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2019-2020 Graduate Course Catalog

This catalog was prepared with the best information available at the time. The Catalog is not an exhaustive list of all college policies and procedures. Furthermore, information is updated throughout the year. Users should also refer to the Student Handbook, the Goodwin College policy website (https://www.goodwin.edu/policies/) and other relevant webpages. Students are normally entitled to graduate under the degree provisions of the catalog in effect at the time of their first completed semester of enrollment. However, the College reserves the right to change the provisions of this catalog at any time, including, but not limited to, degree requirements, course offerings, fees, and listings in the calendar as necessitated by the College governing body or legislative action.

Created Spring 2017 Rev. 1

Welcome

Dear Goodwin College Graduate Students,

It is my honor to share with you our graduate catalog. These new opportunities for study represent a long-anticipated goal for the College: adding a new level of educational pursuit to our certificate, associate, and bachelor degree programs. We believe that learning is a lifelong journey and that these additions to our academic offerings enhance the value of a Goodwin College degree.

Goodwin is an innovative learning community that empowers hard-working students to become sought-after employees. Our programs are designed with input from business owners and organizational leaders throughout the state. By adding well-prepared professionals to the workforce, we help improve the quality of life for everyone throughout our region.

We describe Goodwin as a "community-based educational organization." Your experience here will encompass your specific area of interest and also help you grow as an aware, thoughtful, and contributing member of the greater community.

In this catalog, I trust you will find all the information you need to make your graduate experience the best it can be, empowering you to make informed decisions about your studies. If you have suggestions to improve the catalog, please share your thoughts with your program director.

As you join the Goodwin College family, I ask you to keep in mind that even after you receive your master's degree, you will always have the resources of the College to rely on, including the support of our Career Services team.

I wish you all the best as you continue along your educational path.

Sincerely,

Mark Scheinberg
Goodwin College President

General Information

History

Goodwin College was founded in 1999 with the goal of transforming the former Data Institute, a small business technology training center, into a regional force for economic development and educational access. Founder Mark Scheinberg led the nonprofit college as it earned accreditation from the New England Association of Schools and Colleges - Commission in Higher Education (now the New England Commission of Higher Education).

Within its first ten years, Goodwin College reached an impressive list of milestones, including the development of one of Connecticut's leading nursing programs, approval to offer bachelor's degrees, and the construction of a new campus on the Connecticut River in East Hartford. Built on a remediated brownfield, the campus is often cited as the standard for smart growth and has won a host of design and environmental awards, including Project of the Year from the Northeastern Economic Developers Association, the leading economic development organization in the northeast.

Goodwin has developed a wide range of business, management, and advanced manufacturing programs and expanded its efforts to collaborate with regional employers and other educational organizations. Unique to the College's outreach are the early college partnerships it has formed with school districts throughout the state to afford high school students access to specialized career training.

The Health and Natural Sciences department has grown significantly in the past few years with the addition of the Dental Hygiene, Vision Care Technology, and Funeral Service programs. A dental clinic and vision retail dispensary on Main Street are open to students, employees, and the public.

Also adding to campus growth are the sustainability-themed Connecticut River Academy, the Reggio-Emilia-based Riverside Magnet School, and Kid Care, the College's center for the care of children whose parents are in class.

In 2017, Goodwin launched its first master's degree programs: Master of Science in Nursing and Master of Science in Organizational Leadership.

Goodwin has made a priority of "empowering hard-working students to become sought-after employees." Of over 3,000 students, more than half are first-generation college students, with a large representation of female students and students of color. The College's career-focused programs lead to strong employment outcomes for its graduates, making it a vital economic force in the state.

Regional Accreditation

Goodwin College is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, STE 100
Burlington, MA 01803-4514
(781) 425-7785
(781) 425-1001 - Fax
https://www.neche.org/

College Hours

The Admissions and Administrative personnel are typically available from 8:00 a.m. to 7:00 p.m. daily, with some offices closing at 5pm on Fridays, and on Saturday and Sunday from 9:00 a.m. to 1:00 p.m. Holiday hours vary and are posted on the College website (www.goodwin.edu).

Cancellation of Classes Due to Inclement Weather or Other Emergencies

The administration carefully considers student safety, weather reports, and the ability to clear campus parking

when deciding on inclement weather closings. Every effort is made to post closings by 7 a.m. for day classes and 3 p.m. for evening classes, but allowances must be made for changing weather and road conditions. Announcements are posted on:

Channel 3	WFSB - TV
Channel 30	WVIT - TV
Channel 61	WTIC - TV FOX CT

Students can also check the homepage of the College website (www.goodwin.edu), Facebook, and Twitter or call 860-528-4111 for updates. Goodwin College does not use the campus emergency notification system for weather closings.

When classes are canceled, individual faculty members may opt to conduct class online or hold a scheduled make-up session. Students are responsible for checking Blackboard and their Goodwin email regularly, particularly on days when classes are canceled, to learn of any alternate arrangements. If a canceled class is rescheduled, a student who is unable to attend will not be penalized for non-attendance but is still responsible for the work missed.

Frequently Called Numbers

A complete employee directory is located on the College website: https://www.goodwin.edu/directory/.

Toll Free Telephone	1-800-889-3282
Direct Fax:	(860) 291-9550
General Information:	(860) 528-4111
Directions to Campus:	(860) 528-4111
Academics/Registrar:	(860) 727-6708
Bookstore	(860) 727-6722
Business Office:	(860) 727-6784
Financial Aid:	(860) 727-6723
International Programs:	(860) 913-2227
Library	(860) 727-6782
Repayment Solutions:	(860) 913-2125

Academic Departments:

Nursing Department	(860) 727-6911
Business, Management, and Advanced Manufacturing Department	(860) 913-2038

Academic Calendar

The academic calendar is on the college website: http://www.goodwin.edu/academics/calendar. The calendar lists important dates (e.g., registration, first day of class, holidays).

Graduate Admissions

Conditional Admission

Conditional Acceptance

Applicants with less than a 3.0 undergraduate CGPA may be considered for conditional admittance into the program under certain circumstances. If interested in pursuing this option, the applicant must submit an essay describing the circumstances that would allow success in a graduate program without regard to the undergraduate CGPA. Examples include, but are not limited to, a description of additional work or life experience since completion of their baccalaureate degree, a steadily increasing CGPA from their freshmen to senior year in college, a discussion of successful grades in their major, etc. This information will be reviewed by the program director and, if the review recommends admission, the student will be conditionally admitted into the program.

Students who are conditionally admitted must demonstrate a CGPA of at least 3.0 at the end of the first two courses. Students who achieve a CGPA of at least 3.0 after the second course will no longer have conditions placed on their admission and will then be subject to the College's standard Satisfactory Academic Progress and withdrawal policies as outlined in the institutional catalog. Students who fail to obtain a CGPA of 3.0 after the second course will be dismissed from the program.

