School for Professional Studies

Mission Statement
The School for Professional Studies offers convenient access to academic and professional programs for working adults in Saint Louis University’s Jesuit tradition of excellence. As an adult centered program, SPS supports diversity, encourages the philosophy of lifelong learning and emphasizes:

- workplace application
- career enhancement
- personal growth
- ethical decision making
- leadership skills

Undergraduate Degree Majors
B.A. in Criminal Justice Organization
B.A. in Education
   - Elementary (grades 1-6)
   - Middle School (grades 5-9)
   - Special (mild-moderate disabilities)
B.A. in Organizational Studies
B.A./M.P.A. – Accelerated bachelor’s to master’s degree in Public Administration
B.S. in Computer Science Technology
   - Computer Science track
   - Information Systems track
   - Informatics track
B.S. in Health Information Management with a minor in Informatics

Minors and Certificates
Combine your degree with a minor/professional emphasis to give you a competitive edge and increase your marketability. If you are not degree seeking or if you have already obtained a bachelor’s degree, choose a certificate to gain a professional emphasis in a particular area of study. All courses taken in the certificate program will apply toward a bachelor’s degree.

Communication*
Computer Science Technology
   - Computer Science track
   - Information Systems track
   - Informatics track
Contemporary Adult Spirituality
Contract Management
Criminal Justice Organization
Hospitality and Food Service Management
Industrial Psychology
Missouri Teacher Certification
Organizational Leadership
Real Estate and Community Development

*This program is only available as a minor

Campus Sites

St. Louis
School for Professional Studies Building
3322 Olive St., Room 232
St. Louis, MO 63103
Phone: (314) 977-2330
Toll Free Phone: (800) 734-6736
Fax: (314) 977-2333

Belleville
The Transfer Alliance Program (TAP) with Southwestern Illinois College
The Transfer Alliance Program (TAP) is a cooperative educational initiative between Saint Louis University School for Professional Studies and Southwestern Illinois College that allows you to simultaneously work on an associate’s degree and/or bachelor’s degree while attending SLU’s Belleville campus. For more information about TAP, go to: professionalstudies.slu.edu/tap.html

The Boeing Company
5890 N. Lindbergh Boulevard
Building 33, Room 595
Hazelwood, MO 63042
All on-ground classes in the contract management program are offered on the premises of Boeing-St. Louis. Classes at the Boeing site are held on evenings during the week, and are available to both Boeing and non-Boeing employees. Advising and registration is available on site by appointment. For more information about the program, including the online contract management courses, go to: professionalstudies.slu.edu/contract_management.html

Online Classes
Online classes are available for all core courses and select courses in the majors and minors, as well as in certain programs. Check the SPS website for the most up-to-date course listings.

Email: sps@slu.edu
Home page: http://professionalstudies.slu.edu

Scholarships and Financial Aid
See page 48 for SPS Scholarship and Financial Aid information.

Application for Admission
See page 24 for admission requirements and application procedures.

Course Registration
Students may register by phone, fax, Banner Student Self Service, or in person after admission into the School for Professional Studies.

Banner Student Self Service
Banner Student Self Service is a web-based service that provides online access to the University’s general academic information and allows students to register for classes, check their schedule and access their academic record. Students can access personal information with their personal identification number (PIN). Students may obtain this number by contacting the ITS Help Desk at (314) 977-4000.

Students must assume responsibility for completion of all course prerequisites prior to the start of the class. All registrations must be received before the start of the first day of the term.

Student Email Account
In order for students to open a SLU email account they must have their account activated by contacting ITS at (314) 977-4000.

Withdrawal Policy
Students who want to withdraw from a class should do so in a timely manner. Students may withdraw from classes using Banner Student Self-Service or through a written request to their advisor. Students should contact their advisor to be sure that all withdrawal procedures are followed. Withdrawals are not permitted after the sixth class
meeting. See Tuition Refund Schedule at: professionastudies.slu.edu/withdrawal_policy.html

**Drop from Enrollment for Non-Payment**

Students who have unpaid balances or who have not made financial arrangements within the first week of the term will have their registration cancelled for non-payment. A $50 late registration fee will be assessed upon re-enrollment.

**Academic Status and Standing**

1. Part-time: less than 12 credit hours per semester.
2. Full-time: 12 credit hours per semester.
3. Overload: 15 credit hours per semester, requires receipt of all official transcripts, approval of academic advisor and a minimum overall GPA of 3.0.
4. Readmission: SLU students who have "stopped out" for one calendar year or longer need to reapply for admission.
5. A cumulative GPA of 2.0 or better is required for graduation and to maintain satisfactory academic standing at Saint Louis University. The School for Professional Studies cumulative GPA includes all grades earned in course work taken at Saint Louis University.
6. At least the last 30 credit hours of a Professional Studies degree must be earned at Saint Louis University.
7. Students admitted to the School for Professional Studies with non-degree status are required to maintain a cumulative grade point average of 2.0 or better and meet course prerequisites. (This cumulative GPA requirement applies to all course work taken with this status.) A course taken under non-degree status does not necessarily transfer to meet requirements in degree programs.

**NOTE:** No course in any major, minor or post-bachelor’s certificate will be accepted toward graduation if the student receives a letter grade below “C”. Any student enrolled in the Computer Science Technology program who fails a course two times may be dismissed from the Computer Science Technology major, minor or post-bachelor program.

**Graduation**

**Application for Graduation**

Students are required to submit an application for graduation to the School for Professional Studies office 10 courses prior to completing their degree. Upon receipt of the application, SPS will complete a graduation audit. The graduation audit confirms that a student meets the minimum overall GPA of 2.0, the minimum number of credit hours for the degree, specific course requirements of the degree, transfer courses are congruent with transfer policy, and that no one course is counted more than once. Official transcripts indicating degree conferment will be issued within approximately two weeks of the end of the term in which the student completed the degree.

**Graduation Ceremony**

Students may complete their degree at the end of any one of our five terms. Students can elect to participate in the University’s May Pre-Commencement and Commencement exercises depending on the term in which their degree is earned. Students who plan to complete their degree in the summer term may elect to participate in the May graduation ceremony provided they are within six credit hours of completing their degree.

Graduating students are required to submit to the School for Professional Studies office a completed “Intent to Participate” form by the posted deadline issued by the Registrar.

Graduations with honors require a minimum of 54 credit hours earned at Saint Louis University. Awards are announced at the time of commencement as follows: Cum Laude for a GPA of 3.30 and above, Magna cum Laude for a GPA of 3.50 and above, and Summa cum Laude for a GPA of 3.80 and above.

