BEACON COLLEGE
CATALOG

2010-2011

A Liberal Arts College Exclusively for
Students with Learning Disabilities

Bachelor of Arts and Associate of Arts Degree Programs

Comprehensive support services

Field placement/Internship opportunities

Small classes and supplemental instruction

Faculty committed to promoting individual success

Interdisciplinary studies and travel abroad

Participatory learning and emphasis on critical thinking

An opportunity to succeed in a college environment

BEACON COLLEGE CATALOG

This catalog was prepared on the basis of the most accurate information available at the time of publication. The statements published in the catalog should not be regarded as a contract between Beacon College and the student. The College reserves the right to revise information, policies, rules, regulations, course offerings, academic requirements, student life policies, or fees when deemed necessary or desirable by the administration. Every effort will be made to notify students affected by such changes if they occur. The student is responsible for staying apprised of all changes.

Accreditation

Beacon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor and Associate of Arts degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Beacon College.

Memberships

American Library Association
Association of College and Research Libraries
Association on Higher Education and Disability
Central Florida Library Cooperative
Council for Advancement and Support of Education
Florida Association of Collegiate Registrars and Admissions Counselors
Florida Association of Non-Profit Organizations
Florida Association of Student Financial Aid Administrators
Florida Library Association
Independent Colleges and Universities of Florida
International Dyslexia Association
International Reading Association
Learning Disabilities Association of America
Library and Information Resources Network
National Association for Adults with Special Learning Needs
National Association for Developmental Education
National Association of College Admissions Counselors: Associate Member
National Association of College & University Business Officers
National Center for Learning Disabilities
National Council for Teachers of English
Recordings for the Blind and Dyslexic
Southern Library Information Network

TABLE OF CONTENTS

2010-2011 CALENDAR

FALL TERM 2010

AUGUST
August 15	New Student Move-In Day
August 16	New Parent and Student Orientation
August 17-20	New Student Orientation Continues
August 21	Returning Students Arrive
August 22	All-College Orientation
August 23	Classes Begin: Fall Term
August 30	End of Drop/Add Period

SEPTEMBER
September 6	Labor Day: Campus Closed

OCTOBER
October 9-10	Parents' Weekend
October 11	Columbus Day: Campus Closed
October 13-15	Spring 2010 Term Registration

NOVEMBER
November 20	Students Depart for Thanksgiving Break
November 22-26	Thanksgiving Break: Campus Closed
November 29	Classes Resume

DECEMBER
December 13-15	Final Exams
December 16	Students Depart for Winter Break
December 21	Winter Break: Campus Closed

SPRING TERM 2011

JANUARY
January 3	Campus Reopens
January 5	New Student Move-In Day
January 6-8	New Student Orientation
January 8	Returning Students Arrive
January 9	All-College Orientation
January 10	Classes Begin: Spring Term
January 17	Martin Luther King Day: Campus Closed
January 18	End of Drop/Add Period
January 26-28	Summer 2011 Term Registration

FEBRUARY
February 14	Presidents' Day: Campus Closed
February 16-18	Fall 2011 Term Registration

MARCH
March 5	Students Depart for Spring Break
March 7-11	Spring Break: Campus Closed
March 14	Classes Resume

APRIL
April 15	No Classes
April 26-28	Final Exams
April 29	Students Depart for Summer Break
April 30	Graduation

SUMMER TERM 2011

MAY
May 3	Summer Term Classes Begin
May 26	Final Exams
May 27	Summer Term Ends: Students Depart for Summer Break
May 30	Memorial Day: Campus Closed
May 31	Cultural Studies Abroad Trip: The Galapagos Islands

MISSION

Beacon College was incorporated as a nonprofit 501(c) (3) institution of higher learning on May 24, 1989. The concept for the College was put forth by a group of parents concerned about higher education opportunities for students with learning disabilities. Responding to this concern, the initial trustees founded Beacon College. The College embraces the student with learning disabilities by providing educational opportunities that acknowledge individual learning differences.

The mission of Beacon College is to offer academic degree programs to students with learning disabilities.

To accomplish its mission, the College provides Associate of Arts and Bachelor of Arts programs in Computer Information Systems, Human Services, and Liberal Studies as follows:

- *The Computer Information Systems Program* offers students the opportunity to learn about the latest technology used in today's marketplace, as well as explore the vast number of career choices available to those skilled in this area. Students are able to choose one of the two tracks to meet their specific career goals: *The Information Systems Track or the Web and Digital Media Track.*

- *The Human Services Program* provides a comprehensive knowledge of the theoretical foundations of the social sciences and offers practical experience in the professional fields associated with public and community services. This major field of study focuses on psychological approaches to understanding the holistic development of individuals, families, and communities.

- *The Liberal Studies Program* provides a broad-based liberal arts education for students seeking intellectual and personal change. Liberal Studies exposes students to a variety of subjects designed to establish a basis for effective lifelong learning and attainment of personal goals.

The purpose of the College is to provide a quality undergraduate education, which facilitates academic and personal success. In order to achieve its purpose, the College strives to provide a learning environment that:

- Develops self-awareness through comprehensive programs designed to foster intellectual, social, and emotional growth;

- Emphasizes the development of individualized learning strategies and study skills which contribute to the academic success of the student;

- Enables students in developing the critical thinking and communication skills necessary for meaningful engagement in society;

- Demonstrates a commitment to academic excellence, service learning, and development of responsible leadership;

- Assists students in preparing for the workplace through the refinement of career goals and development of professional skills.

*Students with specific learning disabilities as defined by IDEA 2006 and does not include those learning problems which are due primarily to visual, hearing, motor handicaps, intellectual disabilities/mental retardation, emotional disturbance, environmental disadvantage, or other exceptionalities.

PHILOSOPHY, VISION, AND VALUES

PHILOSOPHY STATEMENT

We, the members of the Beacon College Community, take pride in the special mission of our Institution. To that end, we are committed to providing quality academic programs with appropriate accommodations and educational support services for students with learning disabilities. We recognize that individuals learn at different rates and in different ways, and it is our responsibility to utilize the teaching methodologies that facilitate learning while meeting the needs of a diverse student population. We believe it is the responsibility of the College to assist students in determining realistic goals and discovering personal abilities and interests.

Beacon College is dedicated to providing a quality educational experience that values diversity, ensures student engagement, cultivates critical thinking, promotes social responsibility, and encourages intellectual curiosity. We believe our living/learning environment transforms the entire campus into a classroom where students thrive and realize their potential.

VISION

Beacon College is proud of its tradition as the premier postsecondary educational institution dedicated to the success of students with learning disabilities. Our exemplary programs set the standard to encourage students to maximize their potential through innovative instruction and a vibrant living/learning environment. Beacon College will continuously strive to provide leadership in the field of learning disabilities while educating our students in a caring and supportive college community.

VALUES

Beacon College is an institution of higher learning dedicated to:

- Excellence;

- Diversity and respect for diversity;

- Integrity in the delivery of services;

- A culture of community service and social engagement;

- Transitional programs that guide students toward successful outcomes;

- A living/learning environment that fosters critical thinking and self-determination.

GENERAL INFORMATION

LOCATION

Beacon College is located in Leesburg, Florida approximately 50 miles northwest of Orlando. The Orlando International Airport accommodates students traveling from a distance to our campus.

CAMPUS

Beacon College offers students many opportunities to participate in community life. The small-town Main Street environment offers students ready access to goods and services and encourages their self-reliance and independence. The community also functions as a resource for field placement, recreation, and opportunities for public service. The Administration and Education Buildings, Learning Resource Center, Dining Hall, and Student Union are all within easy walking distance. The Beacon College Village Apartments serve as the College's residence halls and provide the opportunity for students to live in a community setting while attending college. The Beacon College Village Apartments have a swimming pool, tennis court, and basketball court offering students recreational choices and the opportunity to relax with their peers.

LEESBURG COMMUNITY

Cultural enrichment is a hallmark of Lake County, Florida which is known for its community interest in the arts. Frequent art and theatre shows are sponsored by local associations and theatre groups. Leesburg devotes fifteen percent of its land area to parks and recreation activities: swimming pools, tennis, shuffleboard and racquetball courts, ball fields, picnic pavilions, fishing, and biking and jogging trails. The county boasts over 1400 lakes, which provide nearly year-round water skiing, boating, and fishing.

The Leesburg Police Department headquarters is located directly behind the Beacon College campus. From two fire stations, certified fire fighters offer protection throughout Leesburg. The Leesburg Regional Medical Center, rated as one of the top one hundred regional medical centers in the United States, forms the nucleus of Leesburg's comprehensive medical and health services and is located within one mile of the campus buildings. A fully-staffed emergency service is operated around the clock.

ADMISSIONS

Beacon College accepts students on a rolling admissions basis with a preferred application deadline of May1st for fall applicants and November 1st for spring applicants. Candidates who apply after the priority admissions deadline are processed on a space available basis.

GENERAL ADMISSIONS PROCEDURE

United States Citizens
The Beacon College Admissions Committee makes all candidacy decisions. In order to give each candidate full consideration, the Committee evaluates applicant files only when they are deemed complete. **To complete requirements for admission, applicants must submit the following items:**

1. Completed application form and application fee ($50.00).
2. College Essay. Following the instructions given on the application, the essay should be typed. However, video and audiocassettes are also accepted.
3. Recent Psychological Evaluation (completed within three years). Evaluations must include:
   a. A clear diagnosis of a specific learning disability as the primary handicapping condition **or** Attention Deficit Disorder/Attention Deficit Hyper Activity Disorder (ADD/ADHD), **or** Gifted LD (2 standard deviations **above** the mean in intellectual functioning coupled with a learning disability).
   b. Wechsler scales *(WAIS-III or IV)* with full scale, cluster, and subtest scores.
   c. Woodcock Johnson Test of Achievement **or** Wechsler Individual Achievement Test (WIAT-II) with grade-equivalency scores in reading, writing, and mathematics.
4. References. Three references are required to complete your applicant file. Your name and contact information should appear on the top of each reference, as well as the name, title, and contact information for the person writing the reference. References may be contacted for further information or clarification. References can be written by any of the following: teachers/professors, guidance/transfer counselors, tutors, and/or employers. Please have your references sent directly to Beacon College. References may also be faxed to Beacon College at **352-787-0796**, sent as an attachment and submitted via email to admissions@beaconcollege.edu , or mailed to Beacon College, 105 East Main Street, Leesburg, FL 34748 USA.
5. Official standard high school transcript indicating a standard high school diploma or GED scores.
6. Copies of all official college transcript(s), if applicable. Final official transcripts are due prior to the first day of class.
7. Optional SAT/ACT scores. The Admissions Committee does not weigh the SAT/ACT scores heavily, but does find that the scores add to their understanding of the applicant.
8. Required Admissions Visit. Although a campus visit is required, the Admissions Committee highly recommends that candidates visit Beacon College to fully evaluate the academic programs and student life.
9. Optional portfolio information or other work samples that might offer the Admissions Committee additional information about the candidate.

International Non-immigrant Students
Beacon College is authorized under Federal law to enroll non-immigrant students.

1. Complete above requirements steps 1-4. For payment of $50 USD application fee: cashier's check payable to Beacon College or the following credit cards: Visa, MasterCard, and Discover. The completed application may be scanned and emailed to admissions@beaconcollege.edu, faxed to 011-1-352-787-0796, or mailed to Beacon College, 105 East Main Street, Leesburg, FL 34748, USA.
2. Official Educational Documentation.
   a. Official high school transcript(s) *Please note that not all diploma types are acceptable for admission. If you attended an international secondary school that uses a grading system different

than the United States system, you need a transcript evaluation. Please go to the agency listed below (Josef Silny & Associates) and request that the evaluations be sent directly to Beacon College. All payments for any evaluation of school documents should be paid directly to the agency.

   b. Official college transcript(s) – required for all colleges attended. If you have attended any colleges or universities not within the United States, a translation and evaluation of work completed at each institution will be necessary. Transcripts should be sent to the agency listed below (Josef Silny & Associates) for a course-by-course evaluation and a request made that evaluations be sent directly to Beacon College. *Enrollment is contingent upon receipt of an evaluation of official and final high school transcript*.

<p style="text-align:center">Josef Silny & Associates
7101 SW 102nd Ave., Miami, FL 33173-1364
Telephone 011-1-305-273-1616   www.jsilny.com.</p>

3. Foreign Student Financial Statement. All students seeking admission to Beacon College must complete and submit the *Foreign Student Financial Statement* with the application.

4. English as a Second Language. For students in which English is not the first language, the results of the TOEFL (Test of English as a Foreign Language) **is required.** Current Beacon College admissions requirements are a score of **550** on the paper-based test, **213** on the computer-based version, or **80** on the internet-based version. Information about this examination can be obtained from TOEFL, P.O. Box 3151, Princeton, New Jersey, 08541-6151, at www.toefl.org, or by speaking with a secondary school or university advisor. **Please note** that, as an English speaking community, English proficiency is required for participation in Beacon College programs.

5. Health Insurance. It is mandatory that all international students have health insurance. Please visit www.insuranceforstudents.com to find the costs and apply for the insurance. Once accepted to Beacon College, proof of insurance is required to complete the admissions process. **Please note** that processing time is longer for international students. Applications should be submitted online as early as possible, but no later than April 1st for the fall semester, and no later than September 1st for the spring semester.

ADMISSIONS DECISIONS

Interview
After an applicant's file is complete and an initial screening is performed, an interview is required.

Assessments
Students minimally meeting academic standards will have a brief reading and writing assessment during the admissions visit.

Acceptance
Upon acceptance, the candidate is notified by mail. Enrollment contracts with specified deposit deadlines are mailed to each candidate with the acceptance letter. Candidates are required to submit a completed, signed contract along with a non-refundable deposit of $750.00 to reserve a seat for the coming semester. This enrollment deposit is applied toward the candidate's first semester tuition bill.

Provisional Acceptance
A special provision in the admissions process is made for candidates who may not meet minimal requirements for admissions, but demonstrate academic potential and motivation to complete a degree program. Based on the potential for success provided by remedial interventions, students may attend Beacon College with provisional acceptance.

Provisionally accepted students may take twelve (12) credits and are required to complete College Readiness/Developmental course work prior to seeking full admission. For credit-bearing courses, the provisionally accepted students must maintain a GPA of 2.0 during the first academic year. At the end of the first academic year, if the 2.0 GPA is maintained, the provisionally admitted student will be removed

from provisional status. If the 2.0 GPA is not maintained, the provisionally admitted student may be dismissed from the College.

To improve the potential for academic success, the provisionally accepted student must meet weekly with a learning specialist, meet monthly with a Department Chair, and attend supplemental instruction sessions as applicable. Monitoring of the support activities of the provisionally admitted student will be conducted through the Office of Educational Support Services in collaboration with the Office of Academic Affairs.

Hold
As a result of the evaluation process, the Admissions Committee may determine that it needs additional information in order to give a candidate full consideration. In this instance, a candidate's applicant file will be placed on "Hold" until receipt of the specified information and/or documentation. Once received, the candidate's file will be resubmitted to the Admissions Committee for further consideration. Applicants are notified in writing if/when the status of their candidacy changes. Hold status will remain in effect for one semester after which a candidate must submit a new application and supporting documentation.

Denial
The College reserves the right to refuse admission to any candidate it considers inadequately qualified or whose documents do not note a learning disability as the primary handicapping condition. If a candidate wishes to appeal a denial, the candidate may do so by petitioning the Admissions Committee in writing. A letter requesting further consideration along with additional and/or updated information should be forwarded to the Admissions Committee in care of the Office of Admissions.

Decline
Accepted candidates are asked to send a letter advising that they have chosen another college and are declining enrollment.

Defer
Accepted students may decide to defer admission to the following semester. Students are granted one deferment per application. You will continue to receive periodic mail, email, and phone calls from the Beacon College community and updates as they pertain to your entry term.

Application Materials
All submitted application materials become the property of Beacon College. Beacon College reserves the right to refuse to return any materials submitted in regard to a candidate's application and/or appeal.