Appeal Process

Students who are subject to dismissal may appeal by submitting a statement of mitigating circumstances and supporting documents to the graduate program director. If the appeal is granted, students will be allowed to attempt two additional courses. Students who achieve a CGPA of 3.0 or higher after the fourth course will no longer have conditions placed on their admission and will then be subject to the College's standard Satisfactory Academic Progress and withdrawal policies as outlined in the institutional catalog. Students who do not earn a CGPA of 3.0 or higher after the first four courses will be dismissed from the program. Students cannot submit a second appeal for continued enrollment in a graduate program of study after attempting the first four courses.

Graduate Applicant Requirements

Applicants to Goodwin College's graduate programs are required to:

- **Complete** a graduate application for admission.
- **Pay a $50 non-refundable application fee** (waived for Goodwin College graduates)
- **Provide a professional resume.**
- **Submit proof of immunizations** (measles, mumps, rubella, and varicella).
- **Submit an official transcript** verifying receipt of a bachelor's degree from a college or university accredited by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or the equivalent of this degree from another country with a Cumulative GPA of at least a 3.0. To be accepted as official, the transcript must be received by Goodwin College from the issuing institution in either a sealed, unopened envelope and bears the seal of the college or university or via an accepted secure electronic delivery method. Goodwin College cannot accept official transcripts via fax or email, regardless of the source. Goodwin College degree holders do not need to submit Goodwin College transcripts.

If an unofficial transcript is submitted, an official transcript conferring receipt of a bachelor's degree from a college or university accredited by an accrediting agency recognized by CHEA must be received by Goodwin College before the beginning of the student's second semester. Students submitting unofficial transcripts must complete a transcript authorization request form upon enrollment. Goodwin College will send the request for official transcripts to the appropriate college or university. It is the student's responsibility to ensure that an official transcript is on file before the beginning of their second semester. Falsifying or omitting information may result in administrative withdrawal and/or disciplinary actions. Students for whom an official transcript is not submitted to Goodwin College may be withdrawn from the program.

Once the College receives official transcripts, those transcripts are covered under provisions of applicable federal and state laws and regulations and cannot be returned to student or forwarded to other educational institutions.

Submission of Transcripts
Official transcripts can be mailed to:
Goodwin College
Office of the Registrar
One Riverside Drive
East Hartford, CT 06118

For expedited submission of official transcripts, students may bring official/sealed envelopes in person to the Registrar's Office, which is located on the 1st floor of One Riverside Drive.

Applicants with a CGPA less than 3.0 may apply for conditional acceptance. See Conditional Admission.

Non-Native English Speakers and International Students

Graduate students from other countries are welcome and encouraged to apply to Goodwin College master's programs. A student eligible for graduate study must have received the equivalent to a bachelor's degree in their native country and must meet the further admission requirements of the graduate program of interest. The student's background and preparation must be such in content and scope as to indicate the ability to successfully complete the curriculum requirements of the Goodwin College graduate program.

Applicants for admission whose native language is not English are required to prove their proficiency in the English Language. Proficiency can be proven by submitting the results of an English Proficiency examination, such as the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). The TOEFL scores must fall between 85 to 90 and the scores for the IETS must be at least a 6.5. Goodwin College will review each section independently to make sure that the writing and reading component is strong.

The College website provides prospective and enrolled international students with information on academic programs and student services available at the College and in the local community. Admission requirements for international students differ from domestic student requirements. For complete instructions and to access the online application, contact the International Admissions Team (860) 913-2227 and refer to the College website: http://www.goodwin.edu/admissions/international/.

Among the admission requirements are proof of English proficiency, a Certificate of Finances, and translated and evaluated academic transcripts. International students may attend Goodwin College on an F-1 student visa and demonstrate satisfactory academic progress toward their degree. The College will issue the student an I-20 form once all the appropriate paper work and fees are submitted. International graduate students must be enrolled full-time for 9-credit hours every semester.

A certified financial statement is required of international students, confirming that all college and personal expenses are covered for the initial year of proposed attendance at Goodwin College. Students can satisfy this requirement with a bank statement indicating the required amount of money for the academic year. International students are not eligible to receive any federal or state aid to offset their tuition and fees. Goodwin College's International Admissions Team can answer questions about the financial process and options.

Furthermore, enrollment requirements include proof of immunization and mandatory enrollment in Goodwin College's health insurance program. The course registration process begins once payment is processed and students have completed their mandatory orientation. Additional placement testing may occur at this time. All the International Program staff will answer your questions and provide ongoing support services.

Information about international graduate admissions, English Language Proficiency, Certification of Finances and much more can be found on our web pages at https://www.goodwin.edu/admissions/international/.

Immunization

Students born on or after January 1, 1957, must submit evidence of immunization against mumps, measles, and rubella in compliance with Connecticut State Law Public Act 89-90 unless proof of a medical or religious contraindication is submitted. All students born on or after January 1, 1980, must also provide proof of adequate immunization against varicella (chicken pox). Students born in the United States before January 1, 1980, do not have to show proof of varicella vaccination. Adequate immunization for mumps, measles, rubella, and varicella consists of two doses of vaccine separated by at least 28 days with dose number one given on or after the first birthday. Any student who is not compliant will have a hold placed on future registration of classes until they submit the documentation.

Student Status

Matriculated Students

Individuals who have completed all of the requirements for admission and are accepted into a graduate program are considered to be matriculated. Graduate student status is determined on a semester basis by the number of credits that a student is registered to complete. To be considered a full-time graduate student at the College, candidates must be registered for a minimum of nine (9) credit hours per term. Graduate students who are enrolled for six (6) credits in a term are considered to be half-time.

Non-matriculated Students

Non-matriculated students with appropriate preparation may take three (3) to six (6) credits (one to two graduate courses) as a non-degree student with permission from the Registrar and the graduate program director. Students who want to take courses beyond these initial credits must be formally admitted into the graduate program, and no more than six (6) credits will be accepted toward the degree.

Transfer of Collegiate Credit

Graduate coursework may be transferred to the college graduate program under certain conditions. First, the credits must have been earned within the past ten years from a college or university accredited by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and/or U.S. Department of Education (USDE). Second, a minimum grade of B- is required for the courses to be transferred. Finally, transfer courses must be approved by the Program Director and the Transfer Coordinator, under the direction of the Registrar. A maximum of six (6) graduate credits may be permitted to transfer into Goodwin College.

Officially transferred credit will be posted to the student's transcript upon the receipt of official transcript(s). Credits awarded are given the grade of TR and are not included in the calculation of the GPA. These credits will count both as credits attempted and as credits earned in determining Satisfactory Academic Progress. Once a student is matriculated into a Goodwin College graduate program, no additional credits earned at other institutions will be transferred.