**Student Recognition**
Dean’s List for the School for Professional Studies

Students may qualify for the Dean’s List each semester (fall or spring) if they meet the following criteria:

1. Students must earn a minimum GPA of 3.75 for the semester awarded.
2. Students must be enrolled full-time and must have completed a minimum of 12 SLU credit hours of graded course work (without I-Incomplete, P-Passing or W- Withdrawal) by the end of the SPS semester attended.
3. Only college-level, degree-applicable courses are included in the calculation of the grade point average and full-time status. Developmental courses numbered below one hundred are excluded.

Alpha Sigma Lambda

Alpha Sigma Lambda is a national honor society founded in 1945 to recognize the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who meet the following minimum criteria will be invited to participate in the ASL induction ceremony in the spring:

1. Members must be enrolled in a School for Professional Studies degree program and have a minimum of thirty graded credit hours at Saint Louis University.
2. At least 15 college credits must be in courses outside the student’s major.
3. Members must have been in attendance at Saint Louis University a minimum of four terms.
4. Those selected must have a minimum cumulative GPA of 3.2 on a 4.0 scale.

Student Resources

Textbooks

Textbooks for the St. Louis campus are sold at the Barnes and Noble Bookstore located on the St. Louis campus, 100 Busch Student Center, 314.531.7925. Textbooks can be reserved or mailed (for a modest cost) directly to students by UPS. Most charge cards are accepted.

Textbooks for the Belleville campus and Boeing site are sold the first night of class at the site. Personal checks, money orders and charge cards are acceptable forms of payment. Students may also opt to participate in the book barter and trade program. To find out more about how this program works, call 314.977.2330.

Parking

Parking is free at St. Elizabeth’s in Belleville and at the Boeing site. At the St. Louis campus, School for Professional Studies students have two options: (1) purchase a coupon book from the parking attendant at the Olive St. garage which allows ten visits to the parking deck with no time limit; or (2) purchase an SPS student semester pass for $120 good for two terms, or an academic year pass for $240 from Parking and Card Services in DuBourg, Room 33, (314) 977-2957.

Schedule

The School for Professional Studies follows an academic calendar of five, nine-week terms with classes meeting once per week.

Holidays and Breaks

Classes in the School for Professional Studies typically do not meet the last week of July and the first weeks of August. Observed holidays include Labor Day, Thanksgiving and the following Friday, Christmas break through January 1, Martin Luther King Day, Good Friday, Memorial Day, and Independence Day. The nine-week terms do not observe the fall and spring breaks incorporated into the SLU academic calendar.

General Studies Core Requirements

(57 credits)
The General Studies Core is a required component for most degrees in the School for Professional Studies. Exceptions include Education and Health Information Management, which have a unique set of core courses.

**Associate in Arts or Sciences to Bachelor’s Program**

The Associate’s to Bachelor’s Program enables students to transfer most of the coursework taken at an accredited Community College or Junior College into a bachelor’s program at SPS. Provided that grades are “C” or better, a balanced AA or AS degree may be accepted in lieu of SPS’s core requirements with the exception of Philosophy and Theology, which must completed in their entirety with six credit hours in each.

It is recommended that transfer students entering SPS with an Associates degree have a “balanced AA or AS”. This means that AA or AS transfer students have at least one approved three-credit hour college level course from each of the core curriculum areas of the school which include, Communication, English, Social Science, History, Science, Quantitative Reasoning, Literature and Fine Arts.

Applicants with the criteria noted above may be admitted with junior status. Coursework taken at the two-year institution that may be applied toward a student’s intended major will be evaluated by the appropriate program chair for transferable credit. The maximum number of hours accepted in transfer with an AA or AS degree, from all sources, is 64.

This AA policy is not applicable for students who wish to enroll as transfer students into the Education or Health Information Management programs.

**General Studies Core**

The core offers an integrated selection of courses that:

(1) Provide students with opportunities to master communication skills in writing, speaking and interpersonal relations; (2) Expose students to a broad liberal arts based education through different disciplines and a variety of methods for acquiring knowledge; (3) Afford students opportunities to acquire the practical knowledge and the theoretical framework required for competent performance in the changing workplace; (4) Expose students to application of workplace technology which is integrated throughout the core curriculum; (5) Develop a broad understanding of the ethical and moral principles that reflect the Christian values of the Jesuit tradition and the institutional contexts in which they must be practiced; (6) Educate the whole person in habits of critical thinking, leadership, respect for cultural diversity, services to others and lifelong learning.

**Communication:**

CMMK100 .............. Intro to Human Communication 3
CMMK121 ......... Public Speaking in Organizational Life 3
ENGL190 Advanced Strategies/Rhetoric and Research 3
ENGL400 .......... Business and Professional Writing 3

**History:**

HIST111 Origins of the Modern World to 1600 .......3  
HIST112 Origins of the Modern World, 1600 to Present 3

**Fine Arts:** (Take one of the following)

ARTH100 ............. Approaching the Arts: Art History 3  
MUSC100 Appreciation of Music .........................3  
THRA100 ............. Approaching the Arts: Theater 3

**Literature:** (Take one of the following)

ENGL202 .............. Introduction to Literary Studies 3  
ENGL220 ................ Introduction to Poetry 3  
ENGL260 ................ Introduction to Short Fiction 3  
ENGL342 ...................... World Literature 3
Philosophy:
PHIL105 Historical Introduction to Philosophy: Self and Reality .................3
PHIL205 Ethics ...........................................3

Theology: (THEO 100 and one of the following)
THEO100 .........................Theological Foundations 3
THEO235 .........................American Christianity 3
THEO351 .......................Marriage and Christian Vocation 3
THEO379 Studies in Non-Christian Religious Traditions 3

Social Science: (Take POLS 110, PSYK 101 and one of the following)
POLS110 American Politics ..............................3
PSYK101 General Psychology ............................3
*PST190 Survey of Economics ..........................3
**SOC110 Introduction to Sociology ..................3
SOC120 Introduction to Anthropology ..................3

Science: (Take two of the following)
BIOL236 Concepts of Biology: Contemporary Issues 3
BIOL341 Concepts of Ecology/Environment ..........3
CHEM100 Chemistry and the Citizen .................3
PHYS101 Physics and the World around Us ........3

Quantitative Reasoning
MATH120 College Algebra ..................................3
PSYK205 Understanding Statistics .....................3
Total .........................................................57 credits

* Required for Organizational Studies majors only
** Required for Criminal Justice Organization majors only

Student Portfolios
As a means for assessing learning outcomes, the School for Professional Studies requires
each student to complete a portfolio. This portfolio consists of a compilation of the
student’s work throughout the degree program. Key projects are completed in select
courses and included in the portfolio. The portfolio is assembled, presented, and
evaluated in a one-hour credit seminar that is taken prior to graduation. In the seminar
course, the portfolio is evaluated by faculty according to established performance criteria.

The portfolio projects promote application of theory and research to solving practical
professional problems. The process of compiling the portfolio allows students to reflect on
their personal and professional development. In addition, the completed portfolio is a
valuable tool for students to have when applying for jobs or graduate school.

