines techniques and strategy with practical examples of public relations case studies. Application of the public relations process to traditional publics is highlighted.

Offered in Fall.

MGT 421 Interpretation of Financial Statements 3

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. Prerequisite: MGT 412.

MGT 427 Business Communication 3

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 Spring.

MGT 461 Human Resource Laboratory 3

An applied seminar for students to work with various behavioral techniques such as attitude studies, resources planning, performance appraisals, succession planning, focus group approaches, career development, et al. The student will construct instruments for the implementation of these important areas.

Prerequisites: MGT 404 and MGT 310. Offered in Spring 1984.

MGT 500, 501 Small Business Consulting I and II 6

A practical case course with "hands-on" experience in the field by consulting with the owners of small business 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. *Open only to Management and Accounting Juniors or Seniors. Offered every semester.*

MGT 510 Independent Study 3

Individual research and study with the approval of the department of management.

Offered as students qualify.

MGT 514 Business and Society 3

The objectives of this course are three-fold: 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.

Concentrations in Specialty Areas

A student may elect to concentrate in Marketing, Finance, or Human Resources in addition to his/her B.S. Degree in Management.

This would require the student to select courses from the following groups in addition to their required program in Management. There is a sufficient number of free electives in the program to allow for this.

Marketing

Mgt. 202 — Marketing
Mgt. 302 — Advanced Marketing and Management
Mgt. 306 — Merchandising
Mgt. 307 — Advertising and Sales Promotion
Mgt. 309 — Sales Function
Mgt. 407 — Market Research

Finance

Mgt. 303 — Corporate Finance
Mgt. 403 — Managerial Finance
Mgt. 408 — Security Analysis
Mgt. 412 — Portfolio Management
Mgt. 421 — Interpretation of Financial Statements

Human Resources

Mgt. 310 — Behavioral Science
Mgt. 404 — Personnel Management
Mgt. 409 — Industrial Relations
Mgt. 415 — Public Relations
Mgt. 427 — Business Communications
Mgt. 461 — Human Resource Laboratory
Mgt. 514 — Business and Society

Mathematics

Students wishing to major in Biology, Chemistry, Mathematics or Mathematics Teaching (secondary school) must take a placement test. The test results will determine whether the student must take MAT 107 prior to taking MAT 202.

Students wishing to major in Accounting, Economics or Management must take a placement test also. The results of this test will determine whether the student must take MAT 105 prior to taking MAT 109.

MAT 103 Foundations of Mathematics I 3

A general view of mathematics with an intuitive approach. A study of sets and logic, numbers, numeration and mathematical systems, the metric system, and an introduction to geometry.

Offered every Fall.

MAT 104 Foundations of Mathematics II 3

An introduction to algebra, matrices and some applications, probability statistics, calculators and computers.

Offered every Spring.

MAT 105 Fundamental Principles of Algebra 3

This course is designed to develop and/or strengthen basic topics in college algebra that a student should master before taking a first course in business mathematics. This course is open to any student and especially recommended for Accounting, Economics, and Management majors.

Prerequisite: Two years of high school mathematics. Offered every semester.

MAT 107 Pre-Calculus Mathematics 4

This course is designed to develop and/or strengthen basic algebraic techniques and those topics in college algebra and trigonometry that a student should master before taking a first course in calculus. The course is open to any student and especially recommended for Mathematics, Biology, Chemistry and High School Mathematics teaching majors.

Prerequisite: Two years of high school mathematics. Offered every Spring.

MAT 109 Mathematics for Managerial Science I 3

The main topics of this course are the study of matrices and their application like the Leontief model and solution of systems of linear equations, inequalities, linear programming — graphical and algebraic approach, dual problems and economic interpretation.

Prerequisite: MAT 105 or placement by examination. Offered every Fall and Spring.

MAT 110 Mathematics for Managerial Science II 3

This course introduces the basic concepts of functional relationships, the basic skills of differentiation and integration, maxima and minima problems, and several other applications of calculus, especially models in business and economics; exponential models and mathematics of finance.

Prerequisite: MAT 109. Offered every Fall and Spring.

MAT 202 Calculus I 4

Emphasis given to calculus, including differentiation and integration of algebraic forms, areas, applications of the derivative, differentials, Rolle's theorem and the mean value theorem.

Prerequisite: MAT 107 or placement by examination. Offered every Fall.

MAT 203 Calculus II

Applications of integration, logarithmic, exponential and trigonometric functions. Methods of integration such as integration by parts, integration by partial fractions, trigonometric substitution, conic sections, rotation of axes and the general second degree equation, polar coordinates.

Prerequisite: MAT 202. Offered every Spring.

MAT 301 Statistics 3

Organization, description and interpretation of data. Probability and probability distributions. Sampling distributions and estimation of population parameters. Testing hypothesis, linear regression and correlation analysis, index numbers.

Offered every semester.

MAT 304 Calculus III 3

Vectors and vector functions. Functions of several variables. Double and triple integrals with applications. Sequences and infinite series.

Prerequisite: MAT 203. Offered every Fall.

MAT 305 Theory of Equations 3

Complex numbers. Polynomials and algebraic equations. Solution of cubic and biquadratic equations. Cardan's and Ferrari's formulas. Ruler and compass constructions. Determinants and matrices.

Prerequisite: MAT 202. Offered in Fall, odd-numbered years.

MAT 309 College Geometry 3

This course contains some topics of higher Euclidean geometry and geometric constructions. Geometrical transformations and different kinds of geometries. Projective and hyperbolic geometries. Offered in Spring, even-numbered years.

MAT 401 Differential Equations 3

Methods of solving ordinary differential equations with applications. Linear differential equations of first, second, and higher order; applications. Systems of linear differential equations.

Prerequisite: MAT 203. Offered in Fall, even-numbered years.

MAT 402 Differential Equations II 3

Fourier series and Laplace transformations: applications. Series solutions of differential equations; Legendre's and Bessel's equations. Partial differential equations.

Prerequisite: MAT 401. Offered in Spring, odd-numbered years.

MAT 403 Advanced Calculus I 3

Axiom of continuity, least upper bounds and greatest lower bounds; nested intervals; continuous functions; point sets, maxima and minima for functions of two or more variables; differentials and the condition for differentiability for functions of two variables; the method of Lagrange; implicit function theorems and general theorems of partial differentiation.

Prerequisite: MAT 304. Offered in Fall, odd-numbered years.

MAT 404 Advanced Calculus II 3

Transformations and mappings; point set theory; uniform continuity and fundamental theorems of continuous functions; the theory of integration; infinite series and uniform convergence; power series; improper integrals and a study of the gamma functions.

Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 406 Theory of Numbers 3

An introductory course dealing mainly with divisibility, number theorems, theory and congruences, quadratic residues, and Diophantine equations.

Prerequisite: MAT 202. Offered in Spring, odd-numbered years.

MAT 408 Numerical Analysis 3

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.

Prerequisite: MAT 304 or 401 and SCI 201. Offered in Spring, even-numbered years.

MAT 409 Modern Algebra 3

Sets and mappings; theory of groups, rings, and fields; isomorphism; the field of real numbers and the field of complex numbers.

Prerequisite: MAT 304. Offered in Spring, even-numbered years.

MAT 410 Functions of a Complex Variable 3

Point set theory; algebra of complex numbers; complex analysis; Cauchy-Riemann partial differential equation; Cauchy-Goursat theorem; conformal maps.

Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 411 Real Variables 3

The real numbers and the concepts of limit, sequence, and series; functions of one real variable, continuity, derivative integrals.

Prerequisite: MAT 403. Offered in Spring, odd-numbered years.