Financial Aid

The Goodwin College Financial Aid Office is dedicated to giving students the personal attention needed to help them find the financial means to pay for their graduate education. A variety of financial aid is available to qualified individuals in the form of grants, loans, part-time employment, and scholarships. Some of these funds originate from federal and state agencies and some originate from local government and community-based organizations. Some funds originate from Goodwin College in the form of institutional grants. Scholarships and grants do not have to be repaid. Loans have to be repaid. Typically, federal loans go into repayment if the student graduates, is enrolled less than half-time, or is no longer enrolled in the College. The Office of Financial Aid encourages you to visit our webpage at: http://www.goodwin.edu/financial-aid/

Loan Repayment

The Repayment Solutions Department of Goodwin College is pleased to announce a partnership with Inceptia, a nonprofit organization providing premier expertise in default prevention and debt management in relation to student loans. Together with Inceptia, we identify students needing immediate, short term, and long-term student loan management guidance. We offer financial counseling to all students using a customized plan of action. While Repayment Solutions' outreach begins during the admissions process, Inceptia's outreach begins during a student's loan repayment period. Throughout a student's federal loan repayment cycle, our partnership emphasizes our mutual commitment to student loan repayment success.

FAFSA

To apply for financial aid; follow the steps below. Please remember that many scholarships require you to complete the **Free Application for Federal Student Aid (FAFSA)** in addition to the scholarship application.

Step 1: Get an FSA ID

The FSA ID is a username and password combination that gives you access to Federal Student Aid's online systems. It can also serve as your legal signature. If you don't have an FSA ID by the time you fill out your online Free Application for Federal Student Aid (FAFSA), you will be prompted to apply for one. Get a head start on that process by creating one at www.fsaid.ed.gov.

Step 2: Complete the FAFSA

Complete the FAFSA annually online at www.fafsa.ed.gov. It becomes available October 1 for aid in the following year. The Goodwin College Federal School Code is: 015833. You will need your 2017 federal tax information for the 2019-2020 FAFSA.

Federal Direct Unsubsidized Loans

Graduate students may be eligible for funds under the Federal Direct Unsubsidized Loan program. To determine eligibility, students must:
- Complete a FAFSA
- Be enrolled in a minimum of six credits per semester
- Complete a Direct Loan Master Promissory Note and entrance counseling prior to first disbursement. These are completed online at www.studentloans.gov.

An exit interview is required after a student drops below half-time or ceases enrollment. For current interest rates and loan fees; please see www.studentaid.gov.

Federal Direct Graduate PLUS Loan

Graduate students needing to secure funding in addition to the Direct Unsubsidized loan program may be eligible for a Graduate PLUS loan.

To determine eligibility, students must:
- Complete FAFSA
- Be enrolled in a minimum of six credits per semester
- Meet annual maximum loan eligibility under the Federal Direct Subsidized and Federal Direct Unsubsidized Loan Program
- Complete a Direct PLUS Master Promissory Note and Entrance Counseling prior to first disbursement. These are completed online at www.studentloans.gov.

Eligibility is contingent upon credit approval after submission of application on www.studentloans.gov. For current interest rates and loan fees; please see www.studentaid.gov.

Scholarships

Students are encouraged to search and apply for scholarships. For scholarships specific to graduate students; please see the graduate section of our

scholarship webpage at: www.goodwin.edu/financial-aid/scholarships.

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides part-time employment for graduate students who are enrolled in at least 6 credits, have indicated interest and have financial need. FWS is not available to students in online programs. The job can be on or off campus. Students may use these funds to offset their educational and personal expenses. Students may work no more than 15 hours per week and may not perform their duties during scheduled class times. Awards are paid directly to the student in the form of a paycheck. For more information, please contact the financial aid office.

Notification of Awards

Graduate students are advised of award amounts in award letters, which are provided online and also given to new students when processing is complete. These awards are based on information from the FAFSA application, which may be estimated and subject to change. Students are encouraged to view their award for the current semester by accessing the NetPartner website. On the Awards tab of NetPartner, the student may also view the Financial Aid Disclosure Sheet (commonly referred to as the Shopping Sheet), which will outline their total charges and gift aid for the entire award year. Federal and State awards are not final until the information reported on the FAFSA application has been verified as accurate by the Financial Aid Office. The award notice is for one academic year (2 semesters) and outlines the types and amounts of aid offered. All new and revised award notices must be acknowledged by the students in one of the following manners: giving Goodwin College permission to accept the awards for them, signing the award notice, or accepting the awards on NetPartner. The parent of a dependent student who borrowed through the PLUS program must sign the award notice.

This notification represents the most equitable offer based upon the information provided and the funds available to the College. The availability of funds from federal and state programs is subject to federal and state appropriations and to changes in federal and state legislation and regulations.

When their financial circumstances change, students are expected to notify the Financial Aid Office so that adjustments on the award package can be made. When outside awards are received, the student is required to notify the Financial Aid Office to assure that these awards are credited to the student and to the aid package where mandated by federal and state law.

Students should direct any questions related to financial aid at Goodwin College to the Financial Aid Office. The Financial Aid Office has extensive information on specific financial aid programs and federal and state regulations.

Before adding or dropping a course, transferring programs, withdrawing from a program or beginning a medical withdrawal, students must check with the Financial Aid Office regarding any financial charges or penalties involved.

Questions regarding procedure or awards should be directed to the Financial Aid Office, Goodwin College, One Riverside Drive, East Hartford, Connecticut 06118 (860) 727-6723.

Tuition and Fees

Tuition for our graduate programs is competitive with other private non-profit colleges in Connecticut.

Non-Goodwin College Graduates

Tuition	$750 / credit
General Student Fee	$300 / semester
Technology Fee	$150 / semester
Program Fees	See below

Goodwin College Graduates

Tuition	$660 / credit
General Student Fees	Waived
Technology Fee	Waived
Program Fees	See below

Program Fees

Task Stream Fee (only charged in first semester)	$100
MSOL Capstone Fee (OL 695)	$100
MSN Background Test (NUR 695)	$65
MSN Drug Test (NUR 695)	$40
MSN Health Assessment Fee (NUR 540)	$100
MSN Shadow Health Fee (NUR 510)	$100
MPH Capstone Fee (PBH 695)	$100

Administrative Fees

Official Transcript of Academic Work: (additional fees may apply)	$10
Late Registration Fee	$100
Late Payment Fee	$50
Payment Plan Fee	$40
Returned Check Fee	$25

This schedule of tuition and fees is comprehensive and is expected to prevail during the 2019-2020 academic year. For a more detailed listing of fees by program, please contact the Business Office at 860-727-6784. The Board of Trustees of Goodwin College reserves the right, at any time, to authorize changes. All fees are non-refundable.

Refund Policy

Withdrawing from a Course

If a student officially withdraws from a course(s) prior to the first day of the semester or module, 100% of applicable tuition and fees for the course(s) withdrawn (less books purchased) will be refunded.