Bachelor of Arts:
Criminal Justice Organization

The Criminal Justice Organization major is designed to give working adults the knowledge
and skills they need to participate effectively in achieving the goals of the organization.
The major examines the assumptions, theories and laws associated with the realities of
the workplace and the criminal justice environment. Human behavior and social patterns
are studied in relationship to their impact on the historical and emerging developments in
comparative criminal justice systems.

The major consists of nine criminal justice courses that investigate major segments of
the criminal justice field. Three courses in psychology and sociology explore the complex
and dynamic interplay between human behavior and social constructs. The remaining
courses focus on leadership and the use of research statistics and methodology to make better decisions.

The Bachelor of Arts in Criminal Justice Organization is designed for career-oriented adults who want to learn how to become productive participants in highly effective criminal justice organizations and to become professionals capable of leading and managing change. The program is also designed for mid-career adults who want to learn more about organizations and the skills needed to become more effective members/participants of a criminal justice organization. It is a program for adult learners who want to advance their careers in criminal justice or enter/re-enter the field. This degree prepares working adults for responsible administrative, supervisory, leadership and other professional criminal justice roles.

As part of the CJO degree program, students will complete a professional portfolio as a means for assessing learning outcomes and enhancing personal and professional development.

**General Studies Core (46 Credits)**

**Major (46 Credits)**

- **CJST300** Introduction to Criminal Justice ..........3
- **CJST310** Constitutional Issues in the Criminal Process 3
- **CJST350** Organizational Administration of Law Enforcement ..3
- **CJST355** Juvenile Justice System .........................3
- **CJST375** Introduction to Corrections ..................3
- **CJST380** Deviance and Social Control .................3
- **CJST465** Administration and Management of Criminal Justice Organizations .........................3
- **CJST485** CJO Portfolio Pro Seminar ..................1
- **SOC357** Criminology ........................................3
- **SOC359** Law and Society ..................................3
- **PSYK414** Drugs and Behavior .............................3
- **PSYK430** Social Psychology ..............................3
- **PST490** Social Science Research Methods ............3
- **OSTD410** Concepts and Theories of Leadership .....3

**CJO Electives (6 credits)**

Minimum of two from the Contemporary Issues in Social Justice Course Series 6 credits

**General Electives.............................................18 credits**

**Total..........................................................121 credits**

**Bachelor of Arts:**

**Elementary Education (grades 1-6)**

This innovative program meets all the requirements and has been approved by the Missouri Department of Elementary and Secondary Education (MODESE) and is Missouri's first undergraduate education certification program to be offered exclusively in a nine-week term, evening and weekend schedule. Successful completion of this degree results in recommendation for elementary education certification (grades 1-6) in Missouri.

**General Studies Core (46 Credits)**

- **CMMK121** Public Speaking in Organizational Life ..3
- **ENGL190** Advanced Strategies/Rhetoric and Research 3
- **HIST352** Contemporary American, 1945-Present ..3
- **MATH120** College Algebra .................................3
- **MUSC293** Biomuscology .................................3
- **PHIL105** Historical Introduction to Philosophy: Self and Reality 3
- **PHIL205** Ethics .............................................3
- **POLS110** American Politics ..............................3
- **PST190** Survey of Economics ...........................3
SOC120  Introduction of Cultural Anthropology ..........3
THEO100  Theological Foundations ..........................3
ED150  Survey of Science and Geography ................4
ED220  Today’s Diverse Educational Environment: Trends and Issues 3
ED320  Classroom Inclusion and Family Support ..........3
ED460  Microcomputer Applications and Technology in Education 3

**Professional Education Core (43 Credits)**
ARTH100  Approaching the Arts: Art History ..............3
ED120  Human Growth, Development, and Health ..........4
ED140  Education of the Exceptional Individual ..........3
ED210  Teaching and Learning: Trends and Issues ........4
ED340  Interactive Communication in the Learning Environment ....3
ED420  Assessment in the School Environment ..........4
ED430  School Curriculum and Instruction ...............6
ED433  Teaching Methods in the Fine Arts ..............2
ED434  Teaching Methods in Physical Education ..........1
ED450  Reading Methods I: Emphasis Primary Grades 3
ED451  Reading Methods II: Diagnosis and Intervention .3
ED452  Strategies in Literacy Instruction ...............6
ED485  Education Portfolio Pro Seminar .................1

**Professional Practicum (11 Credits)**
ED200  Candidate Experiences: Educational Observation 1
ED300  Candidate Experiences: Service and Preparatory Teaching 2
ED380  Candidate Experiences: Classroom Teaching 8

**The Cognate (6 Credits)**
Choose one cognate from the following choices:

**Reading/Literacy**
ED486  Survey of Literacy Around the World ............3
ED458  Journey Into the Child's World of Literacy ...3

**Special Education**
ED446  Adventures in Human Perception ....................3
ED448  The Impact of Cinematography on Special Education 3

**Science in the Community**
BIOL209  Ecology/Our Living Environment ................3
ED438  Community Based Science Adventures ............3

**Computer Science and Technology**
CST130  Information Systems & Technology ............3
CST380  Technology Integration Field Experience in Elementary, Middle, and Secondary Schools .................................................................3

**Adventure Education**
ED426  Classroom Without Borders I ....................3
ED438  Classroom Without Borders II ....................3

**General Electives** ........................................ 14 credits
**Total** ..................................................120 credits

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**Bachelor of Arts:**
**Middle School Education (grades 5-9)**

*With options in Language Arts, Science and Social Science*

This innovative program meets all the requirements and has been approved by the Missouri Department of Elementary and Secondary Education (MODESE) and is Missouri's first undergraduate education certification program to be offered exclusively in a nine-week term, evening and weekend schedule. Successful completion of this degree results in recommendation for middle school education certification (grades 5-9) in Missouri.