NOTICE OF NONDISCRIMINATION POLICY

Beacon College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Beacon College does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, creed, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

TRANSFER INFORMATION

Transfer Students
A student is designated a transfer student if the student matriculates at Beacon College with at least 9 semester credit hours earned at a regionally accredited institution, or CLEP scores; and the earned credit is accepted by Beacon College. All other students matriculate as new students.

Transfer of Credits
The student is responsible for requesting an official transcript from any college previously attended. Beacon College admits transferring students to such standing from institutions of higher learning as is reasonable in terms of their past course work and performance. The course work must be verified by receipt of official college transcripts from the student's previous institution(s). A transfer applicant may not disregard previous college and university records. Beacon College accepts credit only from regionally accredited institutions and programs and awards semester credit hours only. Official documentation required for transfer of credits must be submitted prior to the last day of the first academic term.

Transfer credits may be considered for acceptance with a grade of C or better, but cannot exceed 30 credits for the A.A. Degree or 60 credits for the B.A. Degree. Therefore, at least 30 credits for the A.A. Degree and 60 credits for the B.A. Degree must be earned through Beacon College course work; and the final 30 credits must be earned in-residence at Beacon College.

International non-immigrant students refer to Step 2 under Admission Procedures: International Non-Immigrant students on page 8 and 9.

Award of Transfer Credits
The College evaluates and accepts transfer credits on an individual basis. Transfer credits are only awarded in content areas offered within the current curriculum of the Institution and only if the transfer credit can be appropriately applied to degree program graduation requirements. Transfer credit measured in quarter hours upon acceptance will be awarded 3 credit hours as the equivalent of 4-quarter hours.

Once the official transcript is received, the Registrar will determine if the transfer credit may be applied toward the degree programs offered at Beacon College and if the transfer credit may be used toward program requirements, minor requirements, general education requirements, or elective credits. The appropriate Department Chair of the degree program may review transfer credits in question. Transfer of credit is at the sole discretion of Beacon College and the College reserves the right to deny the transfer of credit for specific courses. The Registrar will notify the student of transfer credit accepted in writing within five (5) business days of receipt of the official college transcript.

Course work transferred or accepted for credit toward an undergraduate degree must document achievement of student competencies equivalent to Beacon College's degree programs. Students are also required to present official transcripts issued to Beacon College from the transfer institution. Catalog course description(s) and/or a syllabus from the course(s) may also be required.

The College does award credit based on Educational Testing Service (ETS) advanced placement exams when the grade is equivalent to a C (a minimum ETS score of three) or above.

Students seeking to transfer credit based on military and service school or passing scores on the Dantes examination will have such credit considered on an individual basis following the guidelines above. Beacon College does **not** award credit based on training provided by non-collegiate institutions or experiential learning. Beacon College does **not** award credit based on professional certification. The College does **not** accept transfer credits for courses determined to be occupational or vocational in nature.

College Level Examination Policy (CLEP)
Beacon College accepts the CLEP for substitution for general education courses offered by the Institution in accordance with the policy established. The College will accept a score of 50 on a scale of 20-80 to award credit for all CLEP General and Subject Area tests. CLEP scores must be received directly from Educational Testing Services (ETS). No more than three (3) CLEP course substitutions will be accepted into any degree program. A $100.00 CLEP processing fee is charged per CLEP course substitution.

Beacon College Associate and Bachelor Degree Students
Students initially admitted to a Beacon College Associate Degree Program who decide to continue study and enroll in a Bachelor Degree Program at Beacon College are designated internal transfer students. Internal transfer students must submit a *Change of Program Form* to the Vice President of Academic Affairs.

Official Transcripts
Upon written request to the Registrar, a student may receive a copy of the academic transcript or have an official transcript mailed. A one-time transcript fee of $15.00 is charged upon the initial request. Transcripts are issued as requested providing there is no financial indebtedness to the College. Copies of all other student records may also be mailed for a $15.00 fee.

Transfers to Other Colleges or Universities
Beacon College earned credits transfer to other institutions at the sole discretion of the receiving institution. The student should confirm whether credits earned at Beacon College will be accepted by any other college where the student may transfer.

FINANCIAL INFORMATION

2010-2011 TUITION SCHEDULE

Residential Student Fee Schedule

2010-2011	FALL	SPRING	ANNUAL TOTAL	ESTIMATED SUMMER
Tuition	$13,905	$13,905	$27,810	$ 2,400
Shared Room Fee	$ 2,575	$ 2,575	$ 5,150	
Board Fees	$ 1,500	$ 1,500	$ 3,000	
Total Fees	$17,980	$17,980	$35,960	$ 2,400

A $750 non-refundable deposit is due upon receipt of Enrollment Contract and will be applied to first semester fees. *After the start of the term, room and board fees are non-refundable*. Any sum not paid when due will be subject to a late charge of 1% per month (12% per year) or any fraction of a month. Room fees include basic cable TV and internet connection. **Telephone service is an additional fee contracted directly with the service provider.**

Attendance for the Summer 2011 Term is *estimated* at $2,400.00 per course. Increases may be incurred after January 2011. Summer Term fees are due March 1st.

Additional fees not included in the tuition schedule:

Lab Fees:	As applicable
Book Fees:	As applicable
Single Room Fee:	$1,100 *small single room fee* per semester (limited by availability)
	$1,250 *large single room fee* per semester (limited by availability)
Private Apartment Fee:	$1,700 per semester (limited by availability)
Technology Fee:	$ 200 per semester
Room Maintenance Fee:	$ 200 due July 1st with Fall tuition
New Student Orientation:	$ 250

NOTES:
1. Credit hours in excess of the maximum standard academic load of fifteen (15) credit hours will be billed according to the Institution's tuition rate of $610 per credit hour, excluding four (4) credit courses having an additional lab.
2. Credit hours for part-time students carrying 6 credits or less will be billed $710 per credit hour, which includes fees for one (1) hour per week of academic mentoring.
3. Payment for the Fall Term is due on or before July 1st. Payment for the Spring Term is due on or before November 1st. The $750 non-refundable deposit required upon enrollment will be applied to the tuition for the first term of attendance.
4. An additional fee may be imposed if the College receives an unexpected surcharge or fee (such as energy surcharge). The fees (if any) will be prorated and billed to currently enrolled students.
5. A $200 room maintenance fee is required for admittance into student housing.

Tuition rates are established and announced each Spring Term. Increases are effective for the Fall Term. Students are permitted to attend class only if the first semester payment has been received or payment arrangements completed.

Non-Refundable Fees

Single Room Fee:	$1,100 or $1,250 per semester (limited by availability)
Private Room Fee:	$1,700 per semester (limited by availability)
Room Maintenance Fee:	$ 200 due July 1st with Fall tuition
Application Fee:	$ 50
Graduation Fee:	$ 200
Parking Permit:	$ 10
Book Fees	as applicable
Lab Fees	as applicable
New Student Orientation:	$ 250

Non-Residential Students/Commuter Fee Schedule

2010-2011	FALL	SPRING	ANNUAL TOTAL	ESTIMATED SUMMER
Tuition	$13,905	$13,905	$27,810	$ 2,400
Board Fees	Optional	Optional		
Student Service Fee	$ 800		$ 800	
Total Fees	$14,705	$13,905	$28,610	$ 2,400

A $750 non-refundable deposit is due upon receipt of enrollment contract and will be applied to first semester fees. Students may purchase the meal plan, which is optional. Any sum not paid when due will be subject to a late charge of 1% per month (12% per year) or any fraction of a month.

Attendance for the Summer 2011 Term is *estimated* at $2,400.00 per course. Meal plan is optional. Increases may be incurred after January 2011. Summer Term fees are due March 1st.

Additional fees not included in the tuition schedule:

Board Fees:	$1,500 (Full Service)
Lab Fees:	As applicable
Book Fees:	As applicable
Technology Fee:	$ 200 per semester
New Student Orientation	$ 250

NOTE:
For non-residential students, notes 1-4 on page 12 are applicable, as well as related non-refundable fees.

ALL CHECKS FOR TUITION AND ROOM/BOARD FEES SHOULD BE MADE PAYABLE TO:

BEACON COLLEGE
105 EAST MAIN STREET
LEESBURG, FLORIDA 34748

REFUND POLICY

No refund is made in the case of dismissal of a student from Beacon College. Students who withdraw for medical or exceptional reasons approved by the President may receive partial tuition refunds as follows:

100%	-	First week (less 5% administration fee)
75%	-	Second week
50%	-	Third week
25%	-	Fourth week
0%	-	Fifth week

Written notice of withdrawal from the College must be received within the weeks noted above to obtain a refund. **There will be no refund of room fees**.

Summer Term Refunds
There is no refund of room fees during the Summer Term. If the student withdraws within the first week of the Summer Term, 100% of tuition is refunded less 5% administration fee. There is no refund after the first week.

Refunds for Federal Financial Aid Recipients
If a student is a recipient of Title IV aid (Pell Grant, Stafford Loans, and Plus Loans), federal regulations administered through the U.S. Department of Education will apply.

If a recipient of Title IV aid withdraws during the term, the College will calculate the amount of aid the student did not earn, and the unearned portion will be returned to the Title IV programs. The student is responsible for any charges that are unpaid as a result of the return of Title IV funds.

Examples of the calculations of earned and unearned Title IV funds required as a result of withdrawal may be requested from the Business Office. Generally speaking, a student earns Title IV aid based on the number of days completed during the term prior to withdrawal. Once 60% of the term has been completed, the student is considered to have earned 100% of the Title IV aid awarded.

Refunds for Recipients of Veterans Benefits
The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Refund Appeal Process
Any student may appeal a refund decision by filing a written request with the Business Office. Appeals must include basis for appeal (extenuating circumstances). Appeals will be reviewed by the Financial Aid Appeal Committee. The Committee's decisions in all matters will be final.

FINANCIAL AID

The primary purpose of the financial aid program at Beacon College is to provide financial assistance to qualified students. Parents and students are expected to make the maximum possible contribution to meet the student's educational expenses. The Free Application for Federal Student Aid (FAFSA) and the Beacon College Financial Aid Application are used to determine eligibility. Students can complete the FAFSA on-line at www.fafsa.ed.gov. The Beacon College Department of Education identification number is **033733**.

Applications for Federal Financial Aid and Beacon College financial aid should be received in the Financial Aid Office by April 1st for **priority** consideration for the following academic year. Applications received after April 1st will be considered on the basis of available funds.

Eligibility Requirements

To receive aid from the major financial aid programs at Beacon College, students must meet the following requirements:

- Demonstrate a financial need in accordance with the federal financial needs analysis formula.
- Have a high school diploma or a GED.
- Be enrolled or accepted for enrollment as a student working toward a degree in an eligible program.
- Be a U.S. citizen.
- Enrollment must meet the minimum hours of enrollment and other program specific criteria.
- Have signed certification statements of "Educational Purpose/Refunds and Defaults" on FAFSA.
- Have a valid Social Security Number.
- Register with the Selective Service, if required.
- Make satisfactory academic progress.
- The applicant's aid may not have exceeded the published cost of attendance and the applicant must not receive Federal Loans in excess of the established annual or aggregated amounts.

Applying for Financial Aid

Financial Aid files must be completed at least three (3) weeks prior to payment due date in order for you to utilize your award towards payment of your tuition and books. If your file is incomplete prior to registration, you must pay for your own tuition, room and board, and books. You will be reimbursed, to the extent of any over payment after the drop/add date and certification of loans. You must reapply each year for financial aid. Awards are not renewed automatically. In order to receive aid from the major financial aid programs at Beacon College, students must complete the following:

1. Complete and mail the Free Application for Federal Student Aid (FAFSA) or apply over the Internet at www.fafsa.ed.gov. In Step 6 of the application, the school code for Beacon College is **033733**. **To expedite the process, it is strongly recommended that you apply for federal financial aid on-line at www.fafsa.ed.gov.**
   The FAFSA Application must be completed if you are interested in any federal grants, student loans, and the Florida Student Assistance Grant at Beacon College.
2. Complete an application for admission to Beacon College. Your academic records (high school and college transcripts, degree intentions) must be received and evaluated by the Office of Admissions before your financial aid file can be processed.
3. The Financial Aid Office receives your electronic Student Aid Report (SAR) from the FAFSA federal processor approximately three weeks after you file the application for federal financial aid. In order for you to receive your financial aid award prior to the start of the semester, Beacon College must be listed as your school choice in Step 6 on the FAFSA Application. The FAFSA federal processor will send Beacon College a copy of your Student Aid Report (SAR) at the same time you are sent either an electronic copy or a postal copy. Please keep the copy that you are sent for your records. If you do not receive your SAR within 3 weeks of submission to the FAFSA federal processor, you may want to call the processor at (800) 433-3243 from 8 a.m. through midnight (Eastern Standard Time) or check on-line at www.fafsa.ed.gov. TTY users may call (800) 730- 8913.
4. Complete the Beacon College Financial Aid Application Form and return it to the Financial Aid Office. This form is required in order to receive federal financial assistance, the Florida Student Assistance Grant (FSAG), and the Florida Resident Access Grant (FRAG). The Beacon College Financial Aid Application Form can be downloaded from the Beacon College website.
5. The Financial Aid Office will access financial aid transcript information for you via the National Student Loan Data System (NSLDS). You will be notified if additional information is needed.
6. If you are selected for verification, the Financial Aid Office will notify you of all required documents.   After all documentation is received, verification may take up to three (3) weeks to be processed.

GENERAL INFORMATION

- A separate loan application is required if you are applying for a Federal Direct Subsidized/Unsubsidized Loan. Loan packets are available in the Financial Aid Office.
- You will receive an award letter once the Financial Aid Office processes your file. This will let you know the types of aid for which you are eligible at that time.
- Please notify the Financial Aid Office if you are expecting to receive the Florida Bright Futures Scholarship.
- You are responsible for follow up on your financial aid application.   Do not wait until school begins.

Assistance

If you need assistance with the application process, please contact the Financial Aid Office. Complete as much of the application as you can to identify your questions before you contact the Office. If an appointment is necessary, bring your tax return, including W-2s (and your parents' tax return if the application requires this information), as well as documentation of untaxed income (e.g., Social Security benefits, AFDC, child support, etc.).

Satisfactory Academic Progress for Financial Aid Recipients

All students receiving any form of Title IV Financial Aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Section 668.19). Beacon College is required to enforce these standards for students receiving Title IV Federal aid.

The following requirements are the standards of satisfactory academic progress for Financial Aid students at Beacon College:

- Standards of academic progress are reviewed at the end of each term for all students except students who have previously appealed and/or are transfer students.
- All transfer students will be reviewed at the time they are admitted to Beacon College prior to making any financial aid awards.
- All students who have been approved through the appeal process will continue to be reviewed each semester.
- A student is required to successfully complete the minimum number of hours to progress toward a degree as follows:

   Enrollment Status Maximum Load Percentage to Complete Each Semester
   Full-time: 12 credit hours or more   67%
   Three-quarters-time: 9 to 11 credit hours   67%
   One-half-time: 6 to 8 credit hours   67%
   Less than one-half-time: less than 6 credit hours   67%

- Successful completion means earning grades of A, B, C, D or P. Grades of I, F, W, WF, WP, NP are not successful completions.
- If students are required to enroll in pre-requisite College Readiness Courses in reading, writing, and/or math, they must earn a pass (P) in each course prior to enrolling in subsequent content area courses.
- A new student must have a minimum grade point average of 1.7 in the first 15 credit hours and a grade point average of 2.0, thereafter in all course work attempted at Beacon College.
- Credit hours for institutional credit College Readiness/Developmental courses will be counted toward financial aid eligibility. Grades received in these courses will not be used in calculating a grade point average. However, hours attempted will be used to determine the completion ratio.
- All terms of enrollment with or without financial aid at Beacon College will be used in determining a student's satisfactory progress for financial aid. All transfer work accepted by Beacon College will be included in the standards of academic progress calculations.