If a student does not establish attendance in any course(s) by the 14th calendar day of the semester or module, student will be withdrawn from the course(s). 100% of applicable tuition for the course(s), less $200 fee per course withdrawn (less fees and books purchased) will be refunded.

If a student withdraws from a course(s) by completing the official Add / Withdrawal Form from the first day through the 14th calendar day of the semester or module, 100% of applicable tuition for the course(s) withdrawn (less fees and books purchased) will be refunded.

No refund of tuition or fees will be granted for an attending student who officially withdraws from a course(s) after the 14th calendar day of the semester.

Withdrawing from the College

If a student submits an official notice of withdrawal from the college prior to the first day of the semester or the module, 100% of applicable tuition and fees (less books purchased) will be refunded.

If a student officially withdraws from the college between day one and the 14th calendar day of the semester, 100% of total tuition (less fees and books purchased) will be refunded.

No refund of tuition or fees will be granted for officially withdrawing from the college after the 14th calendar day of the semester.

General Policies

The Board of Trustees and the administration of Goodwin College are committed to providing educational opportunities to all who seek and can benefit from them. They recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences.

Goodwin College recognizes that it has an obligation to provide programs which promote pluralism and diversity and encourage the College community to respect and appreciate the value and dignity of every person and his/her right to an atmosphere not only free of harassment, hostility, and violence, but supportive of individual academic, personal, social, and professional growth.

Goodwin College Technology Access

Access to computer systems, networks and electronic devices owned by Goodwin College imposes certain responsibilities and obligations on all students. Students are to use computers, networks, and resources for conducting day-to-day business operations for Goodwin College or educational purposes relating to the education of students at Goodwin College. Network resources are not to be abused in any way for personal usage, profit-making, or illegal activities.

Users shall not add, remove, reconfigure, or deface any computer or electronic hardware or software owned and maintained by Goodwin College; install or download any Games or Gaming websites onto any Goodwin College-owned equipment; or install or use any malicious software such as, but not limited to Trojans, viruses, or malware.

Student ID Cards

All students at Goodwin College are issued a student ID card for the purposes of security-related identification, to use in financial aid situations and to use in the various other functions of college life at Goodwin College. Each student is expected to have and wear an ID card. The initial card is provided at no cost to the student. Subsequent cards will carry a charge of $10 for replacement.

Internet Usage

The Internet is a very powerful tool when used properly. However, abuse of the Internet is very common and must be monitored and controlled to protect Goodwin College from malicious attacks. Users should always assume any Internet activity, including but not limited to E-mail, web browsing, and downloading, can be viewed by someone else at any given time on any computer owned by Goodwin College. Please refer to the Technology Policy on the Goodwin College Policies web page (https://www.goodwin.edu/policies/).

Copyright Infringement Policy

Goodwin College Copyright Compliance Policy

The Goodwin College Copyright Compliance Policy provides a summary of U.S. copyright law as it relates to the use of copyright-protected works in the classroom and library.

U.S. copyright law contains many gray areas. The goal of this policy is to provide administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers issues such as photocopying and online education. It also covers library uses for print and electronic reserves, ILL, file sharing, and document delivery.

What is Copyright?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

What is protected by Copyright?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic

materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform, and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data, or facts.

Fair Use

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, or research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

- The purpose and character of use (principally, whether for commercial or nonprofit educational use);
- The nature of the copyright-protected work;
- The amount and substantiality of the portion used; and
- The effect of the use as it affects the value of the copyright-protected work.

The law does not state exactly what uses of a copyright-protected work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. Fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, the College interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations;

- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one-time use in only one semester;
- Use in a parody of short portions of the work itself; and
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

Types of Use

Classroom handouts. Based on XYZ's fair use analysis, classroom handouts fall into two categories: one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

Reserves. If the Goodwin library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

Photocopying in the library. It is permissible to photocopy copyright-protected works in the Goodwin library without obtaining permission from the copyright owner under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may

be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises.

- **Replacement of lost, damaged, or obsolete copies.** The library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating, or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library.
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by your library at a library user's request or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining, after reasonable investigation, that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship, and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

Online Use

Instructors may post their own authored materials, such as lecture notes, tests, exercises, problem sets, and PowerPoint presentations. If material they wrote was published, they may have transferred the copyright to the publisher. In that case, it will be necessary to obtain permission from the publisher to post the material.

Materials from Goodwin-licensed collections may be included in electronic reserves and course websites without any further permission by linking to a persistent URL. Material not protected by the Copyright Act may be made available on electronic reserves or on course websites without the permission of the copyright owner, such as works in the public domain, works of the U.S. government, and links to websites.

Warning

Compliance with copyright law is the responsibility of the individual. This is only a short introduction to copyright issues affecting students and faculty. Please see the copyright book in the library, *Copyright Clarity* by Renee Hobbs, Ed.D., for further discussion of fair use supporting digital learning. Dr. Hobbs is a leading authority on media literacy education and copyright law.

Unauthorized Peer-to-Peer (P2P) File Sharing and Other Copyright Infringement

Policy Regarding Unauthorized Peer-to-Peer (P2P) File Sharing and Other Copyright Infringements

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008, and regulations for implementing the law were issued by the Department of Education on October 29, 2009. Several sections of the HEOA are designed to reduce the illegal distribution of copyrighted works, including the unauthorized uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. These provisions require all U.S. colleges and universities to:

- Provide an annual disclosure to current and prospective students describing copyright law and campus policies related to copyright infringement, including penalties and liabilities for unauthorized peer-to-peer file sharing.
- Create a plan to effectively combat the unauthorized distribution of copyrighted materials by users of its network, including the use of one or more technology-based deterrents.
- Offer alternatives to illegal downloading, to the extent practicable.
- Identify procedures for periodically reviewing the effectiveness of the plan to combat the unauthorized distribution of copyrighted material.

Copyrights

Users shall not use Goodwin College's computers or network to copy, download, modify, or distribute copyrighted materials. This includes but is not limited to the following:

1. Music
2. Movies
3. Literature
4. Photographs
5. Software

Abuse and Enforcement of policy

1. Any abuse of this policy should be immediately reported to the Vice President for Physical Facilities and Information Technology.
2. Abuse of this policy may result in disciplinary action by Goodwin College, local law enforcement, and/or federal law enforcement.
3. If there is a violation of this policy, the Director of Information Technology is authorized to take actions

to implement and enforce the network usage policy and provide system integrity and security.

4. The Director of Information Technology is authorized to suspend any user's access rights if the administrator has reason to believe that said user has violated the network usage policy.