**General Studies Core (46 Credits)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMMK121</td>
<td>Public Speaking in Organizational Life</td>
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<tr>
<td>ENGL190</td>
<td>Advanced Strategies/Rhetoric and Research</td>
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<tr>
<td>HIST352</td>
<td>Contemporary American, 1945-Present</td>
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<td>MUSC293</td>
<td>Biomusiconology</td>
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<tr>
<td>PHIL105</td>
<td>Historical Introduction to Philosophy: Self and Reality</td>
<td>3</td>
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<td>POLS110</td>
<td>American Politics</td>
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<td>PST190</td>
<td>Survey of Economics</td>
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<tr>
<td>SOC120</td>
<td>Introduction of Cultural Anthropology</td>
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<td>THEO100</td>
<td>Theological Foundations</td>
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<td>ED150</td>
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<td><strong>Professional Education Core</strong></td>
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<td><strong>Choose Language Arts, Science or Social Science Option</strong></td>
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<tr>
<td>ED120</td>
<td>Human Growth, Development, and Health</td>
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<td>ED420</td>
<td>Assessment in the School Environment</td>
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<td>ED430</td>
<td>School Curriculum and Instruction</td>
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<td>ED452</td>
<td>Strategies in Literacy Instruction</td>
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<tr>
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<td>Education Portfolio Pro Seminar</td>
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<td></td>
<td><strong>Language Arts Option (49 Credits)</strong></td>
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<tr>
<td>ENGL202</td>
<td>Introduction to Literary Studies</td>
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<td>ENGL260</td>
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<td>ENGL342</td>
<td>World Literature</td>
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<td>ENGL360</td>
<td>American Literary Tradition</td>
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<td>ENGL327</td>
<td>The Harlem Renaissance</td>
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<td>ENGL400</td>
<td>Business and Professional Writing</td>
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<td><strong>Science Option (49 Credits)</strong></td>
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<tr>
<td>BIOL240</td>
<td>Human Biology and Disease</td>
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<td>BIOL236</td>
<td>Concepts of Biology: Plants and Animals</td>
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<td>CHEM100</td>
<td>Chemistry and the Citizen</td>
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<td>EAS293</td>
<td>Earth and Space Science</td>
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<td>PHYS101</td>
<td>Physics and the World Around Us</td>
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<td>ED348</td>
<td>Fundamentals of Neurology and Learning</td>
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<td><strong>Social Science Option (43 Credits)</strong></td>
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<td>HIST111</td>
<td>Origins of the Modern World to 1600</td>
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<td>HIST112</td>
<td>Origins of the Modern World 1600 to Present</td>
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<tr>
<td>HIST348</td>
<td>U.S. Civil War and Reconstruction</td>
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<td>HIST363</td>
<td>History of the St. Louis Region</td>
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<td><strong>Professional Practicum (11 Credits)</strong></td>
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<tr>
<td>ED200</td>
<td>Candidate Experiences: Educational Observation</td>
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<td>ED300</td>
<td>Candidate Experiences: Service and Preparatory Teaching</td>
<td>2</td>
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<tr>
<td>ED380</td>
<td>Candidate Experiences: Classroom Teaching</td>
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<td><strong>The Cognate (6 Credits)</strong></td>
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<td>BIOL209</td>
<td>Ecology/Our Living Environment</td>
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</table>
Bachelor of Arts:  
Special Education (mild-moderate disabilities)

This innovative program meets all the requirements and has been approved by the Missouri Department of Elementary and Secondary Education (MODESE) and is Missouri’s first undergraduate education certification program to be offered exclusively in a nine-week term, evening and weekend schedule. Successful completion of this degree results in recommendation for special education certification (mild-moderate disabilities) in Missouri.

**General Studies Core (47 Credits)**
- CMMK121  Public Speaking in Organizational Life  3
- ENGL190  Advanced Strategies/Rhetoric and Research 3
- HIST352  Contemporary American, 1945-Present 3
- MATH120  College Algebra 3
- MUSC293  Biomusicology 3
- PHIL105  Historical Introduction to Philosophy: Self and Reality 3
- PHIL205  Ethics 3
- POLS110  American Politics 3
- PST190  Survey of Economics 3
- SOC120  Introduction to Cultural Anthropology 3
- THEO100  Theological Foundations 3
- ED150  Survey of Science and Geography 4
- ED220  Today’s Diverse Educational Environment: Trends and Issues 3
- ED330  Special Education Counseling and Career Development 4
- ED460  Microcomputer Applications and Technology in Education 3

**Professional Education Core (51 Credits)**
- ED120  Human Growth, Development, and Health 4
- ED140  Education of the Exceptional Individual 3
- ED210  Teaching and Learning: Trends and Issues 4
- ED340  Interactive Communication in the Learning Environment 3
- ED360  Disabilities Studies I 4
- ED364  Disabilities Studies II 2
- ED368  Disabilities Studies III 3
- ED420  Assessment in the School Environment 4
- ED430  School Curriculum and Instruction 6
- ED433  Teaching Methods in the Fine Arts 2
- ED434  Teaching Methods in Physical Education 1
- ED450  Reading Methods I: Emphasis Primary Grades 3
- ED451  Reading Methods II: Diagnosis and Intervention 3
- ED452  Strategies in Literacy Instruction 6
- ED485  Education Portfolio Pro Seminar 1

**Professional Practicum (11 Credits)**
- ED200  Candidate Experiences: Educational Observation 1
- ED300  Candidate Experiences: Service and Preparatory Teaching 2
- ED380  Candidate Experiences: Classroom Teaching 8

Total 120 credits
The Cognate (6 Credits)
Choose one cognate from the following choices:

Reading/Literacy
ED486 Survey of Literacy Around the World........3
ED458 Journey Into the Child’s World of Literacy...3

Special Education
ED446 Adventures in Human Perception.............3
ED448 The Impact of Cinematography on Special Education  3

Science in the Community
BIOL209 Ecology/Our Living Environment..........3
ED438 Community Based Science Adventures......3

Computer Science and Technology
CST130 Information Systems & Technology........3
CST380 Technology Integration Field Experience in Elementary, Middle, and Secondary Schools .................................................................3

Adventure Education
ED426 Classroom Without Borders I ...............3
ED438 Classroom Without Borders II ..............3

General Electives.................................... 5 credits
Total..................................................120 credits

Bachelor of Arts:
Organizational Studies

The Organizational Studies major prepares career-minded working adults to assume professional roles in corporate or not-for-profit settings in the private or public sector. The degree program is particularly well suited for working adults interested in career advancement into administrative, supervisory, and leadership positions or those considering a career change.

Organizational Studies is an interdisciplinary program in a growing field that examines work behavior at the individual, group and organizational levels. Students integrate knowledge of human relations with an understanding of the fundamental operations of a company. Specifically, students gain knowledge and skills in areas such as:

- oral and written communication
- critical thinking and problem-solving
- workplace diversity
- ethical decision-making
- interpersonal and group dynamics
- legal environment of organizations
- integrated marketing
- economics and accounting
- leadership and human resource management
- organizational structure, culture and strategy

All of the courses in the OS program provide practical application to the workplace. Courses are taught by discipline-prepared faculty who are also working professionals. In the program, students complete course projects with for-profit and non-profit organizations and assemble those projects into a professional, electronic portfolio prior to graduation.

Students in the OS program also select a concentration from any of the SPS minors. While the OS major prepares students for a variety of positions in diverse organizational settings, the minor allows students to specialize in an area of professional interest.