MAT 412 Linear Algebra 3

Vector spaces; basis; dimension; systems of linear equation; matrices and determinants; scalar product; orthogonality and eigen-values.

Prerequisite: MAT 304. Offered in Fall, even-numbered years.

MAT 414 Topology 3

Set theory; definition of topology and topological space; homeomorphism and homeomorphic spaces; compactness and connectedness; separation axioms; metrics spaces and completion of a metric space.

Prerequisite: MAT 403. Offered in Spring, even-numbered years.

MAT 415 Mathematical Statistics I 3
(Formerly MAT 307)

Discrete and continuous random variables and their probability distributions. Multivariate probability distributions. Functions of random variables. Limit theorems and estimation. This course is recommended for students interested in an actuarial career.

Prerequisite: MAT 304. Offered in Fall, odd-numbered years.

MAT 416 Mathematical Statistics II 3
(Formerly MAT 308)

Methods of estimation and hypothesis testing. Linear models and estimation by least squares. The analysis of variance and enumerative data.

Prerequisites: MAT 307. Offered in Spring, even-numbered years.

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.

PHI 101 Basic Problems in Philosophy 3

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 studied in the context of brief selections from the writings of philosophers between antiquity and the present.

Offered every semester.

PHI 114 Logic 3

(Formerly PHI 314)

An introduction to philosophical inquiry through the study of the structure of validity in reasoning. The study includes: analysis of terms, propositions, arguments and their linguistic contexts; common fallacies; induction and the logical structure of scientific inquiry; the status of universals.

Offered every semester.

PHI 201 Philosophy of Man 3

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.

Prerequisite: PHI 101 or PHI 114. Offered every semester.

PHI 203 Theories of Knowledge 3

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.

Prerequisite: PHI 101 or PHI 114. Offered every semester.

PHI 309 Marxism 3
Concepts, sources, backgrounds of Marxism; dialectical and historical materialism; Hegel and Feuerbach; problem of history; meaning of work; notion of superstructure; concept of revolution.
Prerequisite: PHI 101 or 114 and PHI 201 or 203. Offered in Spring, 1984.

PHI 310 American Philosophy 3
Distinctive characteristics of American philosophic thought analysed and discussed; attention to the thought of Edwards, Emerson, Royce, Santayana, Peirce, James, Mead, Dewey.
Prerequisite: PHI 101 or PHI 114 and PHI 201 or 203. Offered in Spring, 1985.

PHI 323 Existentialism 3
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.
Prerequisite: PHI 101 or PHI 114 and PHI 201 or 203. Offered in Fall, 1983.

PHI 326 Philosophy of Science 3
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.
Prerequisite: PHI 101 or PHI 114 and PHI 202 or 203. Offered in Spring, 1985.

PHI 327 Metaphysics 3
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.
Prerequisite: PHI 101 or 114, and PHI 202 or 203. Offered in Fall 1984.

PHI 333 Philosophical Theology 3
An examination of the main themes in Western philosophical considerations of the existence and nature of God. Classical

sources, Christian influences, Modern treatments.
Prerequisite: PHI 101 or 114 and PHI 201 or 203. Offered in Fall, 1983.

PHI 340 Special Problems in Ethics 3
Examination of selected contemporary and traditional ethical problems, such as abortion, sex education, euthanasia, censorship, war, and capital punishment; some study of the presuppositions, instruments, and procedures of ethical analysis will be involved.
Prerequisite: PHI 101 or 114 and PHI 201 or 203. Offered in Fall, 1984.

PHI 350 Philosophical Issues in Language and Logic 3
An examination of some of the main philosophical questions concerning language and its uses as well as the relationship between language and logic.
Prerequisite: PHI 101 or 114 and PHI 201 or 203. Offered in Spring, 1984.

PHI 403 Moral Philosophy 3
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.
Prerequisites: PHI 101 or 114 and PHI 202 or 203. Offered every semester.

PHI 404 Political Philosophy I 3
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.
Prerequisite: PHI 101 or 114 and PHI 201 or 203. Offered every semester.

PHI 405 Political Philosophy II 3
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.
Prerequisite: PHI 404. Offered every Spring.

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

PHI 431 Seminar: Greek Philosophy 3
Close examination and analysis of representative texts in ancient philosophy with particular emphasis on Plato and Aristotle. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Fall, 1984.

PHI 432 Seminar: Medieval Philosophy 3
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.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Fall, 1983.

PHI 441 Seminar: Modern Philosophy 3
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.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Spring, 1985.

PHI 442 Seminar: Contemporary Philosophy 3
Close examination and analysis of representative texts of one or more of the major figures in twentieth century philosophy. An advanced course.
Prerequisite: Six credits in philosophy and permission of department chairperson. Offered in Spring, 1984.

Physical Education

PE I Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in soccer and volleyball including coaching techniques.
Four hours. Offered in Fall 1983.

PE II Skills Activities 2
Theory, instruction, and practice in the fundamentals of team sports and games; techniques in basketball, softball, baseball including coaching methods.
Four hours. Offered in Spring 1985.

PE III Skills Activities 2 Theory and instruction in individual and dual sports; techniques in badminton, golf, and tennis including coaching methods. <i>Four hours. Offered in Fall 1983.</i>	American Red Cross-Advanced Lifesaving Certification. <i>Prerequisite: PE 103 or departmental approval. Two Hours. Offered in Spring 1984.</i>	rhythmic activities and movement education applicable to different age levels. <i>Prerequisite: Any Skills Activities or departmental approval. Four hours. Offered in Spring 1984.</i>
PE VI Skills Activities 2 Theory, instruction, and practice in the fundamentals of team sports and games; techniques in field hockey and lacrosse. <i>Four hours. Offered in Spring 1985.</i>	PE 105 Folk, Square and Social Dance 1 Instruction and practice in the basic steps and techniques of folk, square, and social dance. <i>Two Hours. Offered in Fall 1984.</i>	PE 212 Intermediate Gymnastics 1 Emphasis on methods and procedures for individual and group instruction including gymnastic games and exhibition gymnastics. <i>Prerequisite: PE 205 or departmental approval. Two hours. Offered in Fall 1984.</i>
PE VII Skills Activities 2 Theory, instruction, and practice in the fundamentals of team sports and games; techniques in speedball, football, and combatives. <i>Four hours. Offered in Spring 1984.</i>	PE 106 Modern Dance 1 An introduction to the fundamental techniques of modern dance. <i>Two hours. Offered in Spring 1985.</i>	PE 213 Advanced Gymnastics 1 Advanced skill techniques in heavy apparatus, stunts and tumbling; competitive gymnastics and coaching method. <i>Prerequisite: PE 205. Two hours. Not offered in 1983-84.</i>
PE VIII Skills Activities 2 Theory, instruction, and practice in the skills of track and field and in the processes of physical conditioning. <i>Four hours. Offered in Fall 1984.</i>	PE 203 Community Recreation 2 History and philosophy of recreation; consideration of current problems; recreational organization and leadership; intensive study of urban community programs. <i>Two hours. Offered in Spring 1984.</i>	PE 301 History and Principles of Physical Education 2 Orientation in the history and principles of physical education; current trends and problems in physical education analyzed and evaluated. <i>Two hours. Offered in Spring 1984.</i>
PE IX Skills Activities 2 Theory, instruction, and practice in the activities of racquetball, squash racquets, and paddle tennis. <i>Four hours. Offered in Spring 1984.</i>	PE 205 Elementary Gymnastics 1 Tumbling and apparatus development of basic skills; floor and mat stunts. <i>Two hours. Offered in Fall 1983.</i>	
PE X Advanced Skills 2 Theory, instruction, and practice in advanced skills, strategy, and conditioning for two sports. A. Tennis and Badminton—offered in Fall Semester. B. Basketball and Volleyball. <i>Four hours. Prerequisite: Physical Education I, III or department approval. Not offered 1983-84.</i>	PE 208 Kinesiology 3 Emphasis on the structured action of the joints, muscles, and ligaments involved in physical exercise. <i>Prerequisite: BIO 003-004. Three hours. Offered in Fall 1984.</i>	PE 302 Adapted Physical Education 3 Development of exercise programs and of modified athletic activities to meet the specific needs of the handicapped. Practical experiences are included. <i>Prerequisite: PE 208. Three hours. Offered in Spring 1985.</i>
PE 101 Lifetime Sports 1 Students may select any of the following activities: Basketball, volleyball, badminton, swimming, gymnastics, modern dance, folk dance, aerobic dance, tennis, yoga, karate, golf, floor hockey, physical conditioning, paddle tennis. <i>One hour. Offered each semester.</i>	PE 209 Biomechanics 2 The application of kinesiology to the mechanical analysis of movement and motor skills. <i>Prerequisite: PE 208. Offered in Spring 1985. Two hours.</i>	PE 304 Organization and Administration of Physical Education 2 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. <i>Prerequisite: Any Skills Activities or departmental approval. Two Hours. Offered in Fall 1984.</i>
PE 103 Elementary Aquatics 1 Fundamentals and development of forms and style in stroke mechanics. Students must demonstrate basic swimming proficiency. <i>Physical education majors who hold current WSI certification are exempt. Two hours. Offered in Fall 1983.</i>	PE 210 Philosophy and Techniques of Coaching and Officiating 2 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. <i>Two hours. Offered in Fall 1984.</i>	PE 305 Physiology of Exercise 3 Physiological effects of exercise and of movement on the human body; physiology of growth and of development; the neuromuscular basis of physical activity. <i>Prerequisite: BIO 004 or 104, CHE 003. Three hours. Offered in Spring 1985.</i>
PE 104 Advanced Aquatics 1 Techniques in competitive swimming and coaching methods; lifesaving leading to	PE 211 Movement Education and Physical Education in Elementary Schools 2 Techniques and methods in conducting elementary games; theory and practice in	