Goodwin College ("the College") complies with the HEOA by the following:

Annual Disclosure. At the beginning of each Fall term, the following statement ("P2P Policy") will be incorporated into the Student Handbook for all students and sent to all students in a stand-alone email:

> Institutional policies and sanctions related to the unauthorized distribution of copyrighted material: The College takes copyright infringement seriously. All students must abide by federal and state copyright laws when using the College computing or network resources. The unauthorized publishing or use of copyrighted material on the College computer network is strictly prohibited and users are personally liable for the consequences of such unauthorized use. This specifically applies to P2P file-sharing of copyrighted music and movies. Students should be aware that by engaging in unauthorized sharing of copyrighted material, they not only violate College policy, but they may also be held criminally and civilly liable by federal and/or state authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The College will subject students who violate this policy to discipline as appropriate. Repeated infringement is subject to disciplinary action, up to and including expulsion from the College.

Drug and Alcohol Policy

Goodwin College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Goodwin College maintains a campus free from drug and alcohol abuse. Any violation of this policy will warrant disciplinary actions up to and including dismissal or termination and may result in local, state, and/or federal criminal charges.

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires that all institutions of higher education implement a program that prevents the use of illicit drugs and the abuse of alcohol by students and employees.

Please refer to the Student Handbook, Faculty Handbook, or Staff Handbook, as applicable, for the full policy.

Children on Campus Policy

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Goodwin College must be under the constant supervision of a responsible adult while on College property or on the site of any approved off-campus class or other College event. The only exception to this policy is the Kid care program, which is an on-campus drop-in child care service that provides supplemental child care assistance for Goodwin College students during class time. Employees of the College have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any College facility at any time. Furthermore, children may not be brought with students to class sessions, labs, internships, fieldwork placements, or clinical placements. A violation of this policy may result in appropriate disciplinary action.

The College assumes no responsibility or liability for children, or for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a Goodwin College class.

If an unattended child is observed on campus, Campus Security should be alerted immediately. Security will

attempt to locate the child's (children's) parents or legal guardians or caregiver to remedy the situation. If the parents, guardians, or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

Non-discrimination Statement and Acts of Intolerance Policy

Goodwin College is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities, and employment without discrimination because of race, color, religious creed, sex, age, national origin, political affiliation, marital status, veteran status, sexual orientation, gender identity or expression, disability, HIV/AIDS or other communicable disease status, or any other consideration not directly and substantively related to effective performance. This policy implements Federal and State laws, regulations, and executive orders.

The staff, faculty, student body, and administration of Goodwin College form a diverse community and the College maintains that activities, programs, and everyday interactions are enriched by acceptance of one another in an environment of positive engagement and mutual respect. Acts of discrimination, intolerance, or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with according to employee and student grievance and disciplinary procedures.

To file a discrimination complaint, or for inquiries concerning Goodwin College's Non-discrimination Policy, Title IX and the Rehabilitation Act of 1973, and the Americans with Disabilities Act, contact Madison Yates, Title IX Coordinator, at (860) 913-2141.

Persons with Disabilities Policy

Goodwin College is committed to the goal of achieving equal educational opportunity for individuals with disabilities and actively seeks to develop and maintain reasonable accommodations for all students. Persons with disabilities are encouraged to apply for admission. With appropriate documentation, students may request reasonable accommodations through the AccessAbility Services office at accessabilityservices@goodwin.edu.

Goodwin College is accessible to people with disabilities. Accessible parking is located in the front of the school in designated areas. A ramp is located at the entrance of the College. All campus buildings have been built to handicapped specifications.

Gender and Sexual Misconduct Policy

Introduction

Members of the College community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Goodwin College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence — without actions demonstrating permission — cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, individuals will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a "No."

Please refer to the Student Handbook for further information on violations, definitions, and sanctions. To

report a violation of this policy, contact Madison Yates, Title IX Coordinator, at (860) 913-2141.

Anti-Violence Policy

Violence is not tolerated at Goodwin College. All College employees and students share a responsibility, and should therefore strive, to create and maintain an environment that is free from violence.

Violence includes assaults, threats, bullying, stalking, intimidation, and other disruptive behaviors. It can involve oral, written, or electronic statements, gestures, or expressions that communicate a direct or indirect threat of harm.

All members of the Goodwin community have a duty to report actual or potential violence on College property, or during a College-approved activity. All reports shall be taken seriously and investigated. No reprisals will be taken against any individual who makes a report, unless it is found to be of a vexatious or retaliatory nature.

Any person who finds him/herself in imminent danger while on College property or engaged in any College-approved activity should immediately contact the East Hartford Police Department and Campus Security when reasonably possible. The primary consideration is to ensure the safety of that person(s) as well as any other person in the immediate vicinity who might be at risk.

Campus Security may contact the East Hartford Police Department in non-emergency situations depending on the circumstances or at the victim's request.

Nothing in this policy shall prevent any member of the Goodwin community from directly contacting a police service or other appropriate emergency response agency.

Any individual who commits or plans a violent act on College premises may be banned from all campuses and/or subject to disciplinary actions, criminal charges, or both.

In addition to the processes described above, the College is committed to providing support services to victims of violence. Members of the College community who are victims of violence will have access to the Counseling Center, which may be contacted at (860) 218-1790.

Weapons Policy

There is zero tolerance for actions that endanger or threaten to endanger any student and his/her right to have equal access to an education on a secure campus. Therefore, any weapon or anything that is determined to be a weapon by the Director of Campus Safety and Security is not allowed anywhere on campus. Any such weapon will be confiscated, and the violator will be subject to disciplinary action, including expulsion from the College.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the police by calling 911.

Goodwin College's Appeals Board

The Goodwin College Appeals Board (GCAB) is the final arbiter of all financial aid issues, including the Record Review Committee (RRC); academic issues, including grade appeals; and conduct issues, including issues regarding Title IX, ADA, and Section 504. The Goodwin College Appeals Board shall be chaired by the Provost and Dean of Faculty and shall include appropriate members from senior leadership and faculty.

Appeals and Grievances

When questions or concerns arise which must be discussed and resolved, it is important to know the person with whom to speak and the procedure for obtaining resolution of issues.

Goodwin College treats its programs as a form of on-the-job training for its students. For that reason, any complaint or suggestion regarding a class should be discussed first with the instructor. If a student is unable to satisfactorily address the problem, (s)he should make an appointment with the appropriate Dean. After that, appeals may be made, in writing, to Goodwin College's Appeals Board (GCAB). All appeals should be sent to Danielle Wilken, Provost, Dean of Faculty, and Chair of the Appeals Board. Decisions will be rendered in writing within two (2) weeks.

The GCAB will also hear appeals on financial aid and conduct issues after the student has sought a remedy through the appropriate channels. As with academic issues, appeals may be made, in writing, to the Goodwin College Appeals Board (GCAB). All appeals should be sent to Danielle Wilken, Provost, Dean of Faculty, and Chair of the GCAB. Decisions will be rendered in writing within two (2) weeks.