General Studies Core (57 credits)

Major (28 Credits)
OSTD300  Organizational Foundations ..................3
OSTD320  Interpersonal Relations in Organizations  3
OSTD330  Team Dynamics ................................3
OSTD410  Concepts and Theories of Leadership ......3
OSTD480  Organizational Theory and Practice ........3
OSTD485  Organizational Studies Portfolio Pro Seminar 1
PST310  Accounting Concepts for Professionals ......3
PST320  Human Resources in Organizations ..........3
PST330  Legal Issues in Organizations ..................3
PST340  Marketing Strategies for Organizations .....3

**Minor**

(Number of Credit Hours Depends on Minor) 18-24 Credits

**Total** ................................................................. 121 Credits

**NOTE:** According to School of Business guidelines, no business courses can be accepted in transfer after acceptance in to this program. In addition, only 12 credit hours of business electives can transfer in upon acceptance into this degree.

**Bachelor of Arts/Master of Arts:**

**Accelerated bachelor’s to master’s in Public Administration**

The accelerated bachelor’s to master’s program in public administration will allow you to obtain a foundation in public administration theory as well as the operation and management of public organizations and agencies, and increase your ability to direct the work of others. Your bachelor’s degree will be a choice of either criminal justice organization or organizational studies, with a minor in public administration. This program is offered in partnership of SPS and the Department of Public Policy Studies.

**General Studies Core**

**Organizational Studies major or Criminal Justice Organization major**

**Public Administration Minor**

OSTD410  Concepts and Theories of Leadership ......3
OSTD480  Organizational Theory and Practice ........3
PST490  Social Science Research Methods ..............3
PPS503  Issues in Public Administration ................3
PPS512  Issues to Public Sector Budgeting ............3

**General Electives**

**Total** ................................................................. 121 credits

**Remaining Core Courses for BA/MPA**

*Students pursuing the master’s program will apply to the Graduate School in their senior year. The GRE requirement for these students will be waived. Once admitted to the MPA program, students will complete the following:*

PPS1515  Economics of the Public Sector ...............3
PPS1541  Administrative Law ..............................3

**Elective Courses**

(Available electives include subjects such as legal research, conflict management, criminal justice policy, judicial policy making, correctional policy, finance, public personnel administration, organizational psychology, public sector accounting, risk management, housing policy and health care policy.)

**Internship/In-Service Project**
Bachelor of Science: Computer Science Technology

- Computer Science track
- Information Systems track
- Informatics track

The Computer Science Technology major is a professional program which allows students to specialize in one of three tracks: Computer Science, Information Systems and Informatics. The degree is designed to prepare career-minded working adults for advanced studies or employment in the challenging and ever-changing field of computer science.

The degree program develops the knowledge and skills required by the dynamic and diverse technology-based organizations of today. The curriculum in computer science, information systems and informatics is integrated with fundamental technology courses. Each degree plan blends theoretical concepts with practical lab work, providing graduates with skills well grounded in design and analysis as well as practical application and implementation.

In the Computer Science track, students will study computer hardware and software systems, programming methodology, programming languages, data structures, algorithms, discrete mathematical structures, paradigms for analyzing and reasoning about problems and the implementation of solutions. This course of study is designed for those seeking greater emphasis on programming and understanding how computer systems work.

In the Information Systems track, students will study how to apply their knowledge of hardware, software, business processes and procedures to help organizations improve performance and meet tactical and strategic goals. This course of study is designed for those seeking greater emphasis on studying the application of computers and related technologies to solve everyday organizational and industrial problems.

In the Informatics track, students will study the application of technology to understand and promote the organization through the representation, analysis, management, and use of information for decision-making processes. Informatics is the multidimensional use of technology to translate information into knowledge, assisting the decision maker across a variety of academic disciplines and professional fields. It incorporates the study of ways data is collected, organized, represented and managed. This course of study is designed for those seeking to integrate the human dimension of software analysis and design with the social and ethical aspects of data analysis to aid the organization in answering complex questions and business intelligence issues.

As part of the Computer Science Technology degree program, students will complete a professional portfolio as a means for assessing learning outcomes and enhancing personal and professional development.

General Studies Core - 57 Credits

Foundation courses (31 Credits)
CST140 Programming Logic and Design ..........3
CST160 Introduction to Programming .............3
CST270 Discrete Methods and Models .............3
CST295 Principles of Data Analysis ..............3
CST300 Principles of Software Engineering ..........3
CST320 Principles of Event Driven Programming ..3
CST330 Concepts of Database Analysis and Design 3
CST360 Networking and Telecommunications I .....3
CST370 Net Centric Computing ..........................3
CST405 Computer Science Technology Project Management 3
CST485 CST Portfolio Pro Seminar.......................1

**Computer Science Track**

CST310 Principles of Object Oriented Programming 3
CST401 Data Structures and Algorithms..................3
CST420 Client Server and System Software.............3

**Information Systems Track**

CST130 Information Systems and Technology ......3
CST410 Strategic Technology Planning ................3
CST460 Networking and Telecommunications II ....3

**Informatics track**

CST135 Introduction to Informatics ....................3
CST390 Information Organization and Representation 3
CST465 Advanced Topics in Informatics .............3

**Electives (Select 2 from the following)**

CST315 Social, Professional and Ethical Issues in Computing 3
CST470 Advanced Database Analysis and Design ...3
CST472 Advanced Programming Concepts..............3

**General Electives** ........................................18 Credits
**Total** ..................................................121 Credits

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**Bachelor of Science:**

**Health Information Management with a minor in informatics**

The Health Information Management (HIM) major with an Informatics minor is offered through a partnership between Saint Louis University's School for Professional Studies and the Doisy School of Allied Health. It's designed to prepare career-minded working professionals for the dynamic and diverse field of health information management.

Information drives the healthcare industry. Whether searching medical databases for the latest treatment, assessing the quality of care provided, managing healthcare costs, or impacting legislative issues, the demand for accurate, timely and useful information has rapidly increased in recent years. As a vital part of the healthcare team, HIM professionals are the recognized experts who secure, analyze, integrate and manage information. A degree in HIM provides an opportunity for a diverse and challenging career, blending the fields of medical science, business, law and information technology.

HIM is accredited by the Commission on Accreditation of Allied Health Programs in collaboration with the Council of Accreditation of the American Health Information Management Association. Graduates from the program are eligible to take the credentialing examination to become a Registered Health Information Management Administrator (RHIA). Successful passage of the exam allows the graduate to use the letters RHIA after their name. Credentialing provides both personal validation and validation to employers and consumers of professional competence.

All potential students must apply directly to and be accepted into the School for Professional Studies (SPS) in order to enroll in the program. To obtain additional information on the program and application process, visit the SPS website at professionalstudies.slu.edu or contact the office at 314.977.2330 or 800.734.6736.

Tuition will differ between SPS coursework and Allied Health coursework. For detailed tuition information, visit the SPS website. SPS courses will be offered at either of its two campuses: St. Louis (3322 Olive St.) and Belleville, IL (St. Elizabeth’s Medical Arts Building, 180 S. Third St., Suite 400). HIM courses will predominately be offered at the Allied Health Building, 3437 Caroline St.
Once admitted into the program, students will take both SPS core courses (45 credits) and CST-Informatics courses (24 credits). After all SPS courses have been completed, students will matriculate into the Doisy School of Allied Health where they will take approximately 56 credits of HIM coursework to complete their degree.