PE 307 Camp Administration 2
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.
Two hours. Offered in Fall 1983.

PE 308 Motor Learning 3
An introduction to the concepts, principles, and theories of movement and motor learning.
Three hours. Offered in Fall 1984.

PE 310 or SPEC EDUC 302 Movement Perspectives for Special Children 3
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.
Three hours. Not open to Physical Education Majors.

PE 316 Psychology of Sport 2
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 Fall 1983.

PE 402 Evaluation of Physical Education 2
Methods and procedures used in the construction, administration, and interpretation of standardized testing in physical education; introduction to elementary statistical methods.
Prerequisite: ED 402 and any Skills Activity. Two hours. Offered in Fall 1983.

PE 403 Care & Prevention of Athletic Injuries 3
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.
Prerequisite or Corequisite: PE 208 or departmental approval. Three hours. Offered in Spring 1985.

PE 450 Field Experience I 2
Observation and supervised experience in an area of student's expressed professional interest.
Prerequisite: Sophomore class standing; departmental approval. Four hours. Offered every Fall.

PE 455 Field Experience II 2
Observation and supervised experience in an area of student's expressed professional interest.
Prerequisite: PE 450; Junior class Standing; departmental approval. Four hours. Offered every Spring.

PE 500 Independent Study 2
Independent study and readings in an area of specialization in the discipline of physical education. Conferences, report or term paper.
Prerequisite: Senior Class Standing; 3.0 major index; 2.8 overall index; departmental approval. Offered every semester.

Physics

PHY 101-102 General Physics 8
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.
Prerequisite or Corequisite: MATH 202, 203. Two lectures, two recitations, and two lab hours per week. Offered every year.

PHY 303 Modern Physics 3
Special theory of relativity; waves and particles; atomic structure; introduction to quantum mechanics.
Prerequisite: PHY 101-102. Not offered in 1983-84.

Political Science

P SC 202 Introduction to Political Science-Scope and Method 3
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 1983, and Spring 1984.

P SC 204 American National Government 3
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 3
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, 1983.

P SC 302 Government and Politics of Africa and Asia 3
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.
Not offered in 1983-84.

P SC 303 American Political Parties 3
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 processes through party; voters and the special-interests.
Offered in Fall, 1983.

P SC 304 State and Local Government 3
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 intergovernmental relations.
Offered every semester.

P SC 305 Politics and Administration in Latin America 3
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, inter-hemispheric politics).
Not offered in 1983-84.

P SC 306 Metropolitan Government and Politics 3

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

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 1983-84.

P SC 309 Public Administration 3

A study of administration in terms of theory and practice. It will closely examine the interrelationships of Public Administration with the political governmental and private environments. In addition, it will survey decision-making, financial administration, personnel administration, administrative organization, legislative and judicial administration, and administrative responsibility.

Not offered in 1983-84.

PSC 310 Assassination Politics 3

An examination of the use of violence as a form of political behavior. Study of the origins of terror groups. Analysis of current trends and problems.

Offered in Fall 1983.

P SC 400 Political Science Seminar 3

Each seminar is devoted to a particular theme within which the student selects a 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, 1983.

P SC 402 American Constitutional Law 3

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 Fall, 1983.

P SC 404 Government and Business: 1865-Present 3

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

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, 1984.

P SC 406 International Relations 3

Post World War II international politics viewed through concepts (sovereignty, national interest, power) and the instruments for the conduct of foreign policy (diplomacy, war, global economics, world organization, and international law).

Offered in Spring, 1984.

P SC 407 United States Congress 3

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, 1983.

Psychology

PSY 201 General Psychology 3

General introduction to the basic concepts, methods and findings of contemporary psychology.

Offered every semester.

PSY 202 Statistical Methods in Psychology 4

(Formerly PSY 300)

The use of statistics in psychology; descriptive and inferential techniques, prediction and tests of significance.

Prerequisite: PSY 201. Offered in Fall, 1983. Should be taken together with PSY 302 by sophomores.

PSY 203 Developmental Psychology I: Child Psychology 3

(Formerly PSY 403)

Human development from conception to early adolescence; examination of physical, cognitive, emotional and behavioral changes.

Offered every semester.

PSY 204 Developmental Psychology II: Adolescence and Maturity 3

(Formerly PSY 404)

A study of the life cycle from puberty through maturity. Special attention is given to the problems of adolescence, early adulthood and the changing needs of the mature adult.

Offered in Spring, 1984.

PSY 205 Psychology of Learning 3

(Formerly PSY 310)

Major theories of learning and significant research findings in the areas of learning, memory, motivation and behavior modification.

Prerequisite: PSY 201. Offered in Fall, 1983.

PSY 206 Information Processing 3

Analysis of sensory and perceptual systems, information processing, thinking, states of awareness.

Prerequisite: PSY 201. Not offered in 1983-84.

PSY 207 Test and Measurement 3

(Formerly PSY 309)

The theoretical framework, underlying principles and techniques of psychological tests; tests of aptitude, achievement, interest, and personality.

Prerequisite: PSY 201 and 202. Offered in Spring, 1984.

PSY 225 or HC 225 Coping with Stress 3

Interdisciplinary course exploring theory, research, and techniques related to the management of stress. Stress reduction techniques and class exercises such as progressive relaxation, desensitization, assertiveness training, biofeedback will be emphasized.

Offered in Fall 1983 and as needed.