If you are still aggrieved after speaking to all of these people, you may call or write the Connecticut Office of Higher Education at 450 Columbus Boulevard, Suite 707; Hartford, CT 06103-1841. The phone number is (860) 947-1800. Students wishing further clarification may direct concerns, in writing, to the New England Commission of Higher Education; 3 Burlington Woods, STE 100; Burlington, MA 01803-4514. Their phone number is 781-425-7785.

Arbitration Agreement

Goodwin College Arbitration Agreement

Please read this Arbitration Agreement carefully. It is part of your contract with Goodwin College and affects your rights. It contains procedures for MANDATORY BINDING ARBITRATION AND A CLASS ACTION WAIVER.

Goodwin College (the "College") takes student satisfaction seriously and is committed to protecting the rights of its students. Whenever a student has a concern, it is important to know where to go and what the options are for resolving any disputes fairly and effectively. Accordingly, the College has established dispute resolution procedures, including this Arbitration Agreement (the "Agreement"), to address concerns and resolve disputes with the College, its faculty and its staff. It is designed to provide a speedy, efficient, and cost-effective method for the fair and final resolution of disputes. The College has established these procedures for the benefit of its students and will not tolerate any form of harassment, intimidation, or retaliation against a student as a result of invoking these procedures.

This Agreement is a contract between the College and you (the "student"). By enrolling in the College, the student accepts all the policies, rules, and regulations of the College, including this Arbitration Agreement, and is bound by them. **The student understands and agrees that the student is entering into a binding Arbitration Agreement, and the student and the College are each waiving the right to a trial by jury or to participate in a class action with regard to claims against the College, its faculty, and its staff.** Goodwin College has adopted binding arbitration in addition to the other procedures it offers students for dispute resolution and the option to submit written complaints to the Connecticut Office of Higher Education or to the College's accrediting agency. Neither the College nor the student may invoke the mandatory arbitration procedure unless and until the College's internal dispute resolution procedures have failed to provide a satisfactory resolution. In that event, any dispute or claim between the student and the College, whether or not the student is currently enrolled in the College, shall be resolved through binding arbitration instead of in courts of general jurisdiction.

The arbitration process is designed to be as convenient and inexpensive for students as possible. Arbitration is more informal than a lawsuit in court and uses a neutral arbitrator instead of a judge or jury. To limit costs, arbitration permits more limited discovery of facts and documents than a suit in court and is subject to very limited review by courts. Arbitrators under this Agreement are authorized to award the same damages and relief to individuals that a judge or jury could award. Any arbitration under this Agreement would take place only on an individual basis; class arbitrations and class actions are not permitted.

Students shall have the right to opt-out of and reject this Arbitration Agreement by sending written notice to the College at Goodwin College, One Riverside Drive, East Hartford, CT 06118, Attention: Office of the President. To be effective, such notice must actually be received by the College no later than 30 days following the date of the student's enrollment at the College. If you have any questions about the College's internal dispute resolution procedures or this Arbitration Agreement, please contact the College's Office of the President by phone at (860) 727-6761 or by email at rmccarty@goodwin.edu.

1. Scope.

   The scope of this Agreement to arbitrate is intended to be broadly interpreted. It includes but is not limited to a student's claims arising out of or relating to the relationship with the College, whether based in contract, tort, statute, fraud, misrepresentation or any other legal theory; and it includes claims that may arise after the student is no longer enrolled at the College. This Agreement applies to claims concerning any of the College's faculty, staff, agents, subsidiaries, affiliates, employees, predecessors in interest, successors, and assigns. This Agreement shall survive the termination of any enrollment agreement, financial aid agreement, or any other contractual relationship between the student and the College. The Federal Arbitration Act (9 U.S.C. §§ 1-16) governs the interpretation and enforcement of this provision.

2. Procedure.

   To initiate arbitration, the student must obtain a form from either the Office of the President or at http://www.adr.org/aaa/ShowPDF?doc=ADRSTG_00 4175 and complete the form. If the student submits the completed form to Goodwin College (Goodwin College, One Riverside Drive, East Hartford, CT 06118, Attention: Office of the President), the College will file the form with the arbitrator and pay the filing fee. Alternatively, the student may file the form directly with the arbitrator, but the student must submit a copy of the filed form within two days of its filing, to Goodwin College, One Riverside Drive, East Hartford, CT 06118, Attention: Office of the President. Except as otherwise provided in this Agreement, the arbitration will be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes (collectively, "Arbitration Rules") of the American Arbitration Association ("AAA"), and will be administered by the AAA. The Arbitration Rules are available online at www.adr.org or by calling the AAA at 800.778.7879. If there is any conflict between the Arbitration Rules and this Agreement, the terms set forth in this Agreement shall control. To the

extent there is no federal substantive law applicable to the dispute, the parties agree that the laws of the State of Connecticut will apply, exclusive of its choice of law rules.

The arbitration will be conducted by a single, neutral arbitrator, who will be selected according to the Arbitration Rules. The arbitrator will be bound by the terms of this Agreement. Unless the student and the College agree otherwise, any arbitration hearings will take place in Hartford County, where the College and most of its enrolled students are located. If the student's claim is for $10,000 or less, the student and the College agree that the student may elect to have the arbitration conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the Arbitration Rules. If the student's claim exceeds $10,000, the right to a hearing will be determined by the Arbitration Rules. The arbitrator shall issue a reasoned written decision sufficient to explain the essential findings and conclusions on which the award is based. The arbitrator will have no authority to alter any of the student's grades or to require the College to change any of its policies or procedures. The arbitrator's decision shall be final and binding.

This Agreement does not preclude the parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction, from filing an individual action in small claims court, or from filing a complaint with an appropriate governmental agency. The parties agree that any judgment or award of an arbitrator rendered pursuant to this Agreement may be entered in any federal or state court having jurisdiction thereof. Any federal or state court with jurisdiction and venue may enter an order enforcing this arbitration Agreement, enter judgment upon the arbitrator's award, and/or take any action authorized under the Arbitration Rules. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration conducted pursuant to this Agreement without prior written consent of both parties.

3. Costs and Fees.

If the student's claim is for $10,000 or less, the College will pay all filing, administration, and arbitrator costs and fees up to a total amount of $3,500 for any arbitration initiated in accordance with the requirements above, with any remaining costs and fees to be paid in accordance with the Arbitration Rules; provided, however, that if the arbitrator finds that the substance of the student's claim or the relief sought is frivolous or brought for an improper purpose (as determined under Federal Rule of Civil Procedure 11(b), payment of all fees will

be governed by the Arbitration Rules, and the student agrees to reimburse the College for any funds it previously disbursed that the arbitrator determines are the student's obligation to pay. If the student's claim exceeds $10,000, the payment of fees will be governed by the Arbitration Rules. Each party will bear the expense of its own attorneys, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. Although under some laws the College may have a right to an award of attorneys' fees and expenses if it prevails in arbitration, the College agrees that it will not seek such an award.