**General Studies Core (45 credits)**
- CMK100 Intro to Human Communication ..........3
- CMK121 Public Speaking in Organizational Life ..3
- ENGL190 Advanced Strategies/Rhetoric and Research 3
- MATH120 College Algebra ...........................3
- PHIL105 Historical Introduction to Philosophy: Self and Reality .................................3
- PHIL205 Ethics ...........................................3
- PSYK101 General Psychology ........................3
- THEO100 Theological Foundations ..................3
 One(1) Literature
 One(1) History
 One(1) Theology Course
 One(1) Fine Arts Course
 One(1) Science Course
 Two(2) Business Electives

**SPS Informatics Courses (24 Credits)**
- CST135 Introduction to Informatics ..............3
- CST140 Programming Logic and Design ............3
- CST295 Principles of Data Analysis ................3
- CST320 Principles of Event Driven Programming 3
- CST330 Concepts of Database Analysis and Design 3
- CST370 Net Centric Computing ........................3
- CST390 Information Organization and Representation 3
- CST465 Advanced Topics in Informatics ...........3

**Doisy School of Allied Health Courses (56 credits)**
- ANAT100 Basic Human Anatomy ....................3
- PPHY450 Human Physiology ..........................3
- AHPH450 Issues in Health Care Delivery ..........3
- HIM300 Intro to Health Information ................3
- HIM310 Medico-Legal Aspects ........................3
- HIM320 Health Data Management ....................3
- HIM330 Classification Systems I ....................3
- HIM350 Health Care Management ....................3
- HIM370 Medical Terminology ........................3
- HIM415 Quality Improvement ........................3
- HIM430 Classification Systems II ...................3
- HIM450 Management Of Human Resources ..........3
- HIM451 Healthcare Financial Management ..........3
- HIM452 Professional Practice I .....................3
- HIM453 Professional Practice II .....................3
- HIM460 E-Health Concepts ...........................3
- HIM470 Fundamentals of Clinical Medicine ........3
- HIM498 Senior Seminar ...............................3
- RMET375 Research Methods in HIM ................3

**Total** ......................................................125 credits

**Minors and Certificates**

**Communication Minor**
The Communication minor is designed for working adults who want to learn how to use communication effectively in organizations. Students will develop basic interpersonal and public speaking skills, while also learning how to influence others both inside and outside the organization through professional presentations, public relations and advertising.

This minor is especially relevant for those individuals seeking careers in marketing, public relations and other communication departments within organizations.

CMMK100  Introduction to Human Communication*  3
CMMK121  Public Speaking in Organizational Life* 3
CMMK323  Business and Professional Communication 3
CMMK360  Public Relations Principles and Practices 3
CMMK370  Advertising Principles and Practices        3
CMMK409  Theories of Persuasion ..........................3
Total ....................................................................18 Credits

* These courses are taken in the General Studies Core.

**Computer Science Technology**

**Minor and Certificate**

The Computer Science Technology minor and certificate is a professional program that allows students to specialize in one of three tracks: Computer Science, Information Systems and Informatics. Students may choose this 24-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.

It is designed to prepare career-minded working adults for the challenging and ever-changing field of computer information technology required by government, business and industry. The program develops the knowledge and skills required by the dynamic and diverse technology-based organizations of today.

**Computer Science Track**
The Computer Science track provides a background in programming logic, object oriented programming, software engineering, database management and networking fundamentals. This track is designed for those seeking greater emphasis on programming and understanding how computer systems work.

**Foundation courses (18 Credits)**
CST140  Programming Logic and Design ...............3
CST160  Introduction to Programming .........3
CST270  Discrete Methods and Models ..........3
CST300  Principles of Software Engineering ..........3
CST310  Principles of Object Oriented Programming3
CST330  Concepts of Database Analysis and Design 3

**Electives (6 Credits)**
Take any two 200-, 300- or 400-level CST course

Total .........................................................24 Credits

**Information Systems Track**
The Information Systems track provides a background of the information technology industry, object oriented programming, database management and networking fundamentals. This track is designed for those seeking greater emphasis on studying the application of computers and related technologies to solve everyday organizational and industrial problems.

**Foundation courses (18 Credits)**
CST140  Programming Logic and Design ...............3
CST160 Introduction to Programming .................3  
CST270 Discrete Methods and Models .................3  
CST310 Principles of Object Oriented Programming 3  
CST320 Principles of Event Driven Programming ....3  
CST330 Concepts of Database Analysis and Design 3  

**Electives (6 Credits)**  
Take any two 200-, 300- or 400-level CST course  

**Total** ................................................. 24 credits  

**Informatics Track**  
The Informatics track provides a background of the Informatics industry, object oriented programming, database management and networking fundamentals. This track is designed for those seeking to integrate the human dimension of software analysis and design with the social and ethical aspects of data analysis to aid the organization in answering complex questions and business intelligence issues.  

**Foundation courses**  
CST135 Introduction to Informatics ....................3  
CST140 Programming Logic and Design ..................3  
CST295 Principles of Data Analysis .....................3  
CST320 Principles of Event Driven Programming ....3  
CST330 Concepts of Database Analysis and Design 3  
CST370 Net Centric Computing ..........................3  
CST390 Information Organization and Representation 3  
CST465 Advanced Topics in Informatics ................3  

**Total** ................................................. 24 credits  

**Contemporary Adult Spirituality (Available Online)**  
**Minor and Certificate**  

The Contemporary Adult Spirituality minor and certificate program is designed to prepare the individual for a lifetime of discernment that leads to a greater understanding and knowledge of work or calling in life. Students may choose this 16-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate. The certificate can be earned for credit or for non-credit.  

The series of courses provides opportunities to reflect and internalize the spiritual dimension of life experiences in every aspect of work, family, community and contemporary society.  

According to individual needs, students will also acquire the ability and skills to interact with individuals and groups in diverse settings and apply the principles of social justice and ethics in leadership roles and in relationships throughout their personal lives and professional careers.  

**Required courses**  
THEO100 Theological Foundations ......................3  
THEO360 Spirituality: Work and Vocation ..............3  
THEO360 Women, Religion and Spirituality ............3  
THEO460 Spirituality, Peace and Justice ..............3  
THEO460 Spirituality: Ethics and Leadership ........3  
THEO460 Contemporary Adult Spirituality Annual Conference 1  

**Total** ................................................. 16 credits  

**Contract Management (Available Online)**  
**Minor and Certificate**
The Contract Management program is offered through Saint Louis University's School for Professional Studies (SPS) in partnership with The Boeing Company and is available in an online and on-ground format to both Boeing employees and non-Boeing employees. It can be taken as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate. The program is designed to provide professional education in the field of contract management and administration. Students will also become proficient at developing financially and legally sound contracts as applicable to a variety of industries in domestic and foreign markets.