- Students who are suspended or dismissed from the College will lose financial aid benefits. The Financial Aid Coordinator can approve or disapprove appeals on a case-by-case basis. A student may appeal financial aid suspension in writing to the Financial Aid Appeal Committee if the student feels there are extenuating circumstances (unplanned events beyond the student's control). Students must provide documentation supporting their extenuating circumstances along with rationale on why a waiver should be granted. The Financial Aid Appeal Committee's decision in all matters will be final.
- If the Financial Aid Appeal Committee approves an appeal, the student's aid will be reinstated with provisions. The Committee may stipulate restrictions governing the number of remaining credit hours for financial aid assistance. Students who choose not to file an appeal or whose appeal has been denied may in some cases reestablish eligibility for financial aid by achieving a cumulative grade point average of 2.0 or better and/or complete a minimum of 6 hours of course work at their own expense.

Student Code of Conduct for Beacon College Grant or Work-Study Recipients
Students receiving Beacon College Grants or Work-Study funding must adhere to the *Student Code of Conduct* as outlined in the *Beacon College Student Handbook.* Students who have a drug or alcohol related incident or a major disciplinary infraction may lose their Beacon College financial aid. The family will be responsible for paying the pro-rated tuition balance.

GRANTS
Beacon College participates in the following grant programs.

Federal Pell Grant
The Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post high school educational institutions. Pell Grants are intended to be the basic type of aid and may be combined with other forms of aid in order to meet the student's financial need. Amounts awarded can change annually. The maximum award for the 2009-2010 academic year is estimated at $4,731.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC) scores. Federal Pell Grant recipients receive priority for FSEOG awards. The awards range from $100 to $4,000 a year, contingent upon the availability of funds.

Academic Competitiveness Grant (ACG)
The ACG is awarded to full-time undergraduate students enrolled in an eligible program, who receive Federal Pell Grants and are U.S. citizens. Students must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit towards a bachelors degree. Awards are up to $750 for the first academic year and up to $1,300 for second academic year students, contingent upon the availability of funds.

Florida Resident Access Grant (FRAG)
The FRAG provides tuition assistance to Florida residents who are enrolled full-time as undergraduate students at private institutions such as Beacon College. Full-time is defined as a minimum of 12 credit hours. Award amounts are specified each year by the State in the General Appropriations Act. Application for the grant will be mailed to all Florida residents who have an enrollment contract on file.

Florida Student Assistance Grant (FSAG)
The FSAG provides grants to full-time Florida resident students who have exceptional financial need. The amount of a grant is based on the financial need of a student and the cost of attendance. The FAFSA application is used to determine eligibility.

National SMART Grant

The National SMART Grant is awarded to full-time undergraduate degree students in the third or fourth academic year. In order to receive the grant, students must receive a Federal Pell Grant, be a U.S. citizen, and have at least a 3.0 grade point average at the beginning of each semester. Students must major in physical, life, or computer science, engineering, mathematics, technology or a critical foreign language.

Students with Disabilities

The Florida State Board of Education approved a statute change that will allow students with documented disabilities for whom part-time enrollment is a necessary accommodation, to be eligible for state financial assistance, including the Florida Student Assistance Grant. Please contact the Financial Aid Office at Beacon College for more information (352) 787-0981.

Repayment of Title IV Federal Funds: What are Title IV Federal Funds?

At Beacon College, Federal Title IV funds consist of the Federal Pell Grant, Subsidized Federal Direct Loan, and an Unsubsidized Federal Direct Loan.

Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. A student who withdraws or stops attending all courses prior to completion of at least 60% of an enrollment period, WILL BE REQUIRED TO REPAY the "unearned portion" of the funds received.

These regulations apply to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant disbursement check in the amount of $800 could be required to repay the federal financial aid programs as much as $400, unless the student attends school for more than 60% of the enrollment period. In addition, a portion of the award that could have been used to pay for tuition, fees, books and/or supplies may also be required as repayment to the school. The latter requirement is because schools are required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

The rule applies only to those students who withdraw from ALL CLASSES. The rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. If the student is unable to complete all courses, every effort should be made to successfully complete at least one course. In so doing, the student will preserve the funds received. The student should work closely with his/her academic advisor to plan a course load that can be successfully completed each term.

Students who receive funds from the federal financial aid programs must check with the Business Office and the Financial Aid Office prior to withdrawing from a class to see if they would have a financial obligation.

In addition to the above, students who receive an "F" grade, where attendance cannot be documented, will be required to repay the excess federal financial assistance they receive.

SCHOLARSHIPS

Beacon College is eligible to participate and administer the following scholarships based on each program's guidelines:

- Florida Bright Futures Scholarship Program,
- Florida Children of Deceased or Disabled Veterans,
- Florida Ethics in Business Scholarship, and
- Florida Jose Marti Scholarship Challenge Grant Fund.

In addition, the College also provides the following scholarship opportunities:
- Beacon College Community Service Scholarship,
- Jamie Botwick Memorial Scholarship,
- Emil E. Brodbeck Book Scholarship,
- Kathleen J. Brodbeck Advancement of Women Scholarship,
- Paul and Dorothy Heim Civic Award Scholarship, and
- President's Award for Academic Scholarship.

Students are encouraged to search for additional scholarships via the Internet sites listed below:
> http://www.fastweb.com
> http://www.finaid.org/otheraid/ld.phtml
> http://www.collegeboard.org

BEACON COLLEGE FINANCIAL ASSISTANCE

Beacon College offers financial assistance to students for on-campus college service. Placement is contingent upon financial need and the availability of funds. Students are required to provide college service and the monies earned are used to offset the cost of tuition.

LOANS

Loans are a cost-effective way to help finance a student's education by borrowing funds at a low interest rate. Private loans, as well as federally guaranteed parent and student loans (Parent Plus), are available. For more information on educational loans available to fund education at Beacon College, parents and students should call the Financial Aid Office at (352) 638-9727 or visit www.studentloans.gov.

VETERANS EDUCATIONAL BENEFITS

Beacon College is approved to provide training to Veterans under the following chapters:
- Chapter 30   Montgomery GI Bill,
- Chapter 31   Vocational Rehabilitation,
- Chapter 32   VEAP/Veterans Educational Assistance Program,
- Chapter 35   Survivors' and Dependents' Educational Assistance, and
- Chapter 1606   Reservist Benefits.

Students applying for benefits must submit a certificate of eligibility (VA Form 22-0557) or award letter (VA Form 20-8993) to Beacon College in order for the College to notify the Veteran Affairs regional office of your enrollment.

For more information and forms, students may contact the Department of Veterans' Affairs Educational Benefits Office at (800) 827-1000 or visit their web site at http://www.gibill.va.gov.

OTHER PROGRAMS

In addition to the above, Beacon College also cooperates with the following state and federal programs that provides financial assistance to students:
- Division of Blind Services,
- Division of Vocational Rehabilitation,
- Florida Prepaid College Program, and

For additional information about financial aid:

Beacon College
Coordinator of Financial Aid
105 East Main Street
Leesburg, FL 34748
Phone: 352-787-7660
International Phone: 011-352-787-7660
Fax: -352-787-0721
Web Site: http://beaconcollege.edu

ACADEMIC INFORMATION

REGISTRATION

Dates for registration are published in the Academic Calendar and posted each semester in the Education and Stoer Buildings. Registration materials and specific procedures are provided by the Office of Academic Affairs.

ACADEMIC ADVISEMENT

Each degree-seeking student will be assisted by a Department Chair or assigned academic advisor in understanding and interpreting the College's academic requirements for graduation and securing help with academic concerns or assistance with life/career goals.

DROP/ADD PERIOD

During the first week of each semester, a student may drop or add a course without penalty. Any course dropped during this period will not be recorded on the student's permanent record. Students may not add courses after the final Drop/Add date designated by the Academic Calendar.

To drop or add courses, a *Drop/Add Form* must be obtained by the student, signed by the instructor and academic advisor, and returned to the Registrar for approval. Students must be advised that dropping a course may affect anticipated graduation date.

COURSE WITHDRAWAL POLICY

Withdrawal from courses applies after the one-week Drop/Add period ends. A student who withdraws from a course or is withdrawn by the instructor after the Drop/Add period and *before* the last day of the eighth week of class will receive a (W) on his/her transcript. If a student withdraws or is withdrawn by an instructor *after* the eighth week of class, a notation of WP or WF (Withdrawn Passing or Withdrawn Failing) will be recorded on the transcript. A notation of W, WP, or WF will earn no course credit and the course will not be used in calculating the cumulative grade point average. **Students should be aware that withdrawing from a course may change student status and affect financial aid eligibility**.

Students cannot withdraw from required College Readiness courses, including *Learning Essentials & Self Discovery.*

COURSE WITHDRAWAL FORM

Students who withdraw from a course must complete a *Student Course Withdrawal Form* signed by the instructor and academic advisor and submitted to the Registrar for final approval.

REQUIRED EXAMINATIONS

Absences from examinations are excused only in cases of severe illness or occasions of equal exigency.

STUDENT ATTENDANCE POLICY

Students are expected to be present and on time for all class meetings ready to learn. Make up work required due to an absence is the responsibility of the student. The student is responsible for knowing and understanding the make-up work policies outlined in the syllabus for each course.

Upon the fourth absence and every absence thereafter, the student's final grade will be lowered one grade. For example, a student earning a B in a class would receive a B- with four absences, a C+ with five absences.

Three Hour Block Courses
Upon the third absence and every absence thereafter, the student's final grade will be lowered one mark. For example, with three absences a student earning a B in a class would receive a B-, with four a C+, and so forth.

Late Arrival Policy
Four (4) late arrivals are recorded as one absence and will affect the grade accordingly. A student who arrives late to class and also arrives late from break may be considered to have two tardies in one class period.

Veteran Attendance Policy
Excused absences will be granted for extenuating circumstances only. Excused absences are documented with formal entries in students' files. Early departures, tardiness, class absences, and other form of full or partial absence from class will be deemed a full class absence. Students exceeding three (3) days unexcused absences in a calendar month ***WILL BE TERMINATED FROM VETERANS BENEFITS*** for unsatisfactory attendance.

CLASSROOM RESPONSIBILITY

Students are responsible for maintaining classroom decorum appropriate to the College educational environment. When the conduct of a student or group of students varies from acceptable standards and interferes with instruction, the instructor has the authority to remove the disruptive party from the room.

Cell phone use is NOT permitted in classes. All cell phones must be set to the "OFF" position.

CREDIT HOURS DEFINED

Beacon College awards semester credit hours on the basis of the Florida Administrative Code, which equates one (1) college credit as equal to fifteen (15) fifty-minute periods of classroom instruction.

COURSE LOAD

The standard academic course load per semester for full-time students is 12 to 15 credit hours with a maximum of 15 credit hours or five (5) courses. Written approval from the academic advisor is required to register for a course load that exceeds 15 credit hours or 16 credit hours for courses with a required lab, and only students with a cumulative grade point average of at least 3.3 (B+) are eligible.

Students must complete and sign an *Overload Form* that petitions for an exception to the course load policy and that also serves as formal disclosure and acknowledgement of increased tuition costs. A copy of the *Overload Form* is sent to the party responsible for the student's financial obligations. Credit hours in excess of the maximum standard full-time academic course load of fifteen credit hours will be billed according to the Institution's tuition rate of $610 per credit hour.

Credit hours for part-time students enrolled in 6 credit hours or less will be billed $710 per credit hour, which includes fees for one hour per week of academic mentoring.

If a student chooses a reduced course load or is required to enroll in institutional credit courses prior to enrolling in degree-credit-bearing courses, additional semesters may be required to earn the A.A. or B.A. Degree. However, the degree program may not exceed three years for an A.A. or six years for a B.A. from date of matriculation unless approved by the Vice President of Academic Affairs.

COURSE AUDITS

Students may register to audit a course provided there is sufficient room in the course on a space-available basis. The student who audits the course is expected to register for the course on a non-credit basis and will be charged a $300.00 audit fee per course. The student who audits a course(s) is expected to attend class regularly. However, the student is not required to complete any course assignments such as papers or examinations. The student who audits a course does not receive earned credit for the course or a grade in the course. The instructor may provide informal feedback to the student. The student who audits a course may not change the registration from audit to credit during the semester, except during the formal Drop/Add period. A course audit is typically intended to prepare for another course or as an enrichment course of special interest to the student. Students must obtain written permission to audit a course from the Vice President of Academic Affairs.

GRADING SYSTEM

Students are expected to pursue degree requirements in accordance with the following academic grading policies of the College.

Pass (P)/Not Pass (NP) Rubrics for College Readiness Courses
Students required to enroll in any College Readiness course must earn a pass (P) on the subject subtest in order to be considered making adequate academic progress. Students are enrolled in College Readiness courses based on review of admissions documentation and the College Placement Test.

Definition
Grades are issued at the end of each semester. The following system is used:

93-100 A	83-86 B	73-76 C	63-66 D
90-92 A-	80-82 B-	70-72 C-	60-62 D-
87-89 B+	77-79 C+	67-69 D+	59 or lower F

Failing Grade Policy
If a required course is failed, the course must be repeated or an approved equivalent course taken and passed. No credit is accrued with a grade of (F). When a student repeats a course or takes its approved equivalent, both grades will be recorded on the student's transcript, but only the second grade will be included in computing the cumulative grade point average. **This forgiveness policy can only be used twice during a student's enrollment at Beacon College.**

Incomplete Grade Policy
A grade of Incomplete (I) is recorded when a student is unable to complete course work within the semester for an acceptable and documented reason. Responsibility for completion of the work satisfactory to the instructor rests solely with the student. The deadline for completing the course work is the last day of the next semester or at an earlier date agreed upon by the student and instructor. An Incomplete grade not changed to a passing grade by the agreed-upon date for course completion or at the latest by the last day of the next academic semester is changed to a failing (F) grade automatically and is recorded on the student's official transcript.

Reporting Grades
Student grades are posted on SONIS WEB at the end of each term and may be accessed by students through their personal identification numbers (PIN). Other academic notices, such as midterm grades are also available on SONIS.

Grade Changes
Grade changes are initiated by a course's Instructor of Record and are approved by the Vice President of Academic Affairs. A *Change of Grade Form* with the new grade must be submitted within one semester from the close of a grading period. Thereafter, no grade changes may occur.

Academic Complaint and Grade Appeal

All academic complaints and final grade appeals must be filed in writing and directed to the Vice President of Academic Affairs following the procedures outlined in the Student Handbook. To appeal a final grade, the student must take the following steps:

- The student requests that the instructor recalculates the final grade. The instructor completes a grade worksheet within two working days, signs it, dates it, and gives one copy to the student. If, in fact, there is a grading error, a copy of the grade worksheet and a *Change of Grade Form* is forwarded to the Office of Academic Affairs for an official grade change.
- If a question remains, the student may appeal to the Vice President of Academic Affairs for a recalculation of the final course grade. Upon receipt of the request, the Vice President of Academic Affairs will contact the faculty member and review the grade worksheet of the student in question. The instructor will submit the worksheet within two working days of the request and appropriate action will be taken by the Vice President of Academic Affairs. The student is notified of the final decision in writing.

Grade Point Average

The student accumulates credit points toward a grade point average (GPA) on a 4.0 scale as follows:

Grade	Grade Points Per Unit	Grade	Grade Points Per Unit
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

In computing grade point averages, the 0.0 earned by a grade of F is included. However, grades of Incomplete, Withdraw Fail, Withdraw Pass, Not Pass, and Institutional Credits are not calculated in the grade point average.

ACADEMIC STANDING

Academic Class Defined

Students will be classified by level on the basis of credit hours satisfactorily earned, as follows:

Freshman: 00-29 credit hours
Sophomore: 30-59 credit hours
Junior: 60-89 credit hours
Senior: 90 or more credit hours

ACADEMIC PROGRESS AND HONORS

Restricted Programs of Study

Any freshman with less than a 1.7 grade point average for the first semester and all other students with a cumulative average lower than 2.0, may be required to take a limited program of study the subsequent semester.

A student is considered to have made no academic progress if he/she accumulates an excessive number of Incomplete (I) and/or Failing (F) grades. The student may be restricted from registering for further course work.