PSY 302 Experimental Psychology I 3

(Formerly PSY 220)

Research methodology emphasizing empiricism, scientific manipulation and functional relations. Scientific research as a decision-making process.

Prerequisites: PSY 201 and 202. Offered in Fall, 1983. Should be taken together with PSY 202 by sophomores.

PSY 307 Theories of Personality 3
(Formerly PSY 406)
A comparison of major personality theories; methods for the study and evaluation of personality.
Prerequisite: PSY 201. Offered in Spring, 1984.

PSY 312 Social Psychology 3
(Formerly PSY 410)
Selected topics in person perception, socialization, development of attitudes and values, group processes, communication and intergroup behavior.
Prerequisite: PSY 201. Offered in Spring, 1984.

PSY 313 Group Dynamics 3
(Formerly PSY 413)
A practically-oriented introduction to group processes. Current views and research findings, techniques of working with groups; participation in training and skills groups; role playing; observation and analysis of the small group as a social system in a miniature society created by the students.
Offered in Fall, 1983.

PSY 314 Human Sexuality 3
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, bisexual, heterosexual, homosexual, and others) will be studied from a foundation of historical, anthropological, and moral perspectives.
Offered every semester.

PSY 317 Industrial and Organizational Psychology 3
Psychological theories, research, and applications with work behavior are discussed. Topics will include selection and evaluation of personnel, training and development, leadership, work motivation, psychological conditions of work, and consumer psychology.
Prerequisites: PSY 201. Offered in Fall, 1983.

PSY 325 Parapsychology 3
The course deals with major topics in parapsychology including ESP, telepathy, precognition, psychokinesis, auras, etc. The course of instruction will include both lectures and demonstrations.
Not offered in 1983-84.

PSY 329 Psychology of Women 3
A general survey of the role of women and current modes of psychological adjustment in the face of our changing social structure.
Offered in Fall, 1983.

PSY 330 Counseling the Drug User 3
(Formerly PSY 426)
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.
Not offered in 1983-84.

PSY 331 Psychology of Alternate Life-Styles 3
A continuation of PSY 314 in which the changes in traditional marriage and family structure will be explored. As new life-styles, these will be viewed for their implications to the individual and for society.
Prerequisite: PSY 314 or instructor's permission. Not offered in 1983-84.

PSY 332 or SOC 310 Child Welfare 3
(Formerly PSY 402)
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.
Prerequisite: SOC 203. Not offered in 1983-84.

PSY 333 or SPEC EDUC 201 The Psychology of the Exceptional Child 3
(Formerly PSY 405)
Psychological, physiological, emotional and social characteristics of deviant, disturbed, handicapped, retarded and unusually gifted children will be considered. Procedures for evaluation and assisting development of exceptional children.
Offered in Spring, 1984.

PSY 361 Psychological Aspects of Poverty 3
(Formerly PSY 461)
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.
Not offered in 1982-83.

PSY 401 Experimental Psychology II 4
(Formerly PSY 305)
Research techniques applied in the laboratory and in the field. Students conduct and write up empirical research.
Prerequisites: PSY 201, 202, 302. One lecture and five laboratory hours per week. Offered in Spring, 1984.

PSY 408 Physiological Psychology 3
The interrelationship of the physiological structure and behavior of the organism; consideration of the structure and function of the nervous system; the neuro-physiological foundation of sensation, perception and emotion; comparative studies on neuro-physiological structure and response systems.
Prerequisite: PSY 201. Not offered in 1983-84.

PSY 409 Abnormal Psychology 3
Analysis of the origin, behavioral and emotional patterns, social relevance and treatment of deviant human behavior.
Prerequisite: PSY 201. Offered in Fall, 1983.

PSY 411 History and Systems of Psychology 3
The history of psychology and its enduring problems, major figures and schools of thought. An advanced course designed to give an overall, long-term perspective.
Prerequisite: Four Psychology courses. Not offered in 1983-84.

PSY 415 Clinical Psychology 3
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.
Prerequisites: PSY 201 and 409. Not offered in 1983-84.

PSY 419 or HS 419 Dying and Death 3
(Formerly HS 802A)
An overview of varying philosophies and theories of dying and death, including ethical, psychological, sociological and cultural factors involved throughout the process. Discussion includes contemporary issues relative to dealing with the dying.
Offered when needed.

PSY 420 Applied Psychology 4
Supervised experience in selected clinical, social, educational or industrial settings; participation in institutional staff meetings and training sessions. Application of theoretical principles to practical experience.

Open to Junior or Senior Psychology majors with permission of the instructor. Two lectures and six hours of supervised placement per week. Offered in Fall, 1983.

PSY 421, 422 Field Experience in Psychology 6

Observation and supervised experience in selected setting.

Prerequisites: PSY 420 and permission of the department chairperson and instructor.

PSY 455, 456 Independent Research in Psychology 3,3

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.

Prerequisite: PSY 305.

PSY 470 Seminar in Psychology 3

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.

Proposed Concentration in Business for Psychology Majors

MGT 201 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 or

she would probably be required to have ACC 101, 102 as a prerequisite. It would be advisable to take these as part of this program at St. Francis College.

Following is a list of suggested Psychology electives:

PSY 207 - Test and Measurement

PSY 307 - Theories of Personality

PSY 312 - Social Psychology

PSY 313 - Group Dynamics

PSY 409 - Abnormal Psychology

Those students interested in personnel careers should also consider the following courses:

PSY 330 - Counseling the Drug User

PSY 361 - Psychological Aspects of Poverty

Religious Studies

The core curriculum requirement in Religious Studies is satisfied by completing one of the following courses: REL 101; 202; 203; 204; 205; 212; 234.

Courses in Religious Studies will be offered in the four groups listed below. 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 prior written permission from the chairperson.

Group 1: (Fall, 1983) REL 101; 202; 205; 212; 341; 701; 702.

Group 2: (Spring, 1984) REL 101; 204; 214; 304; 312; 651; 701; 702.

Group 3: (Fall, 1984) REL 101; 203; 205; 341; 612; 701; 702.

Group 4: (Spring, 1985) REL 101; 210; 234; 303; 305; 322; 701; 702.

REL 101 Survey of World Religions 3
(Formerly REL 601)

An introductory study of the religious beliefs and practices in pre-literate societies, in the religions originating in India (Hinduism, Jainism, Buddhism, Sikhism), in China and Japan (Confucianism, Taoism, Shinto), and in the Middle East (Zoroastrianism, Judaism, Christianity, Islam).

Offered every semester.

REL 202 Central Themes of the Old Testament 3

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, 1983.

REL 203 Central Themes of the New Testament 3

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, 1984.

REL 204 Contemporary Moral Issues 3
(Formerly REL 402)

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 Spring, 1984.

REL 205 Bioethics 3

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, extrauterine insemination, cloning, the allocation of scarce resources, and behavior modification are examined.

Offered in Fall, 1983.

REL 210 Judaism 3
(Formerly REL 641)

The course provides introduction to the concepts of Judaism as they are practiced and understood by contemporary members of the Jewish faith.

Offered in Spring, 1985.

REL 212 The Christian Tradition 3

A critical evaluation and analysis of selected themes of the Christian religion. Included will be a study of the major

historical and doctrinal developments of Christianity and the Christian's place in the modern world.

Offered in Fall, 1983.

REL 214 Islam 3

An investigation of the Islamic religion and civilization in terms of their origin, history, and political development. Included will be the life of Muhammad, Moslem beliefs and institutions, world communities, and contemporary movements.

Offered in Spring, 1984.

REL 234 The American Religious Experience 3

(Formerly REL 634)

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, 1985.

REL 303 The Search for God 3

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, 1985.