This program has been awarded Joint Certificate of Completion status by the National Contract Management Association (NCMA). NCMA will accept the certificate of completion as part of its continuing education requirements toward eligibility for the certification program requirements. Successful completion of the exams, combined with the eligibility requirements, is necessary to earn NCMA certification (CFCM, CCCM and CPCM). These certifications are held in the highest regard within the contracting industry, both in the government and commercial arenas.

Required courses
CTM300 Basic Principles of Contract Management...3
CTM325 Contract Formation and Performance........3
CTM335 Accounting Concepts for Contract Managers3
CTM415 Proposal Preparation, Acquisition, and Negotiation 3
CTM425 Contracting in the Global Marketplace......3

Take one of the following:
(To fulfill the continuing education requirements toward eligibility for NCMA certification, select two electives)
CTM345 Introduction and Overview of Project Strategy and Planning ........................................3
CTM355 Supplier Relations .................................3
CTM400 Intellectual Property Protection: Foreign and Domestic .................................3
Total ..........................................................18 Credits
Total for NCMA: .............................................21 Credits
Learn more about the eligibility requirements of becoming a certified contracts manager at www.ncmahq.org/certification

Criminal Justice Organization
Minor and Certificate

The Criminal Justice Organization minor and certificate complements your major field of study by preparing you for leadership and management positions within any organization that has a need to minimize risks associated with criminal or terroristic activities. Students may choose this 18-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.

This professional program exposes you to the basic elements of criminal law and behavior and helps you obtain a deeper understanding of human behavior as it relates to group and personal choices.

Graduates will have the knowledge and skills needed to advance their career and pursue numerous jobs, such as: federal agent, law enforcement supervisor, paralegal, corporate security executive, forensic accountant, courts administrator, and social welfare/services agency manager.

Required courses
CJST300 Introduction to Criminal Justice ..........3
CJST310 Constitutional Issues in the Criminal Process 3
CJST350  Organizational Administration of Law Enforcement    3  
CJST380  Deviance and Social Control ......................3  
SOC359  Law and Society .............................................3  

Take one of the following:  
CJST355  Juvenile Justice System ......................3  
CJST375  Introduction to Corrections ......................3  
Total ..................................................18 credits  

Hospitality and Food Service Management  
Minor and Certificate  
The Hospitality and Food Service Management minor and certificate complements your major field of study by preparing you for a career within the growing hospitality and food service industry. Students may choose this 21-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.  

This program provides a solid foundation in hospitality management theory and practice and encourages you to apply these concepts to the hospitality context of your choice. It also provides advanced exposure to key topics such as catering and events management, food and beverage management, service management, loss prevention, and applications of technology.  

Graduates will have the knowledge and skills needed for leadership roles in hotel/motel management, gaming management, and food service management for restaurants, institutions, and special events.  

Required Courses:  
HMGT300  Introduction to Management in the Hospitality Industry  3  
HMGT311  Food and Beverage Management ..........3  
HMGT320  Catering and Events Management ..........3  
HMGT340  Service Management ........................................3  
HMGT360  Technology in the Hospitality Industry ....3  
HMGT420  Loss Prevention ...............................................3  
HMGT497  Hospitality Industry Practicum ..........3  
Total ..................................................21 Credits  

Industrial Psychology  
Minor and Certificate  
The Industrial Psychology minor and certificate is designed for working adults who want to learn more about the application of psychology to the workplace. Specifically, students will gain a deeper understanding of the behavior of individuals and groups within a variety of organizational contexts. Students may choose this 24-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.  

Courses are interactive and include content and projects that are directly applicable to the student’s personal and professional life. Advanced courses focus on research and practice in the areas of workplace health and stress management, motivation, employee training and development, and career development.  

This program prepares career minded adults for leadership, organizational development, training, and human resources positions.  

Required Courses:  
PSYK101  General Psychology* .........................3  
PSYK205  Foundations of Research Methods and Statistics*  3
PSYK333  Applied Personality ..........................3
PSYK334  Applied Social Psychology ..............3
PSYK425  Motivation and Self-Management .......3
PSYK445  Personal and Career Development ......3
PSYK476  Training and Development ...............3
PSYK477  Occupational Health and Stress ...........3
Total ..................................................................24
*These courses are taken in the General Studies Core.

Organizational Leadership
Minor and Certificate

The Organizational Leadership minor and certificate complements your major field of study by developing the knowledge, skills, and experience needed to assume leadership and administrative roles in corporate or not-for-profit settings. Students may choose this 21-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.

This professional program will allow you to become proficient at workplace communication, developing interpersonal and team relationships, flexing leadership styles, and overseeing organizational functions. According to individual needs, students also acquire knowledge and skills in the areas of human resources, marketing, advertising, accounting, legal issues, public relations and/or industrial psychology.

Graduates will have the knowledge and skills needed to advance their career and pursue numerous job titles such as: project/team leader, supervisor, department director, corporate trainer, events coordinator, and human resources administrator.

Required Courses:
CMMK323  Business and Professional Communication 3
OSTD320  Interpersonal Relations in Organizations 3
OSTD330  Team Dynamics .................................3
OSTD410  Concepts and Theories of Leadership ..3
OSTD480  Organizational Theory and Practice ......3

Minimum of two from the following courses (6 Credits)
CMMK360  Public Relations Principles and Practices 3
CMMK370  Advertising Principles and Practices ....3
PST310  Accounting Concepts for Professionals .3
PST320  Human Resources in Organizations ......3
PST330  Legal Issues in Organizations ...............3
PST340  Marketing Strategies for Organizations .3
PSYK425  Motivation and Self-Management .......3
PSYK445  Personal and Career Development .......3
PSYK476  Training and Development ...............3
PSYK477  Occupational Health and Stress ...........3
Total .................................................................. 21 Credits

NOTE: According to School of Business guidelines, no business courses can be accepted in transfer after acceptance into this program. In addition, only 6 credit hours of business electives can transfer in upon acceptance into this program.

Real Estate and Community Development
Minor and Certificate

The Real Estate and Community Development minor and certificate provides a basic understanding of financial concepts, land use laws, and the language of real estate transactions that are important to both public sector and private sector professionals. Students may choose this 18-credit hour program as a minor combined with a major in pursuit of a bachelor’s degree, or as a stand-alone certificate.

From the first course, students are introduced to the roles in a real estate transaction,
including appraisers, brokers, city officials, contractors, investors, developers, urban planners, lawyers and lenders.

With a minor or certificate in Real Estate and Community Development, students will gain the knowledge, skills and perspective needed to effectively manage the issues of suburban sprawl, new urbanism and concern for smart growth. Students will also reflect on the growing importance of real estate practitioners’ ability to manage financial, legal and design issues.