4. Class Waiver and Right to Remedies.

The student and Goodwin College agree that each may bring claims only in its, his, or her individual capacity, and that each party is waiving the right to trial by jury or to participate in a class action or representative proceeding. Unless both the student and the College agree otherwise, the arbitrator may not consolidate two or more persons' claims, and may not otherwise preside over any form of a representative or class proceeding. The arbitrator may award any relief that would be available in an action in court as to the individual parties in the arbitration, including an award of injunctive relief in favor of the individual party seeking relief, but only to the extent necessary to provide relief warranted by that party's individual claim. If this specific class waiver provision is found to be unenforceable in an arbitration of a student's grievance, then the entirety of this arbitration provision shall not be enforceable as to the dispute between that student and the College. If any part(s) of this Agreement other than the class waiver provision is found to be unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of this Agreement shall continue in full force and effect.

5. Notice of Changes.

The College may find it necessary to update or modify this Agreement from time to time. The student agrees that the College may modify this Agreement to clarify or explain terms, modify procedures within the Agreement (e.g., selecting a different arbitration company), or make other non-material changes, and that such changes will become effective thirty days after the College gives notice of such modifications to the student. The student and the College agree that if the College makes any material change to this Arbitration Agreement, the College will notify the student of the change and the student may reject such change by sending the College written notice of rejection actually received by the College within thirty days of

receiving notice of the material modification. If no such notice of rejection is received, the change shall be effective. Written notices should be sent to Goodwin College, One Riverside Drive, East Hartford, CT 06118, Attention: Office of the President. By rejecting any change, the student agrees to arbitrate any dispute between the student and the College in accordance with the terms of this Agreement in effect at the time this Agreement was accepted by both parties.

Policy Disclaimer

The Course Catalog is not an exhaustive list of all of Goodwin College's policies and procedures. Please also refer to the Student Handbook and the Goodwin College policy website (https://www.goodwin.edu/policies/).

Academic Standards, Policies, and Procedures

Advising

Each graduate student is assigned a faculty adviser upon admission to a graduate program. Faculty advisers can provide students with assistance in developing a Plan of Study and selecting appropriate graduate courses that adhere to program curriculum, as well as discussing career options and alternatives after graduation. It is the responsibility of the graduate student to comply with the policies, procedures and degree requirements published in the Graduate Catalog. If a student has concerns with regard to working with their assigned advisor at the graduate level, they are to contact the department chair.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA provides these rights:

1. Students have the right to inspect and review their education records within 45 days of the day Goodwin College receives a request for access.
2. Students have the right to request that a school correct records which they believe to be inaccurate. They should write to the Provost and Dean of Faculty, identify the part of the record they want changed, and specify why it is misleading.

If Goodwin College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.

Generally, colleges must have written permission from the student in order to release any information from a student's education record. However, FERPA allows colleges to disclose records, without consent, to college officials who have legitimate educational interest.

In addition, colleges may disclose without consent "directory" information such as a student's name, address, telephone number, date, and place of birth, major field of study, degrees earned, honors and awards, and dates of attendance. Students may request to restrict the release of directory information by filing a "Request to Restrict" form in the Registrar's Office. Students who wish to have information shared with parents, legal guardians, and/or significant others must file a "Permission to Release" form in the Registrar's Office. Goodwin College notifies students annually of their rights under FERPA.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Goodwin College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave., SW

Washington, DC 20202-5920

(800) 872-5327

Establishing Course Attendance

Graduate students must establish attendance in each course for which they are registered. Students have from the first day of their course through the fourteenth calendar day of a semester to establish attendance. Faculty report attendance on Census Day, which occurs on the fifteenth calendar day of each semester. Students who have not participated in their course by the fourteenth day of the semester will be withdrawn from the course.

In order to establish attendance, students must do at least one of the following, prior to Census Day:
- Student attends an on-ground class; OR
- Student posts to online discussion about an academic matter; OR
- Student submits an academic assignment either on-ground or online; OR,
- Student takes a quiz or test either on-ground or online.

Please note that posting to an introductory discussion board assignment does not constitute establishing attendance.

Students who do not establish attendance will be administratively withdrawn from the course(s) and will be listed as a No Start (NS). These courses will not be listed on the transcripts or counted as credits attempted.

For students who do not establish attendance for all/any course(s) by Census Day a refund of 100% of

applicable tuition charges, less applicable fees and books, less $200 per course withdrawn will be granted.

Students receiving Title IV funds should refer to the Financial Aid and Refund Policy in the catalog or on the Goodwin College website for any financial consequences related to non-attendance.

Course Registration

First semester graduate students register for classes with guidance from an advisor as part of the admission process. After the first semester, graduate students may register independently or with the guidance of their academic advisor or program director.

Returning students register for the upcoming semester in Week 7 of their current semester. Specific information about each registration period is available on the college website beginning Week 4 of each semester. Course offerings are available in Sonis, the College's student information system, at www.goodwinsonisweb.com. Graduate students can access the Goodwin College website for registration details. Students should also check their Goodwin College email for registration reminders.

Before official online registration begins, students should:
- Discuss course selection with their program director or advisor;
- Make sure that their FAFSA is current;
- Check for registration holds in Sonis; and,
- Clear up any holds.

Graduate students who do not register during the official registration period are charged a $100 late registration fee to register during the late registration period. Students may revise their original registrations during late registration without financial penalty. Changes made during the add/drop period may result in tuition and fee changes. Students should refer to the institutional refund policy to learn more about potential financial penalties that may occur because of a change in registration. All changes made to registrations are subject to review by the Financial Aid Office and the Registrar before they are considered final.

Course Changes - Add/Drop

Graduate students who wish to add a course must do so by the end of the first week of the semester. Prior to the beginning of the semester, students may add courses by accessing their registration page in Sonis, and register for the course(s) that they wish to add. Once the semester begins, students can add or drop courses by completing the add/withdrawal form with their

academic advisor or program director. Graduate students may print their new schedules from Sonis.

Course Withdrawal

Withdrawing before semester begins

Prior to the beginning of the semester, graduate students may delete courses from their registration by accessing their registration page on Sonis and deleting the course(s) they are no longer interested in taking. When students delete courses prior to the first day of the semester, no tuition charges are assessed for the deleted course(s). These courses will not appear on the transcript nor will they count as credits attempted.

Withdrawing from the first day of the semester through the fourteenth calendar day

Graduate students who have established attendance can withdraw from a course from day one of the semester through the fourteenth calendar day of the semester by completing an Add/Drop Form available from their advisor. If the fourteenth calendar day of the semester falls on a Sunday the deadline to withdraw will be that following Monday. The Graduate Student Add/Drop form must be signed by the student, and the advisor prior to sending to the Registrar's Office for processing. These withdrawn courses will not appear on the student's transcript nor will they count as credit hours attempted.