REL 304 Myth, Symbol and Modern Man 3

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, 1984.

REL 305 Marriage 3

A study of the biblical, historical, and contemporary views of marriage in the Judaic Christian tradition with application to modern cultural and psychological dimensions of human relationships. Consideration also will be given to modern challenges to the viability of monogamy and permanent commitment, as well as to the meaning of divorce and annulments.

Offered in Spring, 1985.

REL 306 Ministry with the Aging 3

A comprehensive treatment of religion and aging, from the Bible's view to today's unique programs. Included in the study will be an exploration of the foundations and historical perspectives on care for the elderly, the challenges

presented by increasing numbers of older persons for religious institutions and for society at large, and designs concerned with practical applications, action approaches, and programs.

Not offered in 1983-84.

REL 312 The Experience of Jesus 3

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, 1984.

REL 315 or HC 215 Healing and Wholeness 3

(Formerly REL 215)

An interdisciplinary course which explores the interface of healing and wholeness from the perspectives of religion and health care systems. It includes a religious overview of healing from the traditions of the shaman to contemporary faith healers; an exploration of health care organization from ancient roots through modern medicine; alternative medicines and holistic therapies including psychic healing and biofeedback; and ways to self-healing through dreams, journals, and meditation.

Offered every year.

REL 322 Religion and Community 3

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, 1985.

REL 341 The Search for Immortality 3

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, 1983.

REL 351 Mysticism in the West 3
(Formerly REL 651)

A study of the mystical experience in both its theory and practice as found in the lives and writings of selected central

figures in the western spiritual tradition, past and present.

Offered in Spring, 1984.

REL 361 Religion, Witchcraft, and the Occult 3

(Formerly REL 612)

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, 1984.

REL 400 Seminar 3
(Formerly REL 701)

The course deals intensively with specific subjects that will be announced.

Offered every semester.

REL 401 Independent Study 3
(Formerly REL 702)

The course is a directed investigation of some topic 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
(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

A study of the solar system; basic concepts of climate; study of the structure and composition of the earth.

Two lectures and two hours of laboratory and demonstration each week. Offered every year.

SCI 400 A, B, C, D, Science Seminar 1

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 1983-84.

SCI 501 Oceanography 3
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 Fall.*

SCI 601 Environmental Science 3
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 Spring.*

Social Studies

SS 400 Social Studies Seminar 3
A thesis seminar. Lectures will focus on a special subject determined each year by the divisions. Students may determine the area in which they will write the thesis. *Offered in Fall, 1983.*

SS 401 Seminar on Planning for the Future 3
An introduction to the study of the future; the role of science in planning; methods of long-range predictions. Course offered on pass-fail basis. *Not offered in 1983-84.*

SS 402 Seminar on the Future of American Institutions 3
The course consists of a series of lectures to be given on the future of American institutions by leading scholars. *Not offered in 1983-84.*

Sociology

SOC 100 Career Development 3
The study of theories of career development, of self-assessment techniques and of the world of work. This course aims to

increase the student's awareness of his/her personal interests, skills and values, to broaden his/her understanding of career opportunities and options, and to develop decision-making skills which will enable him/her to establish and move effectively toward life goals. *(This course does not fulfill Sociology Departmental requirements.) Offered every semester.*

SOC 203 Principles of Sociology 3
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 3
An inquiry into the nature of social problems, both causes and consequences, within complex, industrial society, and in the perspective of social change. *Prerequisite: SOC 203. Offered every Fall semester.*

SOC 303A Criminology 3
The sociological approach to the study of crime causation and to patterns of criminal and delinquent behavior in contemporary society. *Prerequisite: SOC 203. Offered in Fall, 1983.*

SOC 303B The Sociology of Corrections 3
The study of the structure and functioning of the American system of corrections: law enforcement, courts, institutions, probation and parole. *Prerequisites: SOC 203. Offered in Spring, 1984.*

SOC 304A Urban Sociology 3
A study of the city, suburbs, and metropolitan areas as unique phenomena from a sociological perspective; an emphasis on the American City in its development over the last century. *Prerequisite: SOC 203. Offered in Fall, 1984.*

SOC 304B Urban Planning 3
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. *Prerequisite: SOC 203. Offered in Spring, 1985.*

SOC 305 Social Anthropology 3
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. *Prerequisite: SOC 203. Not Offered in 1983-84.*

SOC 308A Introduction to Social Work 3
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: case work, group work, and community organization; describes the major programs to special client groups: families, children, the elderly, the mentally ill, the handicapped, etc. *Prerequisite: SOC 203. Offered in Fall, 1984.*

SOC 308B Social Work Practicum 3
The course is an intensive one, in which the principles of social work are developed through careful examination of each participant's actual functioning and experience. In addition to the weekly class, each student of the practicum will receive a regular individual consultation. *Prerequisite: SOC 203 and SOC 308A. Offered in Spring, 1985.*

SOC 309 Sociology of Communication 3
Primary and secondary communication systems; language in socialization, social organization, and social control; theories of communication; modern mass communication media; structure, content, and effects. *Prerequisite: SOC 203. Offered every Fall.*

SOC 310 or PSY 332 Child Welfare 3
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. *Prerequisite: SOC 203. Offered in Fall 1983.*

SOC 311 Social Research Methods 3
Preparation of a research proposal. Formulation of the problem; survey of relevant literature; definition of concepts;

preparation of research design and research tools.

Prerequisite: SOC 203. Offered in Fall, 1984.

SOC 312 Sociology of Minority Groups 3

The analysis of interaction among racial, ethnic, and religious groups in the United States; the study of structure, dynamics, and problem aspects.

Prerequisite: SOC 203. Offered in Spring, 1985.

SOC 314 Population Dynamics 3

The course surveys 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.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 316 Sociology of Public Administration 3

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.

Prerequisite: SOC 203. Offered in Spring, 1985.

SOC 318 Sociology of Sex Roles 3

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.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 400 Sociology Seminar 3

A coordinating seminar for 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 every Spring.

SOC 401 Sociology of Politics 3

Contribution of sociology to theory and research in political behavior; analysis of the social basis of power and the political processes in organized groups.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 402 Sociology of the Family 3

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 civilization processes.

Prerequisite: SOC 203. Offered in Fall, 1984.

SOC 403 Industrial Sociology 3

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, co-operatives, consumer organizations, and the major movements seeking to influence business behavior from within and without; forecasts directions of development.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 404 Theory and History of Sociology 3

A systematic survey of the growth of sociological theory; a study of influential individuals and representative schools from Auguste Comte to the present day.

Prerequisite: SOC 203. Offered in Fall, 1983.

SOC 405 Contemporary Sociological Theory 3

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).

Prerequisite: SOC 203 and 404. Not offered in 1983-84.

SOC 406 Sociological Statistics 3

Statistical techniques most commonly used in the analysis of sociological data.

Prerequisite: SOC 203. Offered in Spring 1985.

SOC 407 The Sociology of Religion 3

The sociological study of religion in society; forms of religious organization; religion as social process; religion and social change.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 408 Complex Organizations: Structure and Process 3

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.

Prerequisite: SOC 203. Offered in Fall, 1983.

SOC 409 Medical Sociology 3

Society and disease; societal coping with illness and injury; society and health care administration.

Prerequisite: SOC 203. Not offered in 1983-84.

SOC 410 Sociology of Deviance 3

A study of the normative systems in modern industrial societies and how these normative systems generate anti-social behavior. Emphasis is placed on the violation of norms that are not laws, e.g., criminal behavior is not discussed. Attention will focus instead on non-criminal behavior that is stigmatized by society, e.g., mental illness and homosexuality. Not offered in 1983-84.