**Required Courses:**
- RECD300 Real Estate Roles and the Public Sector 3
- RECD315 Real Estate Appraisal, Market Research and Feasibility 3
- RECD400 Real Estate Law 3
- RECD415 Real Estate Finance 3
- CST293 Introduction to GIS 3
- RECD487 Real Estate Capstone 3
- **Total** 18

**School for Professional Studies Applicants**

**Degrees and certificates designed for working adults**

**Admission Requirements**

1. Age: 22 years or older.
2. Work Experience: at least three years or the equivalent.
3. Education: high school diploma or composite GED score of at least 2250.
4. Interview: successful completion of an admission meeting with an admissions counselor where all informal transcripts are reviewed.
5. Grade Point Average: A minimum transfer cumulative GPA of 2.0 (If you do not have a minimum cumulative grade point average of 2.0, you may be eligible for provisional admittance.)

**Admission Procedures**

**Step 1 – Complete Application**
Complete the entire application for admission. Application forms can be obtained on our website at professionalstudies.slu.edu or by calling 314.977.2330 or 1.800.734.6736. Applications are accepted and processed on a rolling basis. Students are encouraged to apply for admission at least one month before the beginning of the term in which they wish to enroll.

**Step 2 – Submit Application**
*Submit the Application online, via fax at 314.977.2333 or via U.S. mail to:*
Saint Louis University
School for Professional Studies
221 North Grand Blvd.
St. Louis, MO 63103-9945

**Step 3 – Obtain Transcripts**
If you are an applicant seeking a degree or if you are seeking a certificate and you have not earned a bachelor’s degree, you must obtain official transcripts from all previous college course work. If you have never attended college or have less than fifteen college credits, you need to provide evidence of a high school diploma or GED.

If you are an applicant seeking a certificate and you have a bachelor’s degree, you need only provide an official transcript from your primary higher education institution or evidence of a high school diploma or GED. Non-degree applicants only need to provide unofficial copies as needed for prerequisites. Ask each school to mail your official transcripts directly to: Saint Louis University, School for Professional Studies, 3322 Olive St., St. Louis, MO 63103.
Step 4 – Meet with Admissions Counselor
Contact an admissions counselor to discuss the status of your application and your educational and career goals. You may schedule an appointment to speak with an admissions counselor over the phone or at any of our campus sites. Appointments are available during business hours, weekday evenings and Saturday mornings. Bring unofficial copies of your college transcripts to your admission meeting, or fax them to 314-977-2333.

All students at SLU must have record that a tuberculin skin test has been completed within the last year. You may complete this immunization through your health care provider or by scheduling an appointment with Student Health Services at (314) 977-2323. Students taking strictly online courses are waived from this requirement.

Once admitted into the School for Professional Studies, you may begin taking courses in the next available term. If applicable, a letter identifying official acceptance of transfer hours will be forwarded when official transcripts have been received and evaluated. If you have questions about the admission process or the status of your application, please call 314-977-2330.

Admission Categories

1. **Conditional admission** may be granted when a student wants to enroll in classes, but has not yet forwarded all official transcripts. Conditional admission allows an applicant to enroll for one term only. In order to be considered for enrollment in future terms, the student must ensure that the University receives all requested documentation before the end of the first term. The student who does not meet these conditions will be blocked from future registration until all transcripts are received and evaluated. Until an official transcript evaluation can be completed, there is no guarantee that courses taken will apply toward a specific degree.

2. **Provisional admission** may be granted to a student who has met all admission criteria except the 2.0 minimum cumulative transfer GPA. The provisional student’s first four courses will be determined in conjunction with her/his academic advisor. In order for the student to gain clear admission status, the student must complete these courses with a SPS minimum cumulative GPA of 2.0 or higher. If the student’s SPS cumulative GPA is below 2.0, the student will be subject to dismissal.

3. **Clear admission** applies when the student has met all admission criteria.

Until official transcript evaluation can be completed, there is no guarantee that courses taken will apply toward a specific degree.

Transfer Credit Policy

1. Only college-level transfer courses with grade of “C” or above will be considered for acceptance and application toward a Saint Louis University degree.
2. The cumulative GPA for transfer courses is calculated on all grades from course work of all colleges attended.
3. In the case of repeated transfer courses, grades will be calculated according to the policy of the institution from which the two courses were taken.
4. Only transfer credits from regionally accredited institutions will be considered for transfer to Saint Louis University.
5. The maximum number of transferable community college hours is 64 and the maximum number of transferable credit hours from an accredited four-year institution is 90.
6. Developmental, secretarial, and highly technical courses of an applied nature may not transfer.
7. Transfer course work will be evaluated and accepted in relationship to the specific degree sought in SPS. In order for transfer credits to apply to courses within the major or minor fields, the transferring coursework must have been completed within ten years. Classes that meet core curriculum and elective requirements will be accepted, regardless of age, unless the course is required for the student’s major or minor. Special considerations for specific classes will be examined on a case-by-case basis.

8. Due to Saint Louis University’s John Cook School of Business accreditation standards, SPS students may not apply more than 30 credit hours of “business related” electives toward their degree. Organizational Studies majors may not apply more than 12 credit hours of business electives toward their degree. In addition, no business courses can be accepted in transfer after acceptance into this program.

9. There is a standard of writing proficiency at Saint Louis University that students in the School for Professional Studies are required to demonstrate. To assure fulfillment, transfer credits in composition will be held in escrow. If below standard writing skills are demonstrated in SPS classes, students will be required to retake course work in writing to meet the proficiency requirement. Writing proficiency can be established through a written examination. If the student demonstrates proficiency in writing, the transfer credit in composition will be accepted.

10. Official course evaluations will be performed after ALL official transcripts and supporting documents have been received. An official academic plan will then be completed to identify courses accepted toward the degree.

Download community college transfer guides from the SPS website at professionalstudies.slu.edu/transfer_credit.html. SPS has transfer guides established with the following area schools and/or programs: Jefferson College, Lewis & Clark Community College, Mineral Area College, St. Charles Community College, St. Louis Community College and Southwestern Illinois College.

**Academic Advising**

Students work with an admissions counselor and an academic advisor throughout their degree program at SPS. They assist students with their admission, orientation, academic planning and registration.

The academic advising process is considered a very important aspect of a student’s educational experience at Saint Louis University. Goals of the advising process are to assist students in their understanding of academic requirements, to nurture intellectual maturation and self-confidence, to encourage students to take an active role in the advisement process, and to foster mentoring relationships between advisors and students.

All SPS advisors are members of the National Academic Advising Association. To make an appointment with an advisor, call the SPS office at 314.977.2330 or 800.734.6736. Advisors are available by appointment at the St. Louis, Belleville and Boeing locations. Evening and daytime appointments are available.