Academic Probation
A student who does not make satisfactory progress by maintaining a GPA of 2.0 is subject to Academic Probation in the next semester. In addition, any student who withdrawals from more than one class, yet earned a 2.0 or higher, may also be placed on Academic Probation. A student who is placed on Academic Probation in the second consecutive semester, or who incurs probation in any third semester, may be dismissed from the College. A student on Academic Probation may be limited to a reduced course load and/or may be required to take College

Readiness/Developmental courses. Other remedial interventions may also be implemented at the recommendation of the student's advisor or the Vice President of Academic Affairs.

A student placed on Academic Probation will receive a letter from the Office of Academic Affairs advising of probationary status with a copy to the student's academic advisor. The letter will only be sent to the student's parents with the consent of the student in accordance with FERPA requirements.

Academic Probation may affect a student's academic standing, eligibility for financial aid, and the student's ability to complete the degree in the time required. Academic Probation shall be imposed in full accordance and compliance with all the policies, rules, and regulations of the Institution.

Dismissal or Suspension
The College reserves the right to suspend or dismiss, at any time, any student who, in the opinion of College authorities, has violated college policies as stated in the Student Handbook. If a student is dismissed, financial obligations to the College are governed by regulations as stated in the *Beacon College Catalog* and in the *Beacon College Student Handbook*.

Academic dismissal or suspension shall be in accordance with all the policies, rules, and regulations of the Institution as stated in the *Beacon College Catalog* and *Beacon College Student Handbook*.

Withdrawal
A student who withdraws from the College must complete a *Withdrawal Form* with the Office of Academic Affairs or the student will not be considered officially withdrawn and may be subject to penalties. Official transcripts, and other student records, will not be released until the student is officially withdrawn from the College.

Readmission
Students who withdraw, fail to register, or are dismissed from the College for any reason must apply for readmission to the College through the Office of Admissions. The Admissions Committee reviews each request for readmission to determine the need for additional, up-to-date information: new academic testing, references, personal statement, and college transcript(s). An admissions visit may be required.

An academically disqualified student is not eligible for readmission for at least one semester or two semesters, to be determined by the College, following the disqualification. If readmitted, the student will be provisionally admitted and will be expected to satisfy the requirements of provisional admission as stated in the *Beacon College Catalog* to be eligible to continue to study at Beacon College in the next semester. The policy of Beacon College assures nondiscriminatory procedures for readmission.

Termination of Veterans Benefits Due to Unsatisfactory Progress
The Veterans Administration will be notified to terminate benefits due to unsatisfactory progress or attendance of any student receiving veteran's benefits who remains on academic probation beyond two consecutive semesters. The student may be recertified for veteran benefits upon attaining satisfactory progress (2.0) and being removed from probation.

Academic Honors

A student who earns high grades is considered to make exemplary academic progress. A student whose semester grade point average is 3.3 or higher while enrolled in at least 12 credit hours is recognized on the *Honors List*. A student whose semester grade point average is (4.0) is nominated to the *President's List*. Students who achieve exceptional standing throughout their college work are graduated with honors.

To graduate with honors, a student must complete 60 credit hours for an Associate Degree or 120 credit hours for a Bachelor Degree and must have achieved the following cumulative grade point average:

Cum Laude	3.4 to 3.59
Magna Cum Laude	3.6 to 3.79
Summa Cum Laude	3.8 to 4.0

Psi Tau Omega

Psi Tau Omega is the Beacon College Academic Honor Society. Election to this very special and prestigious organization requires three sequential steps. First, the student must earn a minimum 3.55 cumulative GPA after four semesters at Beacon College. Second, the student must be nominated by a faculty member. Third, the nominee must be elected to the Honor Society by a majority vote of the faculty. To qualify for nomination, the student must also demonstrate a high level of integrity and academic honor.

Membership in Psi Tau Omega will be withdrawn if the student's grade point average falls below 3.0 in any semester.

CONFIDENTIALITY/ACCESS TO STUDENT RECORDS

The College issues reports of progress, including grades, written evaluations, and letters of warning, and other academic records directly to the student. A student has access to all information pertaining to educational records and academic status. Parents or legal guardians may have access to information pertaining to education and academic status only as stated under the Family Educational Rights and Privacy Act (FERPA). http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

STUDENT SERVICES

OFFICE OF STUDENT SERVICES

Student Services provides non-academic student support services and activities that contribute to the cultural, social, intellectual, moral, and physical development of students. The Office of Student Services provides a wide variety of activities throughout the year to promote student development, campus community involvement, and to increase faculty, staff, and student interaction.

It is the goal of the Office of Student Services to produce well-rounded individuals, and the staff is committed to providing out-of-classroom experiences to enhance the environment in which students learn and to promote growth and development in all areas of the student's life.

CO-CURRICULAR ACTIVITIES

Out-of-classroom experiences are invaluable in the personal development of the well-rounded Beacon College student. Such activities include involvement in global/cultural awareness activities, social activities, health and wellness programs, leadership education, and community service. The College hosts a variety of on and off campus co-curricular activities that regularly include outdoor/nature activities, sporting events, cultural/ethnic festivals, musical and arts entertainment and appreciation, relationship and leadership building, health education, and fitness programs.

Students have opportunity for involvement through the Beacon Activities Council (BAC) and work closely with the Coordinator of Student Activities to plan, schedule and implement events and outings.

CLUBS AND ORGANIZATIONS

To enhance their college experience, students may choose to join any number of a variety of campus clubs and organizations such as Student Government, Greek organizations Lambda Epsilon Omega fraternity, Pi Phi Psi sorority, and Mu Mu Mu (Tri Mu) sorority; the Performance Club; Gamma Beta Phi, a national service organization; the Art Club; and Future Business Leaders of America-Phi Beta Lambda. As interest changes, students have opportunities through the Office of Student Services to develop new campus clubs and organizations.

CAMPUS ACTIVITIES

Group outings are scheduled during each month. Weekend activities include trips to plays, movies, festivals, camping, local attractions, and the beaches. The Beacon Activities Council (BAC) and the Coordinator of Residential Life and Student Activities plan the schedule.

Students may choose to join a variety of campus organizations and clubs throughout the school year, including the college yearbook, student government, cultural activities, sporting events, and a variety of other activities based on student interest.

HEALTH AND WELLNESS

The College offers professional counseling and related services in a safe and secure environment where students are free to confidentially discuss any issues of concern at no cost to them. Health related seminars and workshops are also made available to all students.

FOOD SERVICES

Student dining is in the *Chopping Block*, located adjacent to the Student Union. Meals are served in a restaurant atmosphere and is open for breakfast, lunch, and dinner Monday-Friday and offers a Sunday Brunch. Meal times are published on the weekly menu. The College may also sponsor special event meals or cook-outs at the Beacon College Village Apartments. Food Service operates a buffet-style, as well as individual orders for meal service. The cost of meals is included in the board fees. Students not on a meal plan may purchase individual meals. Students should see the Food Services Manager to do so. The College reserves the right to modify the delivery of food services based on student needs. Students with special dietary restrictions due to health related issues should make an appointment with the Food Services Manager to discuss their dietary concerns. At times, special events off campus include meal service and in these cases no food service is provided on campus.

RESIDENTIAL LIFE

The Beacon College Village Apartments serve as the College's residence halls. The apartments are within walking distance of the Main Street campus. Based on enrollment, the College may also lease local apartments for additional student housing. At Beacon College, residential life plays an integral part in the student's development and education, not only as a supportive environment but also as a means of building life experiences. This unique and rewarding housing system enables students to live in apartments and develop independent living skills while attending college. Staff Resident Assistants, assisted by student Community Builders, provide support and supervision in student housing, enforce rules and regulations, and foster and environment of belonging and success for all students.

TRANSPORTATION

The College operates a van transportation system to provide students access to field placement externships and college-sponsored activities. Based on availability, students may schedule individual transportation to medical appointments through the designated Resident Assistant; a minimal fee may apply. While every effort is made to accommodate students' schedules and needs, transportation is provided as available and cannot be guaranteed in every instance. Abuse of this service may result in loss of an individual's transportation.

STUDENT HANDBOOK

The student is expected to be familiar with all of the policies, rules, and regulations published in the *Beacon College Student Handbook*. Every student receives a copy of the Handbook from the Office of Student Services at orientation. Students are required to acknowledge receipt of the Student Handbook and agree to abide by all College rules and regulations.

STUDENT VEHICLES

Having a car on campus is a privilege. Students must submit a copy of their driver's license, registration, and proof of insurance to the Office of Student Services. All cars parked on campus must display a Beacon College Parking Sticker (fee applies). Failure to maintain a current Parking Sticker may result in fines and loss of campus driving privileges.

REGIONAL ACTIVITIES

Outdoor activities, such as boating, tennis, jogging, biking, fishing and swimming are available year-round in the central Florida regional area. Movies, restaurants, dinner theatres, and museums, are within a 30-minute driving time. Additionally, the College is near superb beaches and amusement sites, including the following:

Silver Springs	35 miles
Walt Disney World	44 miles
Sea World	42 miles
Universal Studios	44 miles
Kennedy Space Center	60 miles
Daytona Beach	69 miles
Weeki Wachee Springs	68 miles
Busch Gardens	80 miles
Cypress Gardens	90 miles

STUDENT COMPLAINTS

Any student who seeks to file a formal complaint should do so in writing to the Office of Student Services. Specific procedures for filing the complaint are outlined in the Student Handbook. If the complaint pertains to an academic concern, the student should follow the procedures as outlined in the Student Handbook under Academic Complaint and/or Grade Appeal.

LEARNING RESOURCE CENTER

LIBRARY

The mission of the Beacon College Library is to provide library materials, services, and instruction in an environment that supports the mission and curriculum of the College.

Beacon College provides a full-service academic library. The library collection includes over 23,000 print, audio, and video materials, and a number of electronic resources to meet the educational needs of students with learning disabilities. These resources are easily accessed through the Beacon College Library Homepage. The Library also has access to the Leesburg Public Library, the State University System Libraries, and a wide range of other libraries, either through direct borrowing privileges or through interlibrary loan.

New students are introduced to the Library through orientations, workshops, and course work. Training includes use of Beacon's online catalog, locating materials in our collection, and researching the electronic databases and the Internet. Individual assistance is available at any time during regular library hours.

COMPUTER CENTER

The College's Computer Center is equipped with multimedia technology and networked computer workstations. In addition to word processing, e-mail, and World Wide Web access, the Computer Center provides page scanners, voice-activated dictation software, and computerized reading programs to enhance and support the learning process of all students. Individual work stations ensure ready access to systems technology including assistive technology that assists students with specific learning disabilities.

The College provides the required hardware and software to support the latest versions of assistive technology. Examples of high-tech assistive technology available in the Writing Center and on various workstations throughout campus include:
- Kurzweil 3000 – Software that aids students by reading textbooks and other documents read aloud.
- ClassMate Reader – Portable text reader that reads various text documents aloud.
- Inspiration – Software program that graphically organize a student's ideas for writing assignments.
- Dragon Naturally Speaking – Aids students by having the student dictate their thoughts.
- IBM Via Voice – Dictation software option for students with writing difficulties.
- Scientific Notebook – Software that aids students in mathematical problem-solving.
- Editor and WordQ – Software programs that assist students with generating and editing text.

The above software may be used in conjunction with course materials. Students are provided notes and course syllabi from instructors electronically. Most courses also have an electronic format of the textbook(s) available. The College implements additional assistive technologies based on students' needs and updates programs on a regular basis.

WRITING CENTER

The purpose of the Robert & Jane Weiner Writing Center is to help all students develop their critical thinking skills through a focus on the reading and writing processes necessary for the successful completion of college-level writing. The Writing Center offers assistance and support for every phase of the writing process. In addition to one-on-one consultations, the Writing Center is also equipped with software and technology.

ACADEMIC PROGRAMS

COLLEGE PROGRAM

The Beacon College faculty is committed to helping students achieve individual success. Faculty members facilitate instruction by designing appropriate learning accommodations that reflect an understanding of different learning styles. Team Meetings allow faculty to discuss teaching methods and effective intervention techniques while assessing student progress. An emphasis on self-awareness and critical thinking focused on strategies for lifelong learning are facilitated by faculty and students working together. A low student-faculty ratio provides the opportunity for individual attention while fostering the competencies necessary for success.

GENERAL EDUCATION

The General Education Department provides a foundation of basic competencies for all degree programs. General Education courses contribute to the total development and educational growth of the student. These courses are required by the Florida Department of Education and the regional accrediting body.

ACADEMIC MAJORS

Students declare a major in one of three programs: **Computer Information Systems**, **Human Services**, and **Liberal Studies**. When declaring a major in Computer Information Systems (CIS), students are required to complete 21 credits in a CIS sequence for the A.A. Degree or 36 credits for a B.A. Degree. When declaring a major in Human Services, students are required to complete 18 credits in a Human Services sequence for the A.A. Degree or 39 credits in the sequence for a B.A. Degree. When declaring a major in Liberal Studies, students are required to complete 18 credits in a Liberal Studies sequence for the A.A. Degree or 39 credits in a sequence for a B.A. Degree.

After declaring a major, students may also choose to declare a minor which requires at least 18 credits in the minor field of study.

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems major offers students the opportunity to learn about the latest technology used in today's marketplace, as well as explore the vast number of career choices available to those skilled in this area. Students in the Computer Information Systems major have the opportunity to integrate their creative, technical, and business skills through the curriculum. Students are able to choose one of two tracks to meet their specific career goals: the *Information Systems Track* or the *Web and Digital Media Track*.

The Associate of Arts Degree in Computer Information Systems *Information Systems Track* provides students with a basic background of incorporating technology into the corporate world. Students are exposed how to process data into useful information through various hardware and software used in the industry. **The Bachelor of Arts Degree in Computer Information Systems** *Information Systems Track* provides students a thorough background of how to implement information systems and retrieve valuable information needed by managers to make effective decisions and building knowledge in today's world market.

The Associates of Arts degree in the *Web and Digital Media Track* offers students a foundation in digital imaging, web page design, web animation and digital video to express the thoughts and ideas of an organization. **The Bachelor of Arts Degree in the *Web and Digital Media Track*** prepares students with comprehensive courses in digital design, web site development, web animation, and digital video. Projects focus on real world design solutions with a marketing approach.

HUMAN SERVICES

The Human Services major provides comprehensive knowledge of the theoretical foundations of the social sciences and offers practical experience in the professional fields associated with public and community services. This major field of study focuses on psychological approaches to understanding the holistic development of individuals, families, and communities. Through field placements, students gain work experience designed to facilitate employment in the human services field. A career in human services involves working with people in assisting them to adapt, change, and cope with physical and social conditions in their environment.

The Associate of Arts Degree in Human Services provides students with an introductory understanding of the factors that affect human growth and development and the range of delivery of services in the field. **The Bachelor of Arts Degree in Human Services** provides a comprehensive understanding of human behavior and the associated skills to enhance employment opportunities in the field of Human Services.

LIBERAL STUDIES

The Liberal Studies major provides an interdisciplinary approach to a wide range of academic disciplines. Students experience the natural and social sciences, humanities, the arts, and multicultural diversity. Graduates emerge with a global perspective and a broad foundation of knowledge, enhancing their critical thinking and analytical skills that are increasingly important in the work world. A wide range of career opportunities are available to graduates, as well as continued education in graduate programs.

The Associate of Arts Degree in Liberal Studies provides students with an educational foundation before entering the work force or pursuing further study or professional training. **The Bachelor of Arts Degree in Liberal Studies** provides students with a comprehensive liberal arts education to enhance employment opportunities and personal development, and to encourage a lifelong commitment to learning.

COLLEGE READINESS COURSES/DEVELOPMENTAL EDUCATION

College Readiness courses are designed to provide instruction necessary for academic success at the college level in the fundamentals of reading, writing, and mathematics.   Enrollment in College Readiness courses becomes a requirement for students based on the documentation provided for admissions and College Placement Tests. All first-time, full-time students are required to enroll in the Learning Essentials & Self Discovery course.

College Placement Tests (CPT)
The College administers a College Placement Test (CPT) to all entering students to determine readiness for college credit-bearing courses in reading, writing, and mathematics.