SOC 500 Independent Studies 3

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 Language)

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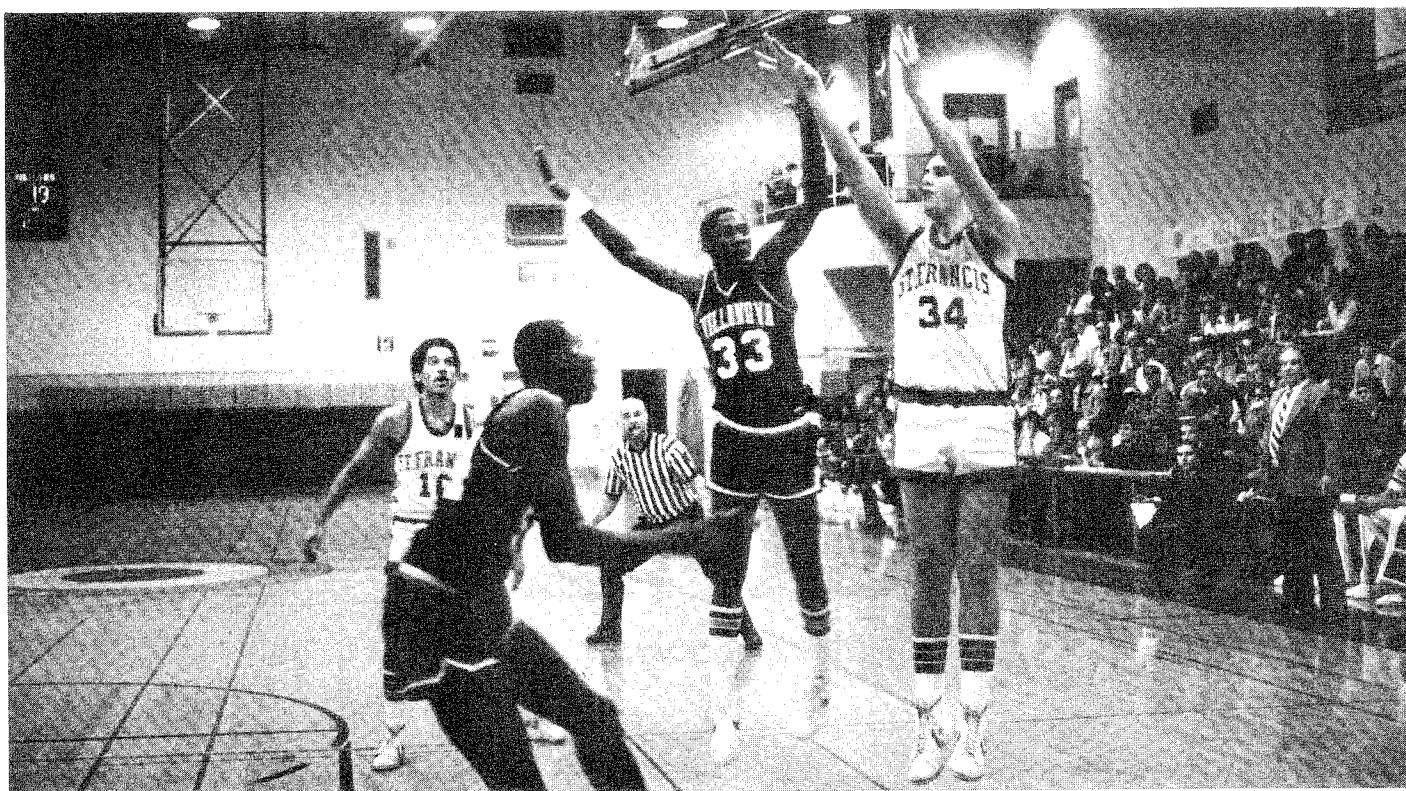
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Vicent De Paola*Adjunct I, Accounting*

B.B.A., St. Francis College

M.B.A., St. John's University

C.P.A., (New York)

Eleanor DiMichael*Adjunct II, Speech*

B.A., Saint Louis University

M.A., Louisiana State University

Richard Dittus*Adjunct II, Mathematics*

B.S., M.S., Fordham University

Robert C. Driscoll*Adjunct I, Health Care Management*

B.A., Holy Cross College

M.B.A., University of Pennsylvania

Virginia Edgerton*Adjunct III, Management*

M.B.A., Fairleigh Dickinson

University

Sarah Jane Eigerman*Adjunct II, Speech*

B.A., Smith College

M.F.A., New York University

Mischa Eisenberg*Adjunct III, Science*

B.S., Long Island University

M.A., Brooklyn College

Joseph Ernst*Adjunct II, Biology*

B.S., St. Francis College

M.S., Long Island University

Edward J. Fleishman*Adjunct II, Sociology*

B.A., University of North

Carolina, Chapel Hill

M.A., University of North

Carolina, Greensboro

Suzanne Forsberg*Adjunct II, Fine Arts*

B.Mus., University of Utah

A.M., Harvard University

Joseph Gannon*Adjunct III, History*

B.A., St. Francis College

M.A., Ph.D., Fordham University

Diane Giachetti*Adjunct I, Psychology*

B.S., St. Peter's College

M.S.W., New York University

Christine Giangreco*Adjunct II, Economics*

B.A., St. Joseph's College

M.A., Johns Hopkins University

Ruth Gillman*Adjunct II, Health Science*

B.S., Virginia Union University

M.A., Howard University

Dennis Gladstone*Adjunct II, Economics*

B.A., Adelphi University

B.S.B., State University of New York

M.S., City University of New York

M.B.A., Ph.D., Fordham University

Mark Goldberg*Adjunct II, Management*

B.S., St. Francis College

M.B.A., Fordham University

Robert Goodman*Adjunct III, Management*

B.E.E., City College of the City

University of New York

M.B.A., Harvard School of Business

Daniel Gribbin*Adjunct II, Health Care Management*

B.A., St. John's University

M.S., New York Institute of

Technology

Betsy Gross*Adjunct III, Education*

B.S., S.U.N.Y., Cortland

M.S., Brooklyn College

Jay S. Grossman*Adjunct II, Business Law*

B.S., New York University

J.D., Brooklyn Law School

Leon Hanson*Adjunct I, Management*

B.A., Long Island University

M.A., M.B.A., New York University

Wilfred Harricharan*Adjunct IV, Health Care Management*

B.S., M.S., Ph.D., Cornell University

Joan Harrison*Adjunct III, Philosophy*

B.A., Hunter College

M.A., Ph.D., Pennsylvania State

University

Judith Hawkins*Adjunct I, Fine Arts*

B.A., Marywood College

M.A., New York University

John Hayes*Adjunct II, Science*

B.S., M.A., Brooklyn College

Ph.D., New York University

Amy Heebner*Adjunct I, Speech*

B.F.A., California Institute

of the Arts

M.A., New York University

Noreen Joyce*Adjunct I, Health Care Management*

B.A., S.U.N.Y., Stony Brook

M.S., Hunter College

William Kirrane*Adjunct III, Management*

B.A., Queens College

M.B.A., New York University

Adelle Kleiman-Levine
Adjunct I, Health Care Management
 B.A., Brooklyn College
 M.S., Long Island University

John Kramer
Adjunct I, Health Care Management
 B.S., St. Francis College
 M.A., Columbia University

Robert Kramer
Adjunct I, Health Care Management
 B.S., St. John's University
 M.B.A., Pace University

Alfred Largo
Adjunct I, Health Care Management
 B.A., St. John's University
 M.P.S., John Jay College of Criminal Justice

Peter Leonard
Adjunct III, Philosophy
 B.A., St. Francis College
 M.A., Queens College
 Ph.D., City University of New York

Joel Leshen
Adjunct II, Philosophy
 B.A., Reed College
 Ph.D., New School for Social Research

Cathleen V. Mahoney
Adjunct III, Education
 B.A., St. John's University
 M.L.S., Pratt Institute

Louis Manzell
Adjunct II, Economics
 B.S., Columbia University
 M.A., New School for Social Research

Joseph Marino
Adjunct I, Philosophy
 B.A., St. Francis College
 M.A., Queens College

Stephen A. Marino
Adjunct I, English
 B.A., M.A., Queens College

Lewis S. Marks
Adjunct IV, Business Law
 LL.B., St. John's University

Thomas Matteo
Adjunct II, Management
 B.S., St. Bonaventure University
 M.S., Richmond College
 P.D., St. John's University

***John Joseph McCabe**
Adjunct II, Management
 B.B.A., St. Francis College
 M.B.A., New York University

Sr. Mary McConnell
Adjunct I, Mathematics
 B.A., St. Mary of the Woods
 M.T.S., Catholic University of America

Erin McLoughlin
Adjunct I, Physical Education
 B.S., St. Francis College
 M.Ed., Springfield College

Daniel McNamee
Adjunct II, Management
 B.A., Iona College
 M.B.A., Baruch College, C.U.N.Y.

Denis W. Moore
Adjunct III, Education
 B.S., Fordham University
 M.S., Brooklyn College
 P.D., Richmond College
 Ed.D., St. John's University

Joseph Morda
Adjunct III, Management
 B.A., Hunter College, C.U.N.Y.
 M.A., Manhattan College

Richard Mormando
Adjunct III, Management
 B.B.A., St. John's University
 M.B.A., Baruch College, C.U.N.Y.

Richard Morris
Adjunct I, Health Care Management
 B.S., M.B.A., St. John's University

Mary R. Mulvey
Adjunct I, English
 B.A., Fordham University
 M.A., Brooklyn College

Thomas V. Mulvey
Adjunct III, English
 B.A., Ph.D., Fordham University
 M.A., Oxford University

Mae Munroe
Adjunct II, Speech
 B.A., New School for Social Research
 M.A., Hunter College, C.U.N.Y.

Sr. Mary Louise Murray
Adjunct III, Health Care Management
 B.S.N., M.S.N. Ed., M.S. Ed., St. John's University

Cathleen Nolan
Adjunct I, History
 B.A., M.A., St. John's University

Gabriel O'Brien, O.S.F.
Adjunct II, Health Care Management
 B.S., College of Steubenville
 M.S., University of Dayton

Frank O'Connor
Adjunct III, Management
 B.B.S., M.B.A., Fordham University

Phillip F. Paoli
Adjunct II, Accounting
 B.S., Seton Hall University
 M.B.A., Pace University
 C.P.A., (New York)

Matthew A. Pravetz, O.F.M.
Adjunct II, Biology
 B.S., St. Francis College
 M.S., Long Island University

Bruce Regenstreich
Adjunct I, Health Care Management
 B.A., Brooklyn College
 J.D., St. John's University

Michael J. Romano
Adjunct II, History and Political Science
 B.A., M.A., Ph.D., St. John's University

Michael Rosenfeld
Adjunct I, History
 B.A., St. John's University
 M.A., Columbia University

Gregory Rossicone
Adjunct II, English
 B.A., St. Francis College
 M.A., Ph.D., St. John's University

Andrew Russo
Adjunct I, Mathematics
 B.S., M.S., St. John's University

Mary Sedutto
Adjunct I, Health Care Management
 B.A., Richmond College
 M.P.A., New York University

William Tamparo
Adjunct I, Management
 B.B.A., St. Francis College
 M.P.A., John Jay College, C.U.N.Y.

Bruce Wilson
Adjunct II, Political Science
 B.A., Brooklyn College
 M.A., Ph.D., New School for
 Social Research

Sr. Marianne Sennick
Adjunct I, Political Science
 B.S., Brentwood College
 M.A., Brooklyn College, C.U.N.Y.

Dale A. Todaro
Adjunct I, Religious Studies
 B.A., University of Colorado
 M.A., University of Indiana

Michael Wright
Adjunct II, Speech
 B.G.S., Rollins College
 M.F.A., Tulane University

Michael T. Sullivan
Adjunct I, Health Care Management
 B.A., St. Francis College
 J.D., St. John's University

Terry Trilling
Adjunct II, Speech
 B.A., Hunter College
 M.A., New York University

Benedict Yennella
Adjunct II, Health Science
 B.A., Niagara University
 M.S., Wagner College
 M.S., Hunter College

Raymond C. Sullivan
Adjunct II, Accounting
 B.A., St. Francis College
 M.B.A., Fordham University
 CAGS, Pace University

Rosemarie A. Vaccaro
Adjunct I, History
 B.A., Brooklyn College
 M.A., University of Georgia

The Adjuncts listed have served for at least 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.

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.

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 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; studies research projects submitted by members; recommends to the Academic Dean the granting of research funds and maintains a record of the reports submitted by recipients of research funds.

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 policies 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.

Alumni Association

The St. Francis College Alumni Association, founded in 1887, aims to foster and promote the growth, development and welfare of St. Francis College and to advance the spiritual, social, professional and economic interests of the members of the Association.

The Association conducts career programs for students, renders financial aid to the scholarship and building programs of the College, and sponsors a number of social, educational and religious events.

Alumni Board of Directors

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Vice-President — James H. McDonald '69

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Brian Carey '67

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1982-84

Walter Cook '64

James Corrigan '60

J. Vincent Gallagher '41

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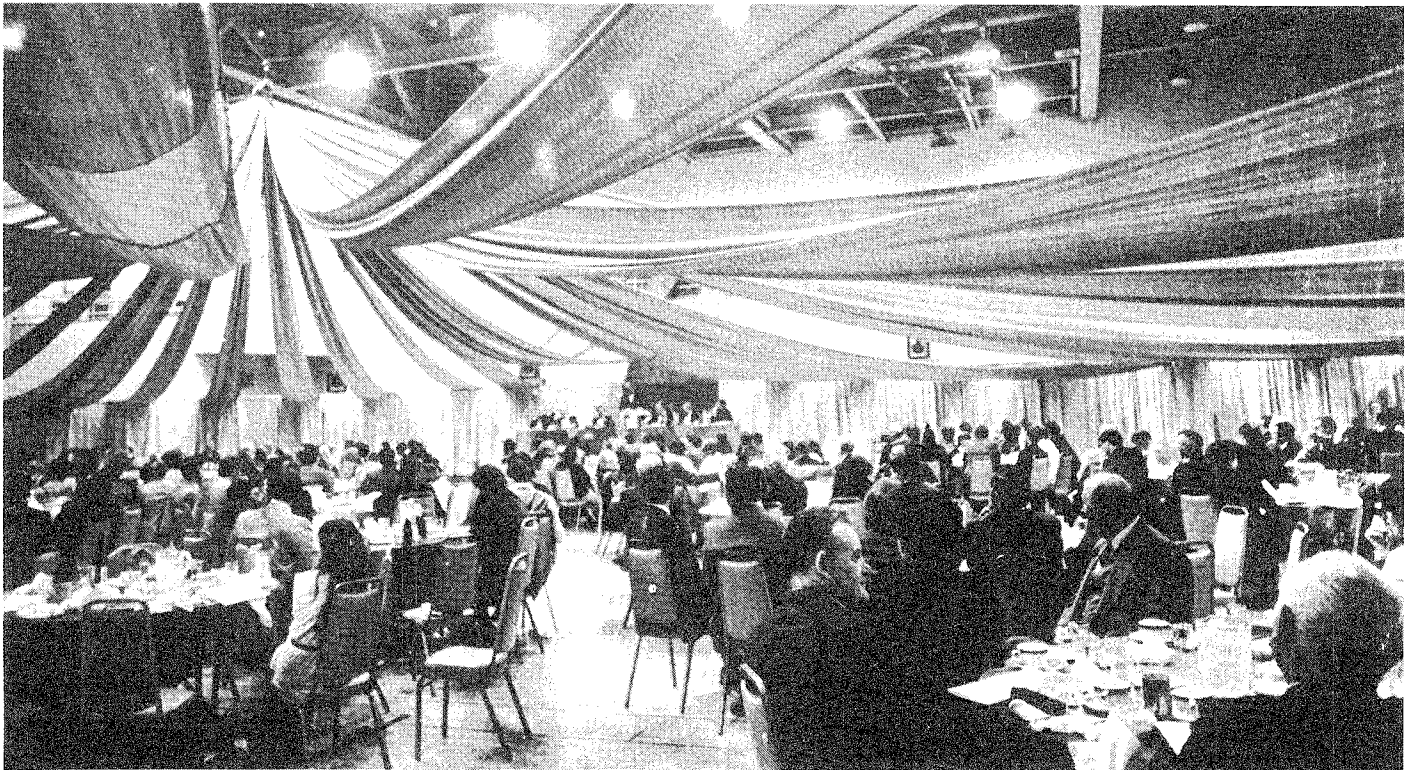
Edward J. Quigley, Sr. '54