The College awards institutional credit for college readiness coursework; however, these credits do not apply to the College's graduation requirements of 61 hours for the Associate of Arts Degree or 120 hours for the Bachelor of Arts Degree. Upon successful completion of the College Readiness courses required by the CPT and/or admissions records, students may progress to credit-bearing course work in composition, literature, and mathematics. Students who earn a pass (P) in the subject area subtest of the CPT are not required to enroll in that subject's College Readiness course.

- Students who earn a pass (P) on the math subtest of the CPT are exempt from the MAT 0031 Math Strategies course. Students who are not exempt must earn a pass (P) on the course exit exam based on the *College Math Rubric* prior to enrolling in credit-bearing math courses.
- Students who pass the math subtest of the CPT and who plan to register for MAT 1901: General Education Math or MAT 1907: College Algebra must take a placement test administered by the instructor to determine readiness for this course.
- Students who earn a pass (P) on the writing subtest of the CPT are exempt from the ENG 0020 Writing Strategies course. Those who are not exempt must earn a pass (P) on the exit exam based upon the *College Writing Rubric* prior to enrolling in credit-bearing composition courses. Students showing improvement, but still needing additional writing instruction may be required to take ENG 1000 Analytical Reading and Writing prior to taking credit bearing composition or literature courses. ENG 1000 is a 3 credit course which can be applied as an elective
- Students who earn a pass (P) on the reading subtest of the CPT are exempt from the REA 0030 Reading Strategies. Students who are not exempt must earn a pass (P) on the *College Reading Rubric* prior to enrolling in credit-bearing composition or literature courses. Students showing improvement, but still needing additional reading instruction may be required to take Analytical Reading and Writing prior to taking credit-bearing composition or literature courses.
- Students who earn a pass (P) on the reading and writing subtests of the CPT are exempt from the ENG 1000 Analytical Reading and Writing course. Students who show fundamental reading and writing skills on the CPT subtests, but still need additional intensive reading and writing instruction may be placed into ENG 1000 Analytical Reading and Writing prior to taking credit-bearing composition or literature courses.

EDUCATIONAL SUPPORT SERVICES

Academic Mentoring
Individual success is the goal of the weekly one-on-one academic mentoring sessions. Students work with a Learning Specialist to improve study skills and effective time management strategies for college success through building a deeper understanding of the student's learning style and academic challenges. Sessions are skills-based and dependent upon the learning challenges faced by each individual student with the goal of gaining self-directed academic independence for lifelong learning.

Supplemental Instruction
Supplemental Instruction (SI) is student-centered supplemental instruction designed to improve academic performance and assist students before they encounter academic difficulty in credit-bearing content courses. Instead of targeting "at risk" students, SI targets traditionally difficult academic courses by providing regularly scheduled group study sessions for collaborative learning with the instructor and/or a learning specialist.

Special Accommodations
The College facilitates the academic success of its students by providing appropriate accommodations to students identified as at-risk. Accommodations may include interactive computer-based reading or writing programs, voice activated dictation software, audio texts**,** and audiovisual aids. Test accommodations include adjustments in presentation, setting, timing/scheduling, and response. To receive a testing accommodation, students consult with a learning specialist during the first two weeks of a semester and identify appropriate accommodations and assistive technology.

GRADUATION REQUIREMENTS

ASSOCIATE AND BACHELOR DEGREES

The Associate and Bachelor Degrees in Computer Information Systems, Human Services, and Liberal Studies are conferred upon completion of the academic degree programs prescribed and recommendation of the candidates by the faculty. The Associate Degree requires **61** credit hours with a cumulative grade point average (GPA) of 2.0. The Bachelor Degree requires **120** credit hours with a cumulative GPA of 2.0.

The minimum graduation requirements for the Associate Degree and the Bachelor Degree in Computer Information Systems, Human Services, and Liberal Studies are:

1. Completion with a pass (P) of all College Readiness courses required by the CPT or a pass (P) in each of the reading, writing, and math subtests of the CPT;
2. Completion of The College Experience: Learning Essentials and Self-Discovery: three (3) credits;
3. Completion of thirty-seven (37) credit hours in general education;
4. Completion of academic degree requirements in respective major program, (Computer Information Systems, Human Services, or Liberal Studies);
5. Completion of academic degree requirements in respective minor program, if applicable;
6. Completion of a minimum of six (6) credit hours in Cooperative Education/Field Placement in Bachelor Degree programs;
7. Completion of integrated review seminars and academic assessments for academic degree program;
8. Completion of required exit examinations in selected courses;
9. Completion of graduation petition.

GENERAL EDUCATION

The minimum general education requirement of thirty seven (37) credits in Computer Information Systems, Human Services, and Liberal Studies Associate of Arts and Bachelor of Arts Degree Programs are as follows:

I. **English and Communication**: Nine (9) credit hours of College Composition (ENG 1101), Composition and Literature (ENG 1102), and Rhetoric (ENG 2272).
II. **Computer Information Systems**: Six (6) credit hours of computer information systems courses derived from Technology in Global Environments (CIS 1255) and Computer Applications (CIS 1256). (See note below.)
III. **Humanities and Fine Arts**: Six (6) credit hours derived from Introduction to Humanities (HUM 2700) and Art Appreciation (ART 2051).
IV. **Mathematics/Natural Science**: Seven (7) credit hours are derived by three (3) credit hours from College Algebra (MAT 1907) *or* General Education Math (MAT 1901), and four (4) credit hours of Introduction to Life Science (BSC 1478).
V. **Social/Behavioral Sciences**: Six (6) credit hours of History of the United States Government (HIS 1576) and General Psychology (PSY 2851).
VI. **Critical Thinking**: Three (3) credit hours of Critical Thinking (PSY/EDU 2863).

NOTE: Students have the option of testing for a waiver of CIS 1255, which is a pre-requisite for CIS 1256 and other computer information system courses. If the student passes the test, CIS 1255 will be waived. The student will be responsible to take six (6) credits to satisfy the Computer Information Systems requirement by substituting a course for CIS 1255. See the Computer Information Systems Department Chair for information on the course options.

COMPUTER INFORMATION SYSTEMS
INFORMATION SYSTEMS TRACK

Associates of Arts Degree

The Computer Information Systems Associate of Arts degree in the Information Systems Track, requires the completion of a minimum of 61 credit hours, including the general education requirement of 37 credit hours. The Associate of Arts Degree in Computer Information Systems *Information Systems Track* provides students with a background of incorporating technology into the corporate world.

The following is the prescribed academic degree program for the Computer Information Systems A.A. Degree in the Information Systems Track:

I. General Education Requirements (See page 36)..**37**

II. Information Systems Track Degree Requirements **18**

CIS 2000	Ethics in Technology	CIS 3263	Electronic Commerce
CIS 2257	Web Page Design	CIS/BUS	Elective
CIS 2258	Computer Programming Concepts		
CIS 3251	Database Management		

III. Learning Essentials and Self Discovery **3**

IV. Personal Growth and Self-Efficacy **3**
  PSY 2950   Personal Development

Bachelor of Arts Degree

The Computer Information Systems Bachelor of Arts Degree major in the Information Systems Track requires the completion of 120 credit hours, including the general education requirement of 37 credit hours.   The Bachelor of Arts Degree in Computer Information Systems *Information Systems Track* provides students a thorough background of how to implement information systems and retrieve valuable information needed by managers to make effective decisions in today's organizations.

The following is the prescribed academic degree program for the Computer Information Systems Bachelor of Arts Degree in the Information Systems Track:

I. General Education Requirements (See page 36) **37**

II. Information Systems Track Degree Requirements...**36**

CIS 2000	Ethics in Technology	CIS 3259	Systems Analysis and Design
CIS 2257	Web Page Design	CIS 3273	Business Applications
CIS 2258	Computer Programming Concepts	CIS 3263	Electronic Commerce
CIS 2265	Introduction to Assistive Technology	CIS 4262	Management Information Systems
CIS 2275	Networking and Communications	BUS	Business Elective
CIS 3251	Database Management	BUS	Business Elective

III. Information Systems and Digital Media Electives **15**

IV. Learning Essentials and Self Discovery **3**

V. Personal Growth and Self-Efficacy **3**
  PSY 2950   Personal Development

VI. Field Placement **8**
  COE 4606   Career and Professional Development/Field Placement
  COE 4607   Culture of the Workplace/Field Placement

VII. General Electives **18**

COMPUTER INFORMATION SYSTEMS
WEB AND DIGITAL MEDIA TRACK

Associates of Arts Degree

The Computer Information Systems Associate of Arts Degree in the Web and Digital Media Track requires the completion of a minimum of 61 credit hours, including general education requirements. The Associate of Arts Degree in the *Web and Digital Media Track* provides the student a basic understanding of creating professional digital media and web pages.

The following is the prescribed academic degree program for the Computer Information Systems Associate of Arts Degree in the Web and Digital Media Track:

I.   General Education Requirements (See page 36) **37**

II. Web and Digital Media Track Degree Requirements **18**
CIS 2216	Digital Imaging with Photoshop	CIS 2267	Web Animation
CIS 2257	Web Page Design	CIS 2268	Digital Video I
CIS 2264	Introduction to Computer Graphics	CIS	Digital Media, CIS, or Art Elective

III. Learning Essentials and Self Discovery **3**

III. Personal Growth and Self-Efficacy **3**
    PSY 2950   Personal Development

Bachelor of Arts Degree

The Computer Information Systems Bachelor of Arts Degree in the Web and Digital Media Track requires the completion of 120 credit hours, including general education requirements. The Bachelor of Arts Degree in the *Web and Digital Media Track* provides students with courses in designing web pages that are professional, creative, and expressive through digital media.

The following is the prescribed academic degree program for the Computer Information Systems Bachelor of Arts Degree in the Web and Digital Media Track:

I.   General Education Requirements (See page 36) **37**

II. Web and Digital Media Track Requirements **30**
CIS 2216	Digital Imaging with Photoshop	CIS 3250	Digital Illustration and Layout
CIS 2257	Web Page Design	CIS 3267	Digital Video II
CIS 2264	Introduction to Computer Graphics	CIS 3276	Advanced Web Design
CIS 2267	Web Animation	CIS 4271	Advertising Design
CIS 2268	Digital Video I	CIS 4900	Portfolio Seminar

III. Digital Media Electives (CIS/Digital Media or Art) **21**

IV. Learning Essentials and Self Discovery **3**

V. Personal Growth and Self-Efficacy **3**
    PSY 2950   Personal Development

VI. Field Placement **8**
    COE 4606 Career and Professional Development/Field Placement
    COE 4607 Cultural of the Workplace/Field Placement

VII. General Electives **18**

HUMAN SERVICES

Associates of Arts Degree

The Human Services Associate of Arts Degree requires the completion of a minimum of 61 credit hours, including the general education requirements. The Associate of Arts Degree in Human Services provides students with an introductory understanding of the factors that affect human growth and development and the range of delivery of services in the field.

The following is the prescribed academic degree program for the Human Services Associate of Arts Degree:

HMS 1501	Introduction to Human Services	EDU/ANT 2831	Multicultural Diversity
HMS 1601	Public and Private Agencies	PSY 2852	Human Development
PSY 1801	The Family	PSY 2950	Personal Development

Bachelor of Arts Degree

The Human Services Bachelor of Arts Degree requires the completion of 120 credit hours, including the general education requirements. The Bachelor of Arts Degree in Human Services provides a comprehensive understanding of human behavior and the associated skills to enhance employment opportunities in the field of Human Services.

The following is the prescribed academic program for the Human Services Bachelor of Arts Degree:

HMS 1501	Introduction to Human Services	PSY 3910	Cross-Cultural Psychology
HMS 1601	Public and Private Agencies	PSY 4805	Substance Abuse
PSY 1801	The Family	HMS 4806	Ethical Issues in Human Services
PSY 2852	Human Development	HMS 4612	Counseling Strategies & Interventions
PSY 2950	Personal Development		
PSY 3803	Adult Development and Aging	HMS 4615	Human Services Senior Seminar
PSY 3861	Abnormal Psychology	ANT/EDU 2831	Multicultural Diversity

    HMS/PSY   Human Services or Psychology 3000-4000 Level Electives

    COE 4606   Career and Professional Development/Field Placement
    COE 4607   Culture of the Workplace/Field Placement

LIBERAL STUDIES

Associate of Arts Degree

The Liberal Studies Associate of Arts Degree requires the completion of a minimum of 61 credit hours including the general education requirements. The Associate of Arts Degree in Liberal Studies provides students with an educational foundation before entering the work force or pursuing further study or professional training.

The following is the prescribed academic program for the Liberal Studies Associate of Arts Degree:

HIS 2572	History of Western Civilization I	ANT 2706	General Anthropology
HIS 2573	History of Western Civilization II	ANT 3704	Cultural Anthropology
LIT 2855	World Literature	ANT/EDU 2831	Multicultural Diversity

PSY 2950   Personal Development

Bachelor of Arts Degree

The Liberal Studies Bachelor of Arts Degree requires the completion of 120 credit hours, including the general education requirements. The Bachelor of Arts Degree in Liberal Studies provides students with a comprehensive liberal arts education to enhance personal development and encourage a lifelong commitment to learning.

The following is the prescribed academic degree program for the major in the Liberal Studies Bachelor of Arts Degree:

HIS 2572	Western Civilization I	ANT 3704	Cultural Anthropology
HIS 2573	Western Civilization II	LIT 2855	World Literature
HIS	3000-4000 Electives (6 Credits)	LIT	3000-4000 Electives (6 Credits)
ANT 2706	General Anthropology	LBS 4804	Ethics
ANT 2831	Multicultural Diversity	LBS 4808	Senior Research Seminar in Liberal
ENG 3323	Media Studies		Studies

PSY 2950   Personal Development

COE 4606   Career and Professional Development/Field Placement
COE 4607   Culture of the Workplace/Field Placement

CONCENTRATIONS

A concentration is defined as four courses (twelve credit hours) in the same subject area. Students may create concentrations to reflect career goals or personal interests.

MINORS

Beacon College offers students in the B.A. programs the opportunity to select seven (7) areas of minor concentration: Business Management, Computer Information Systems, Web and Digital Media, Education, English/Literature, History, and Psychology. Students must successfully complete the following requirements to earn a minor.   Courses are substituted at the sole discretion of the appropriate Department Chair.

Business Management
The Business Management minor is designed to develop an understanding of the business industry and management profession including theories, principles, and historical and ethical issues. The Business Management minor allows the student to gain basic knowledge and skills necessary for seeking employment in organizations. The Business Management minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

BUS 2274	Personal Finance
BUS 2500	Principles of Marketing
BUS 2600	Principles of Management
BUS 3318	Business Communications
BUS	3000-4000 Level Elective
BUS	3000-4000 Level Elective

Computer Information Systems
The Computer Information Systems minor is designed to provide a basic background of incorporating technology into the corporate world. The Computer Information Systems minor allows the student to gain a basic understanding of creating digital media and web pages. The Computer Information Systems minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

BUS 2600	Principles in Management
CIS 2000	Ethics in Technology
CIS 2257	Web Page Design
CIS 2258	Computer Programming Concepts
CIS 3263	Electronic Commerce
CIS 3273	Business Applications

Computer Information Systems: Web and Digital Media

The Web & Digital Media minor is designed to provide a foundation for web and digital media communication tools and applications for the professional world. Students gain production skills in digital imaging, graphic design, digital video, web page design, web animation, and advertising. The Web and Digital Media minor also promotes critical thinking, analytic problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

CIS 2216	Digital Imaging with Photoshop
CIS 2257	Web Page Design
CIS 2264	Introduction to Computer Graphics
CIS 2267	Web Animation
CIS 2268	Digital Video I
CIS 4271	Advertising Design

Education

The Education minor provides students with an introduction to the classroom setting and the responsibilities of a teacher. This minor does not qualify students for their certificate nor does it allow them to test for certification. The Education minor is an opportunity to build a foundation that enables the student to pursue interest in the teaching field.