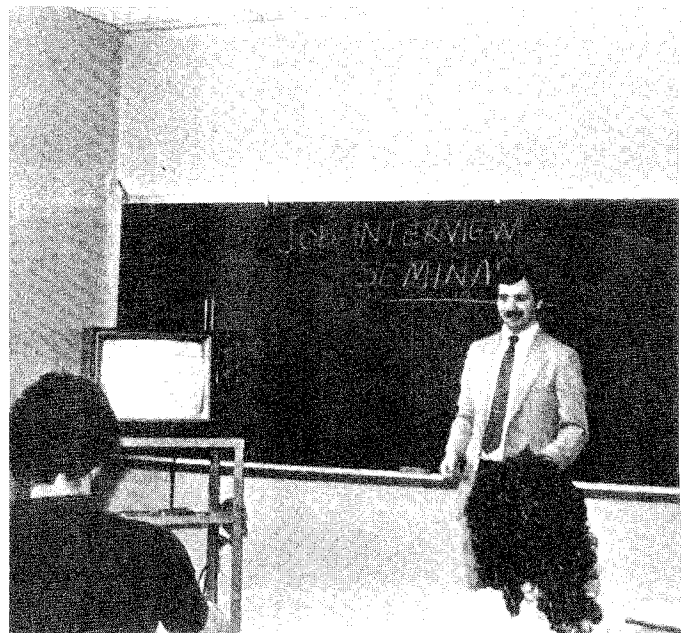
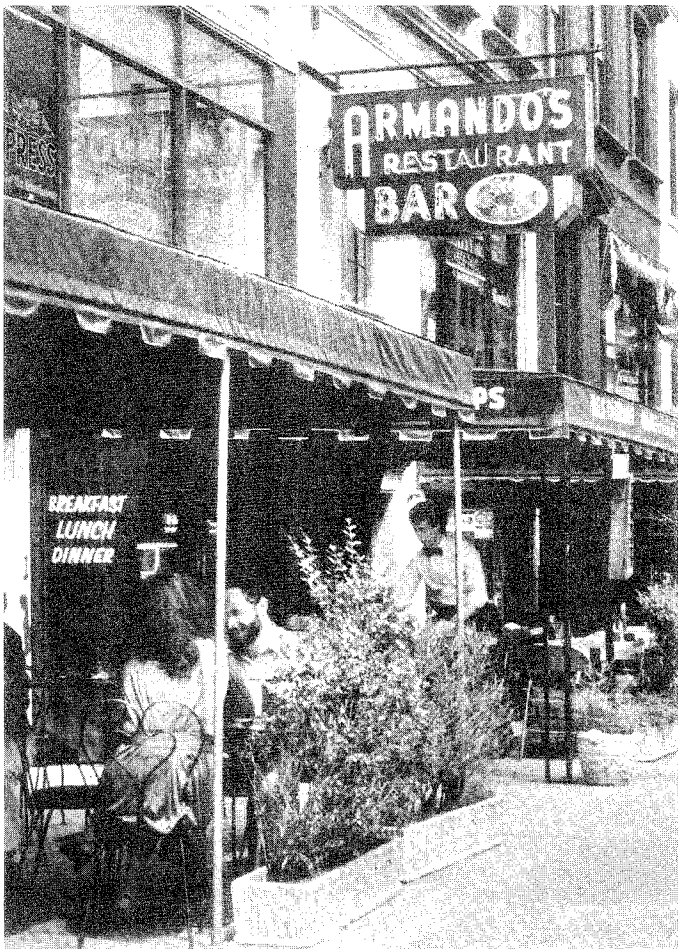
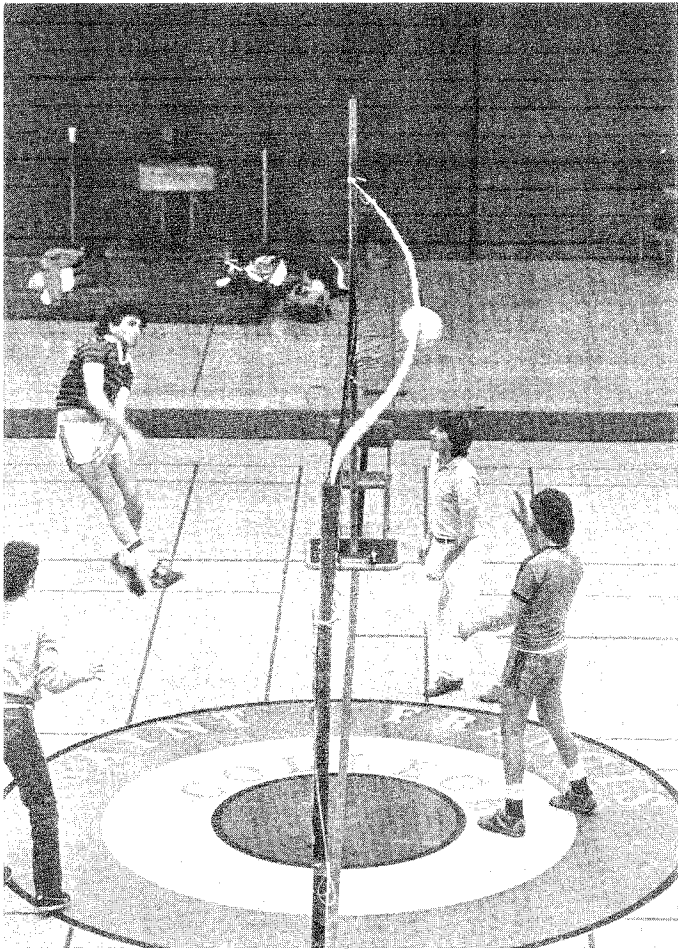
Thomas Quigley '52

Margaret Dougherty Russo '73

Frank Silvestri '53

Michael Sullivan '67







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St. Francis College does not discriminate on the basis of sex, color, creed, national origin or handicap.

NOTES

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180 Remsen Street
Brooklyn Heights, N.Y. 11201

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