Students must successfully complete the following courses (18 credits):

EUD	2831	Multicultural Diversity
EDU	2864	Foundations of Education
PSY	2852	Human Development
EDU	3873	Educational Psychology
EDU	4753	Topics in Education
EDU	4866	Educating Exceptional Children

English/Literature

The English/Literature minor is designed for students interested in literature and writing beyond the basic General Education requirements. The English/Literature minor promotes the development of critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

LIT 2855	World Literature
LIT 3350	British Literature I **or** LIT 3351 British Literature II
LIT 3353	American Literature Pre-1876
LIT 3354	American Literature Post-1876
ENG/LIT	3000-4000 Level Elective
ENG/LIT	3000-4000 Level Elective

History

The History minor is designed to give students with an intellectual curiosity about history, a basic foundation of historical literacy and the implications for the future. Students in the History minor develop analytical, research, and writing skills that are required for success in most fields of employment. The History minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

HIS 2577	United States History to 1876	
HIS 2578	United States History Since 1876	
HIS 4100	United States History Since World War II	
HIS 4200	Slavery and Race in American History	
HIS	3000-4000 Level Elective	
HIS	3000-4000 Level Elective	

Psychology

The Psychology minor is designed for students who seek an understanding of human behavior in diverse populations. The Psychology minor allows students to develop a clear understanding of normal and abnormal behavior, human development, and other research-based best practices in psychology. The Psychology minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses (18 credits):

PSY 2852	Human Development	
PSY 3803	Adult Development and Aging	
PSY 3861	Abnormal Psychology	
PSY	3000-4000 Level Elective	
PSY	3000-4000 Level Elective	
PSY	3000-4000 Level Elective	

COURSE DESCRIPTIONS

Availability of courses are marked Fall (F), Spring (S), or Summer (Su) Terms. F/S signifies courses that may alternate between Fall and Spring Terms. Electives (E) are offered based on class enrollment and may not be offered every semester and/or year.

Note: Students will be notified of any course cancellations and may register for an alternative course prior to the commencement of classes for the term.

ART

ART 2051 Art Appreciation (F/S) 3 credits
Explores painting, sculpture, and architecture as art. A study of art history provides an understanding of where art began and how it developed. *Lab fee.*

ART/CIS 2250 Digital Photography (F/S) 3 credits
Explore photography as a digital medium as visual expression. Image capture and technical camera controls are demonstrated. Composition, lighting, color and subject matter are examined and artistically manipulated. Adobe Photoshop instruction focuses on photography elated tasks such as cropping, sizing, sharpening, color correction, and preparing photos for e-mail, Web pages and color printing. *Lab fee.*

ART 2300 Fundamentals of Drawing (E) 3 credits
Introduces drawing methods and techniques. Focuses on the enhancement of creative expression and communication. *Lab fee*.

ART 2701 Sculpture (E) 3 credits
Introduces the concept of plastic art and working creatively in three dimensions. *Lab fee*.

ART 2754 Ceramics (E) 3 credits
Introduces the basic concepts of hand building ceramics with emphasis on methods of construction, surface decoration, glazing and firing techniques. *Lab fee.*

ART 2860 Stained Glass (F/S) 3 credits
An introduction to the principles of stained glass design, fabrication, art, and history. Basic stained glass skills and techniques include: cartooning, patterning, glass cutting, foiling, leading and soldering. *Lab fee.*

ART 3860 Stained Glass II (S) 3 credits
Development and application of advanced stained glass making techniques including the planning and execution of original designs and patterns. *Lab fee.*

ART 2052/3052/4052 Topics in Art (E) 3 credits
Topics of current interest are presented in group instruction. Topics may include drawing, painting, sculpture, or theatre/film. This course may be repeated with different content. Lab time may be required in addition to classroom hours. Advanced topics may be taken as ART 4054. Topics courses cannot exceed nine (9) credits. *Lab fee.*

ANTHROPOLOGY

ANT 2706 General Anthropology (F/S) 3 credits
The scientific study of the biological and cultural characteristics of the human condition. Particular emphasis is placed on evolution, archaeology, and cultures of the world.

ANT 2719 Human Evolution and Prehistory   **(F/S) 3 credits**
This science-based course combines aspects of archaeology and physical anthropology. Key concepts and terminology are applied to the interrelated subjects of human biological and cultural evolution.

ANT/EDU 2831 Multicultural Diversity   **(F/S) 3 credits**
A study of America from the historical perspectives of its diverse ethnic groups. Topics include racial and ethnic identity, gender identity, sexual identity, power and racism, and diversity awareness.

ANT 3022 Caribbean Archaeology   **(E) 3 credits**
A survey of Caribbean prehistory from the earliest inhabitants to European contact. The Taino culture will be emphasized.

ANT 3054 Southwestern Cultural Studies   **(E) 3 credits**
A survey of the archaeological traditions and selected American Indian cultures of the American Southwest. Environmental and cultural influences, social organization, belief systems, oral traditions, political economy, and responses to change will be highlighted.

ANT 3704 Cultural Anthropology   **(E) 3 credits**
A study of the origin and development of human life ways with emphasis on non-Western societies. A comparative perspective is used to examine technology, language, social organization, religion, and values. Attention is also given to contemporary world problems.

ANT 4070 Florida Archaeology   **(E) 3 credits**
A survey of the archaeological traditions and selected American Indian cultures of pre-Columbian Florida. Environmental and cultural influences, social organization, belief systems, oral traditions, political economy, and responses to change will be highlighted.

ANT 2707/3707/4707   Topics in Anthropology   **(E) 3 credits**
Topics vary and may include archaeology, Celtic studies, environmental ethics, and Southwestern prehistory. Topics courses cannot exceed nine (9) credits.

BIOLOGICAL SCIENCES

BSC 1010 General Biology   **(F/S) 4 credits**
This course illustrates the applications of the scientific method of problem-solving within the field of science. Course topics include properties of life, chemistry of life, structure and formation of cells, the origins of life on Earth, evolution, and ecology. Students taking this course will gain a better understanding of the natural world and how it functions. They will also learn to appreciate their position and role in our natural world. This course requires attendance in a (1) credit lab, which provides laboratory experience in the areas of properties of life, microbiology, and evolution. *Lab required with lab fee.*

BSC 1478 Introduction to Life Science   **(F/S) 4 credits**
This course introduces science and explores the building blocks of life, the cell, DNA, genetics and the origin of the world. Also includes a section on ecology. *Lab required with lab fee*.

BSC 2077 Human Biology   **(F/S) 3 credits**
This course provides an overview of the structures and functions of the systems of the human body demonstrating an integrated view of how the human body works. The course will incorporate an emphasis on practical information and the development of life skills. Students will also be provided with useful and relevant information about a number of different health issues.

BSC 2110 Introduction to Marine Biology (F/S) **4 credits**
This course examines properties and characteristics of the marine environment, the natural history of marine organisms, their taxonomic relationships, and their interactions with each other are explored. The evolutionary processes of various marine organisms and the scheme of biological classification are introduced. This course requires attendance in a (1) credit lab, which includes an introductory lab and field survey of local marine waters as they relate to marine species and their environments worldwide. Emphasis is placed on the major marine phyla in the local area and the interrelationships between those phyla and their environments. Field trips to local marine areas will be organized. *Lab required with lab fee.*

BSC 2109/3109/4109 Topics in Biological Science (E) **3 credits**
Topics may include health science, anatomy, or other areas of biological science. Topics courses cannot exceed nine (9) credits.

BUSINESS

BUS 2274 Personal Finance (F) **3 credits**
Emphasizes the strategies necessary for informed consumer decisions and personal money management. Topics include income, budgeting, priorities, money management, investments, taxation, and banking.

BUS 2500 Principles of Marketing (F) **3 credits**
Examination of the functions and institutions involved in the marketing of goods and services. Reviews the business environment and how to adapt to success, weakness, opportunities, and threats (SWOT Analysis). Marketing strategies and identification of the four Ps of marketing.

BUS 2600 Principles of Management (S) **3 credits**
Examination of the basic principles of management underlying the solving of organizational challenges and operation of business enterprises. Reviews of various management theories and practices and an analysis of centralized versus decentralized decision-making and their effects on corporate behavior.

BUS/ENG 3318 Business Communications (E) **3 credits**
The study and practice of the kinds of internal and external forms of business communications. Practice in researching, writing, and editing of letters, memos, reports, promotions, product descriptions, and/or proposals. Includes oral presentations and relevant ethical issues. (Prerequisite: ENG 1101)

BUS 3525 Human Resource Management (F) **3 credits**
Studies the relationship between management and employees. Principles of dealing with the human factor to maximize the individual's fulfillment and the productive efficiency of the firm through sound procurement. Development and utilization of the firm's employees with an introduction to labor-management relations. Includes an overview of the legal implications of human resources upon business.

BUS 3550 International Business and Management (F) **3 credits**
Students examine the environment and operations of international business and management. Topics include the globalization of management; strategic planning for multinational, global and transnational organizations; multinational structure; foreign subsidiary coordination and control; and special issues concerning expatriate employees.

BUS 3575 Organizational Behavior (F) **3 credits**
Studies in the change, innovation, challenge and development in organizational structure and functions. Explores behavioral aspects of life in the organizational setting. Includes case studies involving changing the way work is done, changing communications and influence patterns, and changing managerial strategy.

BUS 4500 Business Law (F) **3 credits**
Designed to acquaint the student with the common practical laws as applied to ordinary business procedures. Review of basic legal concepts including contract law, business transactions, and related terminology.

BUS 2211/3211/4211 Topics in Business   **(E) 3 credits**
An advanced examination of selected topics in specific areas of study in business. Topics courses cannot exceed nine (9) credits.

COLLEGE READINESS/DEVELOPMENTAL EDUCATION

ENG 0020 Writing Strategies   **(F/S) 3 credits**
Provides direct instruction and practice to create college level text through study of sentence types and structures, grammar and syntax, and transitional words and phrases. Spelling, word choice, writer's voice, purpose of text, audience, research techniques, and editing skills are also included in this writing-process focused course. May be required as a prerequisite to ENG 1101. (Institutional Credit)

REA 0030 Reading Strategies   **(F/S) 3 credits**
Provides a student-focused reading curriculum designed on the individual needs based on Greek and Latin etymology, structural analysis, vocabulary connotation and denotation, speed reading techniques, and fluency and prosody practice. May be required as prerequisite to LIT 2855. (Institutional Credit)

MAT 0031 Mathematic Strategies   **(F) 3 credits**
Computational review and practice prepare students for the demands of college level math through a focus on whole numbers, fractions, decimals, percents, ratios, proportions, practical applications, and word problems. Student will learn to use a basic scientific calculator to facilitate learning and provide assistive technology. May be required as a prerequisite to MAT 1901. (Institutional Credit)

COMPUTER INFORMATION SYSTEMS

CIS 1255 Technology in Global Environments   **(F/S) 3 credits**
This course presents an introduction to current technologies on a global scale. Students acquire computer skills and build a stronger foundation in word processing, presentation software, and web communications. Students gain experience with business applications in a PC environment and explore digital media programs in an Apple computer lab. Class work focuses on desktop productivity and creative projects. The goal of this course is to insure cross platform computer literacy for academic and work environments.

CIS 1256 Computer Applications   **(F/S) 3 credits**
An exploration of software applications in word processing, spreadsheets, database management, and presentation software. Software applications are integrated and applied to various professional fields. (Prerequisite: CIS 1255)

CIS 2000 Ethics in Technology   **(S) 3 credits**
A survey of special ethical problems and issues associated with technology. Current ethical issues as a result of our increasing use of computers will be explored.

CIS 2216 Digital Imaging with Photoshop   **(S) 3 credits**
Students use Adobe Photoshop to explore the artistic potential of imaging technology and solve visual problems. They learn how to plan and produce digital images that demonstrate an understanding of composition, light, color, and visual communication. Hands-on projects include digital painting, photo montage, image manipulation, scanning, photo retouching, 3D effects, text effects and layout techniques for digital art, ads, publications, and Web pages. *Lab fee.*

CIS 2250 Digital Photography   **(F/S) 3 credits**
Explore photography as a digital medium as visual expression. Image capture and technical camera controls are demonstrated. Composition, lighting, color, and subject matter are examined and artistically manipulated. Adobe Photoshop instruction focuses on photography related tasks such as cropping, sizing, sharpening, color correction, and preparing photos for e-mail, Web pages and color printing. Students supply their own digital camera. *Lab fee.*

CIS 2257 Web Page Design **(E) 3 credits**
Exploration of the World Wide Web and web design trends. This course focuses on creating web pages with HTML and Dreamweaver. Pages are customized with the use of graphics, image maps, links, and multimedia. (Prerequisite: CIS 1255)

CIS 2258 Computer Programming Concepts **(E) 3 credits**
An overview of computer language concepts and how it is used for problem-solving of computer errors. A variety of programming languages will be introduced. (Prerequisite: CIS 1256)

CIS 2264 Introduction to Computer Graphics **(E) 3 credits**
An introduction to the use of computer graphic software and hardware from an artistic and marketing point of view. The use of graphic software will be used for the design and layout of creative projects. (Prerequisite: CIS 1255 or CIS 1256) *Lab fee.*

CIS 2265 Introduction to Assistive Technology **(F) 3 credits**
An exploration of the types of technological devices used to aid students with disabilities. Methods of matching the proper technological device with the disability are demonstrated. Methods and systems used to effectively implement and maintain the assistive technology's effectiveness will also be explored. Areas such as funding assistive technology will be addressed.

CIS 2267 Web Animation **(F) 3 credits**
An introduction to concepts related to frame based animation on a timeline. Areas covered include audio, video, and graphics. Students create engaging animations for the Web. (Prerequisite: CIS 2216 or 2264) *Lab fee.*

CIS 2268 Digital Video I **(S) 3 credits**
Students combine audio, video, and graphics to develop digital video projects. They become proficient in cutting and editing video clips on a timeline. Emphasis is placed on developing quality video for the Web.   (Prerequisite: CIS 2216 or 2264) *Lab fee.*

CIS 2275 Networking and Communications **(F) 3 credits**
Various types of networking concepts will be explored. A survey of different types of communications with technology will also be examined. The course will involve entry-level, hands-on networking projects. (Prerequisite: CIS 1256)

CIS 2500 Introduction to Game Design **(E) 3 credits**
An exploration of how an individual begins the process of designing a game from an idea to promoting it to a licensed game franchise. The course will follow through the game development life cycle and through the steps of marketing and promotion of a game. (Prerequisite: CIS 1255)

CIS 2550 Game Design with C++ **(E) 3 credits**
This course will explore how to build programs that result in entertaining games that result in video games used today. Students will design game programs using C++. Present and past games will be discussed based on the design and programming methods.

CIS 3250 Digital Illustration and Layout **(E) 3 credits**
Using vector drawing and painting tools, student learn how to create original graphics, digital illustrations, and layouts. Projects include ads, publications, and Web page designs. (Prerequisite: CIS 2216 or 2264) *Lab fee.*

CIS 3251 Database Management **(E) 3 credits**
Database concepts, terminology, and implementation are reviewed. Presents development of schemas and entity relationships, and how to apply them to current Database Management Systems. Topics in ethics and security of databases will be explored. (Prerequisite: CIS 1256)

CIS 3259 Systems Analysis and Design **(E) 3 credits**
An overview of systematically planning, testing, and implementing information systems in various organizations. The course explores the development life cycle of a system. Logical methodologies of designing information systems are incorporated in the form of a final project. (Prerequisite: CIS 1256)

CIS 3263 Electronic Commerce **(E) 3 credits**
Explores the basic concepts and strategies for understanding expanding opportunities in relation to electronic commerce. Organizational, business, managerial, and strategic implications for electronic commerce will be examined.

CIS 3265 JavaScript **(E) 3 credits**
Expands on the basics of web page design. Students explore ways of expanding the capabilities of web pages through the use of JavaScript. (Prerequisite: CIS 2257)

CIS 3267 Digital Video II **(S) 3 credits**
A presentation of nonlinear audio and video creation methods. Students become proficient in the art of videography, editing video clips, and integrating audio tracks. This course explores digital storytelling through visualization, storyboarding, and nonlinear editing. (Prerequisite: CIS 2268) *Lab fee.*

CIS 3273 Business Applications **(E) 3 credits**
Explores various software programs used in business and the latest technology that aids organizations and seeks to project future changes. Developments that impact business computer applications are examined. (Prerequisite: CIS 1256)

CIS 3276 Advanced Web Design **(E) 3 credits**
Students design and program professional quality Web sites with HTML and Dreamweaver. Course work includes the use of scripting languages, CSS formatting, interactive forms, and advanced productivity feature of Dreamweaver. Students acquire an appreciation for effective interface design with a focus on readability, style, navigational structures, and information hierarchy resulting in well organized, engaging, user friendly Web projects. (Prerequisite: CIS 2257) *Lab fee.*

CIS 4262 Management Information Systems **(F/S) 3 credits**
A capstone course for Computer Information Systems. Examination of organizational structures and how each level can provide useful information. Students will explore how the organization develops and maintains an information system. A final project will be developed applying the concepts of management information systems. (Prerequisite: CIS 3251 or CIS 3259)

CIS 4271 Advertising Design **(E) 3 credits**
This course provides vital advertising concepts, vocabulary, and graphics production skills for the aspiring digital media professional. Advertising Design trains students to apply critical thinking and problem-solving in terms of branding, demographics, and target market. Class projects expose students to a variety of media and delivery strategies as they create both individual advertisements and advertising campaigns. (Prerequisites: CIS 2216 or CIS 2264)

CIS 4900 Portfolio Seminar **(F) 3 credits**
In this capstone course, students learn how to assemble their work into a professional portfolio. Students investigate specific areas of the industry and prepare portfolios and digital resumes geared towards their area of interest. (Prerequisite: Senior Standing) *Lab fee.*

CIS 2261/3261/4261 Topics in Computer Information Systems **(E) 3 credits**
An examination of areas within Computer Information Systems. The area of study will relate to various organizations. Topics will be announced prior to registration. (Prerequisite: CIS 1256) Topics courses cannot exceed nine (9) credits.

COOPERATIVE EDUCATION/FIELD PLACEMENT

COE 1100 Learning Essentials and Self Discovery   **(F/S) 3 credits**
Discover how your choices directly impact your opportunities for greater success in college and life. Topics include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting life-long learning, developing emotional intelligence, believing in oneself, and identifying individual learning styles and effective learning strategies. The development of critical thinking skills is implemented through self-assessments, case studies, guided journaling and an individual research project.

COE 4606 Career and Professional Development/Field Placement   **(F/S) 4 credits**
Course content will focus on interviewing techniques, communication skills, job searches, job fairs, local One-Stop-Center, networking, career testing (aptitude/interests), time management, organizational skills, and business ethics. Requires 40 field placement hours designed to further focus career choice and provide practical experience and job coaching.

COE 4607 Culture of the Workplace/Field Placement   **(F/S) 4 credits**
Weekly seminars will develop the student's understanding of current trends in the workplace, typical workplace problems, and an employee's role in the organization. Requires 40 field placement hours designed to further focus career choice and provide practical experience and job coaching. Students also develop a transitional plan from college to the workplace.

EDUCATION

EDU/ANT 2831 Multicultural Diversity   **(F/S) 3 credits**
A study of America from the historical perspectives of its diverse ethnic groups. Topics include racial and ethnic identity, gender identity, sexual identity, power and racism, and diversity awareness.

EDU/PSY 2863 Critical Thinking   **(F/S) 3 credits**
A practical and functional study of the principles of reasoning, problem-solving, and decision-making. Skills are taught within the context of social issues with an emphasis on developing analytical skills useful in both academic and personal settings.

EDU 2864 Foundations of Education   **(F) 3 credits**
A study of the purpose of education; the relationship to school to the larger community; the social, cultural, and philosophical dimensions of American education; and requirements for entering the teaching profession.

EDU 3865 Introduction to Teaching Methods   **(F) 3 credits**
Provides skill acquisition in planning, developing, and general methods of implementing curriculum at the elementary school level. Evaluating instruction and classroom observations are practical applications of this course.

EDU/PSY 3873 Educational Psychology   **(S) 3 credits**
An overview of the foundations of educational psychology and theories of learning. Motivation and learning environments will also be presented, as well as developmental issues that affect learning. The teaching and assessment process will also be reviewed. (Prerequisite: PSY 2851)

EDU 4866 Educating Exceptional Children   **(F) 3 credits**
A survey of educational, psychological, sociological, and medical aspects of children with disabilities. Attention is given to characteristics, potential capabilities, and methodologies for instruction.

EDU 2753/3753/4753 Topics in Education   **(E) 3 credits**
An examination of selected topics in specific areas of study in education. Topics courses cannot exceed nine (9) credits.

ENGLISH

ENG 1000 Analytical Reading and Writing (F/S) 3 credits
Designed for students needing to improve comprehension of challenging text and scholarly writing. Focus on content area and pleasure reading improves vocabulary, fluency, and prosody through a study of Greek and Latin etymology, reader's theater enhances enunciation and diction for fluency and prosody. Skills in word choice, writer's voice, the relationship between audience and purpose, research techniques, and edition are also developed. May be required as a prerequisite to ENG 1101 or LIT 2855.

ENG 1101 College Composition (F/S) 3 credits
Designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization, and development of topics. Students examine selected writing samples as models of form and sources of ideas for their own writing.

ENG 1102 Composition and Literature (F/S) 3 credits
This course is an introduction to the basic concepts used in reading literature and in writing about literature. Specifically, the course explores the three principal literary genres (fiction, poetry, drama) and the terms that apply to an understanding of how to read those genres. (Prerequisite: ENG 1101)

ENG 2272 Rhetoric (F) 3 credits
Develops the important skills of putting forth a logical argument and convincing others of the argument's validity. Students will be required to prepare and deliver speeches demonstrating these abilities. (Prerequisite: ENG 1101 and ENG 1102)

ENG 3305 Creative Writing (E) 3 credits
Writing workshop designed to help students develop creative writing skills, including journals, character sketches, short drama, short stories, poems, articles, and/or creative essays. (Prerequisite: ENG 1101)

ENG/BUS 3318 Business Communications (F) 3 credits
The study and practice of the kinds of internal and external forms of business communications. Practice in researching, writing, and editing of letters, memos, reports, promotions, product descriptions, and/or proposals. Includes oral presentations and relevant ethical issues. (Prerequisite: ENG 1101)

ENG 3323 Media Studies (F/S) 3 credits
An introduction to journalistic writing, this course encompasses the elements of news writing including basic story forms—obituaries, disasters, crime, business and consumer news, sports—as well as writing for broadcast, public relations, and the Internet. (Prerequisite: ENG 1101)

ENG 2320/3320/4320 Topics in English (E) 3 credits
An examination of selected topics in specific areas of study. Topics courses cannot exceed nine (9) credits.

ENVIRONMENTAL STUDIES

ENV/BSC 2107 Environmental Studies (E) 3 credits
A non-laboratory interdisciplinary study of people in their environments. Explores topics through an integrated and science-based study of environmental problems, connections, and solutions.

ENV 2109/3109/4109 Topics in Environmental Studies (E) 3 credits
Topics vary and may include current issues in environmental science. Topics courses cannot exceed nine (9) credits.

HISTORY

HIS 1576 History of the United States Government   **(F/S) 3 credits**
Surveys the development of the American political system. It examines the struggle for democracy and the structure of the United States government, and provides a framework for how the American political system works.

HIS 2572 History of Western Civilization I   **(F) 3 credits**
Surveys the development of European society and its impact upon the rest of the world from ancient times to 1600.

HIS 2573 History of Western Civilization II   **(S) 3 credits**
Surveys the development of European society and its impact upon the rest of the world from 1600 to present.

HIS 2577 United States History to 1876   **(F) 3 credits**
Examines the development of the United States from its colonial past to the beginning of Reconstruction. Emphasis is placed on the motivating factors of dissent, the Enlightenment, and slavery.

HIS 2578 United States History Since 1876   **(S) 3 credits**
Examines the development of the United States from Reconstruction to the present. Emphasis is placed on struggles for social justice, the growth of American power, and the rise of mass culture.

HIS 3500 United States Environmental History   **(E) 3 credits**
Surveys historical changes in the perceptions, attitudes, and uses of the natural world from the colonial era to the present. Students will explore how American society has both altered and protected its environment over time.

HIS 3550 Florida History   **(E) 3 credits**
Surveys Florida history from 1513 to the present. Emphasis is placed on Florida's Spanish and British colonial periods.

HIS 3600 United States Military History   **(F) 3 credits**
Surveys the history and progress of the Armed Forces of the United States from the colonial period through the first Gulf War (Desert Storm).

HIS 4000 History of the Atlantic World   **(F) 3 credits**
Surveys the basic themes in Atlantic World history from contact, colonization, and slavery to the global struggle for control of the Atlantic colonies between the fifteenth and nineteenth centuries. Students focus on a particular aspect of the Atlantic World. Topics covered include piracy and privateering, intercolonial warfare, and Native American history. (Prerequisite: HIS 2577 and HIS 2573 or instructor approval)

HIS 4100 United States History Since World War II   **(S) 3 credits**
Surveys United States history from 1946 to the 1990s. This class focuses on American popular culture, politics, and societal changes during the last half century. Topics covered include: the Cold War, Communism, social activism, the rise of mass culture, the Vietnam War, and dissent in Modern America.
(Prerequisite: HIS 2578 or instructor approval)

HIS 4200 Slavery and Race in American History   **(S) 3 credits**
Surveys the Atlantic slave trade from 1441 to 1888 and explores how slavery and racism have shaped American history, culture, and society. Class discussion will focus on the fight for racial equality from Reconstruction to present. In addition, students explore how the Civil Rights struggle has emerged in various arenas of popular culture such as motion pictures and popular music. (Prerequisite: HIS 2577 or instructor approval)

HIS 2574/3574/4574 Topics in History   **(E) 3 credits**
An advanced examination of selected topics in specific areas of study in history.   Topics courses cannot exceed nine (9) credits.

HUMANITIES

HUM 2700 Introduction to Humanities (S) 3 credits
This course will examine the creative achievements of world civilizations through a study of representative examples of art, literature, music, philosophy, and drama. The materials selected for this course represent diverse cultures from around the world, providing the student with a global perspective. Major themes expressed in the works and their reflections of the values of their cultures are also examined.

HUM 2833/3833/4833 Topics in Humanities (E) 3 credits
An advanced examination of selected topics in specific areas of study in Humanities. Topics courses cannot exceed nine (9) credits.

HUMAN SERVICES

HMS 1501 Introduction to Human Services (F) 3 credits
An overview of the human services field from historical, cultural, and political perspectives. Explores the philosophical and theoretical foundations underlying the necessity for human services in contemporary societies.

HMS 1601 Public and Private Agencies (F/S) 3 credits
Explores the operational factors involved in the organization of human service agencies, including both intra-agency and inter-agency communication networks, fiscal management, and strategies for identification and resolution of conflict within agencies. Includes site visits to local community agencies for observation.

HMS 4806 Ethical Issues in Human Services (S) 3 credits
A modern survey of the principles and theories of moral conduct within the scope of the human services industry. The behaviors of professionals, consumers, and organizations are scrutinized in a comprehensive study of the moral responsibilities that guide the interrelationships inherent in the delivery of human services. Moral judgment and decision-making are applied to the establishment and implementation of social policy and its regulation. (Prerequisite: HMS 1501)

HMS 4612 Counseling Strategies & Interventions (S) 3 credits
A practical study of individual, group, marriage, family, and play therapy. Techniques utilized include those appropriate for children, teenagers, and adults. Emphasis on research-based interventions is provided.

HMS 4615 Human Services Senior Seminar (F) 3 credits
This course integrates the information learned in all of the student's psychology, behavioral science, and human services courses. The goal of the course is to review the five fundamental and powerful concepts of Human Services. The course combines seminar reviews and self/group-directed study.

HMS 2616/3616/4616 Topics in Human Services (E) 3 credits
An advanced examination of selected topics in specific areas of study in Human Services. Topics may include Child Abuse and The Human Services and other relevant issues in the field. (Prerequisite: HMS 1501)

LIBERAL STUDIES

LBS 4804 Ethics (S) 3 credits
An introduction to the systematic analysis and development of sound inquiry and decision-making based on moral principles and theories. Topics of application include issues relevant to contemporary society.

LBS 4808 Senior Research Seminar in Liberal Studies (F) 3 credits
Students demonstrate knowledge, critical thinking, and communication skills reflecting the Liberal Studies major in an extensive capstone paper.

LITERATURE

LIT 2855 World Literature (F/S) 3 credits
Examines the cultural, aesthetic, and historical development of world culture as reflected in literature. (Prerequisite: ENG 1102)

LIT 2901 Film Literature and Analysis (E) 3 credits
Examines a variety of cinematic productions by applying the same methods traditionally used to analyze and discuss printed literary texts. This class is designed to introduce students to the study of the relationships between literary and cinematic forms and works from the premise that films are narratives with all the basic elements of literature. (Prerequisite: ENG 1102)

LIT 3320 Beat Literature (E) 3 credits
Examines the Beat movement of the 1950s, 60s, and 70s as well as some contemporary writers influenced by the Beat movement. Students will try writing techniques started by the Beats, and discuss the larger cultural context and impact of the Beat writers. (Prerequisite: ENG 1102)

LIT 3350 British Literature I (E) 3 credits
Examines the cultural, aesthetic, and historical development of England as reflected in literature during the period from the departure of the Romans to the present. (Prerequisite: ENG 1102)

LIT 3351 British Literature II (E) 3 credits
This class examines the cultural, aesthetic, and historical development of England as reflected in literature during the period after the Restoration until the present.

LIT 3353 American Literature Pre-1876 (F) 3 credits
Examines the foundations of the American experience. Students will trace the concepts of dissent, rugged individualism, Puritanism, the Enlightenment, and self-reliance as they are developed in the literature of Early America. (Prerequisite: ENG 1102)

LIT 3354 American Literature Post-1876 (S) 3 credits
Examines the developing foundations of the American experience. Shows the relationships between the thoughts and feelings reflected in American Literature after the Civil War and in American society today. (Prerequisite: ENG 1102)

LIT 3396 Music as Literature (E) 3 credits
This class closely and carefully examines lyrics and music from various genres of music that will include rock, electronic, gothic/industrial, blues, classical, country, and hip hop. Audio recordings will be used as a primary source, but essays and other visual contexts may be included. Students will contribute musical and lyrical material for course study. (Prerequisite: ENG 1102)

LIT 4200 African American Literature (E) 3 credits
Examines a variety of African American oral and written works including fiction, nonfiction, poetry, essays, and drama. The content will consider the African American experience from slavery to the present day. (Prerequisite: ENG 1102)

LIT 4433 Literature by Women (E) 3 credits
Examines the cultural, aesthetic, and historical development of literature by women. This class will consider literature from various parts of the world and writing from multiple historical eras as we attempt to understand the formation and effects of literary, social, and historical constructs of gender. (Prerequisite: ENG 1102)

LIT 4469 Florida Literature (E) 3 credits
This class studies writing connected in some way with Florida from the sixteenth century onward. Such writings include writing about Florida, writing produced by authors born in or residing in Florida, and/or writing by authors having limited but significant contact with Florida. Field trips to various Florida locations may be included. (Prerequisite: ENG 1102)

LIT 4499 Native American Literature   **(E) 3 credits**
Examines the cultural, aesthetic, and historical development of literature by Native Americans. This class will consider a variety of sources as we try to understand writings both by and about Native Americans as well as multiple historical and/or contemporary representations of Native Americans in writing, film, and other sources. (Prerequisite: ENG 1102)

LIT 2320/3320/4320 Topics in Literature   **(E) 3 credits**
Topics vary among genre, author, period, and theme studies. Possible topics include (but are not limited to) drama, film as literature, minority literature, mystery and detective fiction, children's literature, poetry, and/or short stories. (Prerequisite: ENG 1102) Topics courses cannot exceed nine (9) credits.

MATHEMATICS

MAT 1901 General Education Math   **(S) 3 credits**
A general education course designed to provide a solid foundation in the basics of college mathematics. Real-life applications, conceptual understanding, problem-solving, appropriate use of technology, and critical thinking are emphasized and integrated throughout the course.

MAT 1907 College Algebra   **(S) 3 credits**
Includes work on real numbers, variable expressions, solving questions and inequalities, linear equations and inequalities, systems of linear equations, polynomials, factoring, algebraic fractions, radical expressions, and quadratic equations. This course emphasizes contemporary application problems. (Prerequisite: MAT 1901 or instructor approval)

PSYCHOLOGY

PSY 1801 The Family   **(F) 3 credits**
A cross-cultural approach to analyzing and understanding the individual, marriage, family, and society. Explores conflict and resolution of family issues and the changing family systems in society.

PSY 2851 General Psychology   **(F/S) 3 credits**
Provides an overview of the principles of human behavior and the scope and methods of psychology. Topics include human development, intelligence, emotion, motivation, personality, social psychology, and abnormal behavior.

PSY 2852 Human Development   **(F/S) 3 credits**
Provides basic knowledge regarding human development from conception to death. Presents the lifespan in ten developmental stages. Surveys physiological, cognitive, and psycho-social development.

PSY/EDU 2863 Critical Thinking   **(F/S) 3 credits**
A practical and functional study of the principles of reasoning, problem-solving, and decision-making. Skills are taught within the context of social issues with an emphasis on developing analytical skills useful in both academic and personal settings.

PSY 2890 Psychology of Learning Disabilities   **(E) 3 credits**
An overview of learning disorders. An emphasis is placed on the basic issues of the learning disorders. For each disorder, the history, theoretical framework, and definition of the disorders are presented. Attention is also given to the diagnosis, characteristics, and educational implications and/or treatment of each disorder.

PSY 2950 Personal Development   **(F/S) 3 credits**
Develops self-awareness and a personal philosophy, examines personal and social values, and increases social and emotional intelligence.

PSY 2990 Personal Development II   **(E) 3 credits**
The course continues PSY 2950, using positive psychology to examine students' character strengths. Topics include Multiple Intelligences, creativity, curiosity, open-mindedness, love of learning, courage, persistence, kindness, social intelligences, fairness, forgiveness, and humility. (Prerequisite: PSY 2950)

PSY 3215 Comparative Psychology   **(E) 3 credits**
Designed to enable students to better understand psychological concepts by comparing human and animal behaviors. Students will study senses, hormones, communication patterns and early learning of humans and animals, and will determine how these parameters influence behavior. An introduction to Animal-Assisted Therapy is included.

PSY 3803 Adult Development and Aging   **(S) 3 credits**
An examination of the physiological, cognitive and social factors involved in the psychology of aging. Emphasis is placed on the development of theoretical structures based on data from research and applications. (Prerequisite: PSY 2852)

PSY 3861 Abnormal Psychology   **(E) 3 credits**
A comprehensive study of the nature, causes, identification, and treatment of abnormal behavior. Topics include schizophrenia, bipolar disorder, anxiety disorders, personality disorders, severe emotional disturbances, and their relationships to the major theoretical models in clinical psychology. (Prerequisite: PSY 2851)

PSY 3869 Child Psychology   **(F) 3 credits**
An introduction to the theoretical approaches to the study of child development during the prenatal, infancy, childhood, and adolescent periods. Contributions from physiological, psychological, and social influences are examined. (Prerequisite: PSY 2851)

PSY/EDU 3873 Educational Psychology   **(S) 3 credits**
An overview of the foundations of educational psychology and theories of learning. Motivation and learning environments will also be presented, as well as developmental issues that affect learning. The teaching and assessment process will also be reviewed. (Prerequisite: PSY 2851)

PSY 3910 Cross-Cultural Psychology   **(E) 3 credits**
This course provides an overview of cross-cultural psychology. The student will examine the role of culture across a range of psychological areas including cognition, intelligence, emotion, motivation and behavior, human development, psychological disorders, social interactions, social perceptions, learning and learning disorders, and critical thinking. (Prerequisite: PSY 2851)

PSY 3915 Forensic Psychology   **(E) 3 credits**
This course deals with the application of psychological knowledge or methods to the study of criminality. Developmental risk factors, origins of criminal behavior, criminal psychopathy, serial killers, crime and mental disorders, violent crime, multiple murders, terrorism, sexual assault, property crime, and correctional psychology will be emphasized. (Prerequisite: PSY 2851)

PSY 4805 Substance Abuse   **(F) 3 credits**
Explores an understanding of substance usage and abuse through the perspectives of family, community, society, church, and state. Examines substance usage and abuse on multiple levels including sociological, psychological, cultural, and physiological. Encourages critical thinking relating to the effects of substance usage and abuse on individuals. (Prerequisite: PSY 2851)

PSY 4862 Psychology of Dreams and the Unconscious Mind   **(E) 3 credits**
An intensive study of the phenomenon of dreams and hypnosis from a psychological perspective. Contemporary applications of how to use dreams and hypnosis to understand and improve life will be emphasized.

PSY 2872/3882/4872 Topics in Psychology   **(E) 3 credits**
Topics vary based on student interest. Topics may include social psychology, cognitive psychology, psychology of learning, or contemporary issues in psychology. (Prerequisite: PSY 2851) Topics courses cannot exceed nine (9) credits.

COLLEGE ADMINISTRATORS

President
Brodbeck, Deborah A.
B.S., Mercy College: Psychology/N.Y.S. Teaching Certification: Special Education
M.S., Fordham University: Education, Learning Disabilities Specialization
Doctoral Studies, Fordham University: School Psychology

Vice President of Academic Affairs
TBA

Vice President of Enrollment Management and Outreach Programs
Stoutmorrill, Betsy K.
B.A., Saint Leo University: English Writing
M.S., Nova Southeastern University: Reading
Ph.D., Walden University: Education

Vice President of Student Services
    Bridgeman, Robert A.
        Morse School of Business: Business Management
        A.S., Northeastern Christian Junior College: Computer Science
        B.A., Cabrini College: Political Science/Business
        J.D., Regent University: Law

Vice President of Institutional Advancement
    Zielinski, Walter
        B.A., State University of New York at Fredonia: Secondary English Education
        M.A., Edinboro University: Counselor Education
        Ph.D., Union Institute and University: Philanthropy & Leadership

Vice President of Finance and Administration
    Sanson, Calvin F.
        B.S., Fairleigh Dickinson University: Economics and Finance
        M.B.A., Rutgers University: Financial Management

Special Assistant to the President
    Dowdy, Ronald R.
        B.S., University of Maryland: Personnel Management
        M.S., Troy State University: Counseling and Guidance
        Ed.S., Troy State University: Education
        Ed.D., Auburn University: Higher Education Finance and Administration

COLLEGE ADMINISTRATION & STAFF

Registrar and Coordinator of Financial Aid
    Baggett, Kimberly A.
        A.S., Lake Sumter Community College: Business Management
        A.A., Lake Sumter Community College: Liberal Studies
        B.A., Saint Leo University: Business Management/Human Resources
        M.B.A., Saint Leo University: Business Administration

Administrative Support/Business Office
    Eckhart, Cynthia M.

Administrative Support /Central Office
    Krenek, Kay

Coordinator of Admissions
    Corrad, Celia Thornton
        B.A., Rollins College: Humanities
        M.A. Program, Rollins College: Liberal Studies

Admissions Advisor
    Knight, Stephanie
        B.A., Florida Southern College: Broadcast Journalism

Director of Marketing
    LeFoley, Bonnie
        B.F.A., Art Institute of Chicago

Director of Field Placement
    Paget, Kendal
        B.A., Upper Iowa University: History/Sociology; Secondary Education Teaching Certification
        M.Ed., Jones International University: Adult Education
        M.Ed., Jones International University: Higher Education, Leadership, and Education

Director of Student Life
    Georgo, Maria C.
        B.A., Salisbury State University: Communication Arts
        M.S., Central Connecticut State College: Counseling and Guidance
        Doctoral Studies, Nova Southeastern University: Conflict Analysis and Resolution

Coordinator of Counseling and Health Education
    Webster, Sandi   *Licensed Mental Health Counselor, National Certified Counselor*
        B.S., Ball State University: Psychology
        M.S., Nova Southeastern University: Human Services

Counselor
    Wright, Talia D.   *Licensed Mental Health Counselor, National Certified Counselor*
        A.A.S., Harper Community College: Nutrition
        B.A., National-Louis University: Behavioral Sciences
        M.S., National-Louis University: Counseling

Coordinator of Residential Life and Student Activities
    Hickmon, Kelly
        B.S., Embry-Riddle Aeronautical University: Communications

Senior Resident Assistant
    Perrico, Donna

Resident Assistant
    McDaniels, Steve
        B.S, Northeastern Illinois University: Sociology
        J.D., Florida A & M University: Law

Facilities Manager
    Hall, Chris
         B.A., Guelph College: Psychology

Facilities Maintenance
    Ramos, Ray

DEPARTMENT CHAIRS

Department Chair: Computer Information Systems

Fleming, James E.
B.A., Saint Leo College: Psychology/Computer Information Systems
M.S., National-Louis University: Management
D.B.A., University of Sarasota: Business Administration/Information Systems

Department Chair: Human Services

Chandler, Shelly
B.A., Oakland University: Psychology
M.S., Troy State University: Counseling & Psychology
Ph.D., Barry University: Leadership & Education, Counseling Specialization

Department Chair: Liberal Studies

Ross, Terri
B.A., Florida Southern College: Social Sciences
M.A., Skidmore College: Anthropology/Environmental Studies
Ph.D., The Union Institute and University: Anthropology/Education

FACULTY AND SUPPORT STAFF

FACULTY

Berger, Nancy: Instructor (Administrator/Part-Time Faculty)
B.S., University of Central Florida: English
M.A., University of Central Florida: English

Boone, Crystal: Instructor (Learning Specialist/Part-Time Faculty)
B.A., University of Central Florida: Social Work
M.S., Nova Southeastern University: Psychology, Mental Health Counseling

Bridgeman, Robert A.: Professor (Administrator/Part-Time Faculty)
Morse School of Business: Business Management
A.S., Northeastern Christian Junior College: Computer Science
B.A., Cabrini College: Political Science/Business
J.D., Regent University: Law

Chandler, Shelly: Associate Professor
B.A., Oakland University: Psychology
M.S., Troy State University: Counseling & Psychology
Ph.D., Barry University: Leadership & Education, Counseling Specialization

Fleming, James E.: Associate Professor
B.A., Saint Leo College: Psychology/Computer Information Systems
M.S., National-Louis University: Management
D.B.A., University of Sarasota: Business Administration/Information Systems

Gabriel, Lucretia: Instructor (Learning Specialist/Part-Time Instructor)
B.S., Cornell University: Science Education-Biology, Earth Science
M.S., SUNY at Albany: Science Education

Galyon, Van: Associate Professor
    B.A., University of Central Florida: Art & Psychology
    M.F.A., Florida State University: Studio & Art History

Good, Johnny L.: Professor Emeritus
    B.A.A.S., University of Texas: Vocational Education
    M.S., University of Texas: Special Education
    Ed.D., Texas A & M University: Supervision, Curriculum, and Instruction in Secondary Education

Jacobson, Joanne: Instructor
    B.S., University of Florida: Business Education
    M.A., University of Phoenix: Education/Curriculum & Instruction, Computer Education

Meli, Brenda: Instructor
    B.S., University of Central Florida: Psychology, School Psychology
    M.S., Barry University: Psychology
    Doctoral Studies, Capella University: Psychology

Nesbitt, William: Associate Professor
    A.A., Thomas University: Liberal Arts
    B.A., Thomas University: English
    M.A., Valdosta State University: Literature
    Ph.D., Florida State University: Literature

Novak, Sandy: Associate Professor
    B.F.A., Temple University: Art Studio
    M.F.A., University of Santa Barbara: Art Studio

Paget, Kendal: Instructor (Administrator/Part-Time Faculty)
    B.A., Upper Iowa University: History/Sociology; Secondary Education Teaching Certification
    M.Ed., Jones International University: Adult Education
    M.Ed., Jones International University: Higher Education, Leadership, and Education

Patestides, Michele: Instructor (Learning Specialist/Part-Time Faculty)
    B.A., Barnard College: Program in the Arts
    M.S., Nova Southeastern University: Varying Exceptionalities

Prindle, Patrick: Assistant Professor
    B.A., The Ohio State University: Psychology
    M.A., Xavier University: Clinical Psychology
    Ph.D., The Union Institute and University: Clinical/ Community Psychology

Ross, Terri: Professor
    B.A., Florida Southern College: Social Sciences
    M.A., Skidmore College: Anthropology/Environmental Studies
    Ph.D., The Union Institute and University: Anthropology/Education

Stoutmorrill, Betsy K.: Professor (Administrator/Part-Time Faculty)
    B.A., Saint Leo College: English Writing
    M.S., Nova Southeastern University: Reading
    Ph.D., Walden University: Education

Stowe, Kirk: Assistant Professor
    B.S., University of California at Irvine: Biology
    M.S., University of Missouri: Biology
    Ph.D., University of Missouri: Biology

Sweet, Kenneth: Instructor (Learning Specialist/Part-Time Faculty)
    B.S., Fayetteville State University: Social Science Education
    M.A., University of Central Florida: Social Science
    Ed.D. Program, Nova Southeastern University: Special Education

Adjunct Faculty
Bono, Joseph
    B.A., Queens College of the City: Economics
    M.Ed., Georgia State University: Adult Education Program Management
    Ph.D., Georgia State University: Human Resource Development

EDUCATIONAL SUPPORT SERVICES

Director of Educational Support Services
Seymour, Kaye
    B.S., East Tennessee State University: Elementary & Exceptional Education
    M.Ed., University of Central Florida: Exceptional Education

Learning Specialists
Boone, Crystal
    B.A., University of Central Florida: Social Work
    M.S., Nova Southeastern University: Psychology, Mental Health Counseling

Gabriel, Lucretia
    B.S., Cornell University: Science Education-Biology, Earth Science
    M.S., SUNY at Albany: Science Education

Patestides, Michele
    B.A., Barnard College: Program in the Arts
    M.S., Nova Southeastern University: Varying Exceptionalities

Sweet, Kenneth
    B.S., Fayetteville State University: Social Science Education
    M.A., University of Central Florida: Social Science
    Ed.D. Program, Nova Southeastern University: Special Education

LEARNING RESOURCE CENTER

Director of Information Resources and Computer Center
Fleming, James E.
    B.A., Saint Leo College: Psychology/Computer Information Systems
    M.S., National-Louis University: Management
    D.B.A., University of Sarasota: Business Administration/Computer Information Systems

Information Technology
Potts, Kenneth
    A.A.S., Devry University: Network Systems Administration
    B.S. Candidate, Devry University: Network Communication Systems

Director of the Writing Center
    Berger, Nancy
        B.S., University of Central Florida: English
        M.A., University of Central Florida: English

Writing Consultant
    Le, Caroline
        B.A., University of Florida: English Literature
        M.A., University of Central Florida: Higher Education

Coordinator of Library Resources
    Wade, Dianna
        B.A., Limestone College: English
        M.L.S., Florida State University: Library Science - Academic & Public Libraries

Administrative Assistant
    Sager, Norma

DIRECTIONS TO CAMPUS

From Orlando International Airport, take State Road 528 West (Beeline Expressway, Area Attractions) to the Florida Turnpike sign and exit. Travel North on the Florida Turnpike to EXIT 285 (Leesburg-Clermont Exit). At the end of the EXIT 285 ramp, turn right on Highway 27 to Leesburg. Proceed approximately 12 miles to Leesburg. Turn right on West Main Street and continue 7/10 of a mile.

Beacon College administrative and admissions offices are located on the right at 105 East Main Street. Free parking is available in front of the Administrative Building at 105 East Main Street and in the public parking garage across from the Beacon College Library at 101 West Main Street.

For additional information:

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Leesburg, FL 34748

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