For financial consequences of withdrawing from a course from day one through day fourteen of a semester, refer to the institutional refund policy. Students should check with the Financial Aid Office to determine what financial penalty may be assessed as a result.

All deadlines are published in the college catalog and are also available on the "Current Students" page of the College website. A student's enrollment status for the semester will be determined on the first day of the third week of the semester and shall be considered final for that semester unless the student withdraws from school or is granted a medical withdrawal.

Withdrawing from a course after the fourteenth calendar day of a semester

Graduate students who have established attendance may withdraw from a course after the fourteenth day of the semester through the end of week 13 of the semester. If the fourteenth calendar day of the

semester falls on a Sunday the deadline to withdraw will be that following Monday.

Graduate students must complete and sign an Add/Drop form available from their advisor. The Add/Drop form must be signed by the student and advisor and returned to the Registrar's office for processing. A "W" will be assigned to the course and will appear on the transcript. The "W" will not be used in the calculation of the GPA, but will count as credits attempted. Students who have established attendance and withdraw from a course after the fourteenth calendar day of a semester will be charged 100% tuition. Excessive withdrawals can impact Satisfactory Academic Progress and jeopardize financial aid eligibility, so students are strongly encouraged to get both academic and financial aid advice before withdrawing from courses.

Course withdrawal deadlines are published in the College catalog and are available on the website on the "Current Students" page. Deadlines will be strictly enforced. Withdrawals are not permitted beyond the deadline. After the deadline, students will receive an earned grade as determined by the instructor.

Failure to attend class is not an appropriate method of withdrawing from a course. Non-attendance does not cancel the financial obligation to pay fees and tuition incurred at the time of registration for classes. Students will remain liable for any outstanding payments of tuition and fees due to the College.

For financial consequences of withdrawing from a course after the start of a semester, refer to the institutional refund policy. Students should check with the Financial Aid Office to determine what financial penalty will be assessed as a result of withdrawing from a course.

Medical Withdrawal

Goodwin College, upon request and with appropriate documentation, may medically withdraw students from their courses due to serious medical conditions that prohibit the student from completing their courses. Students are required to complete a course withdrawal form with their advisor to withdraw from their courses. He/she must also fill out and submit a petition form through the Goodwin College website at https://www.goodwin.edu/forms/petition/. The request for withdrawal and relevant documentation must be received by the module or semester withdrawal date as indicated in the College catalog. In addition, Medical Withdrawals may affect a student's Academic Progress. Please refer to the Satisfactory Academic Progress section in this catalog. Students will be notified via their Goodwin College email regarding the decision of the Medical Withdrawal once reviewed by the Record Review Committee (RRC). Students who do

not agree with the decision of the RRC may appeal to the Goodwin Appeal Board; please refer to the section on Appeals and Grievances.

Complete Withdrawal from College

Conditions may arise requiring the student to withdraw from the college by the withdrawal date indicated in the Graduate catalog. A student who wishes to withdraw from the college should:

1. Obtain a Graduate Student Withdrawal Form from their academic advisor.
2. Submit the completed form to the Registrar.

The official withdrawal date is the date the student officially initiates the withdrawal process.

Official notification to the college of a student's intent to withdraw must be made to the Registrar. Notification of intent to any other school official is not recognized as an official notification of intent to withdraw.

If applicable, a revised tuition charge or refund will be calculated by the Business Office. If a student who withdraws has received financial aid, (s)he may be subject to the loss of some, or all, of the financial aid award. This may also result in the student having personal responsibility for repayment of financial assistance. Please refer to the College's Refund Policy.

Withdrawn graduate students must reapply to the College. Re-admitted graduate students must complete the academic requirements in effect in the catalog under which they are returning.

Readmission

Former Goodwin College graduate students who wish to re-enroll at the college must apply for readmission through the Admissions Office. Graduate students who were academically dismissed from their graduate program are not eligible for readmission to the College.

Internships

All graduate students who participate in an internship or field work experience must abide by the department policies and procedures, as well as the policies and procedures of the institution or organization where the learning taking places.

Comprehensive Assessment

Requirements for a master's degree include a capstone course in which students complete at least one of the following: a comprehensive exam, a written thesis based on independent research, or an appropriate special project. Students must earn a grade of B- or higher in their capstone course. All prerequisites must be

completed before students can register for theses or capstone projects. Consult the individual program pages in this catalog for more information about prerequisites and capstone information specific to the desired program.

Limit for Degree Completion

Graduate students are expected to complete their program within seven (7) years maximum.

Graduation and Degree Conferral

The Board of Trustees of Goodwin College is authorized to confer Master of Science, Bachelor of Science, Associate in Science degrees, and Collegiate Certificates to qualified candidates who have met all requirements. Graduate students nearing the completion of their program must complete an *Application for Award of Credential* for each credential they believe they are qualified to receive prior to their last semester of study. The Application for Award of Credential is available on the college website only and must be electronically submitted to the student's program director and to the Registrar for the purposes of a final degree audit. Candidates' transcripts will be evaluated under the catalog in effect at the time of admission. If the candidate changed programs, the catalog used shall be the one in effect at the time of the program change. Candidates who have not met all of the requirements for graduation will be notified by the Registrar's Office.

For purposes of clarity, the term "graduation" refers to program completion. The term "conferral" refers to the actual bestowal of the degree which happens twice a year, once on the date of our Commencement Ceremony and once at the end of the fall semester.

Because the college holds Commencement once a year, in June, students who anticipate completing their program at the end of the summer semester following Commencement are invited to participate in the ceremony. Participants must have their last two or fewer courses (six or less credits) in progress to be included in the ceremonies.

Transcripts

Graduate students may view their unofficial transcript by logging into their Sonis account. Requests for official transcripts must be made in writing, accompanied by a $10.00 administrative fee which is submitted to the Business Office. Official transcripts are released by the Registrar's Office only after all other offices have issued clearances for the student.

Academic Integrity

At Goodwin College, we value integrity as an essential component in our interactions with each other. We believe that the purpose of higher education is for students to learn to think critically and to express their own opinions using their own ideas. The concept of academic integrity in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. All students at Goodwin College are obligated to uphold high standards of academic integrity in their scholarship and learning. It is expected that students take personal responsibility for their work and acknowledge the ideas of others. Academic integrity means doing one's own work and giving proper credit to others whose ideas and work a student is utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

Goodwin College defines academic dishonesty as including, but not limited to, (a) plagiarism: presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgement and (b) cheating: providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and presentations.

The entire Policy on Academic Integrity is available in the Student Handbook and on the College website in the Undergraduate College Catalog.

Grading System

Grades are an indication of the standard of academic work performed. Throughout their program of study, students will be continually apprised of their academic progress.   Students' grades are provided at the end of each course. Students may view their unofficial transcript by logging into their Sonis account. Requests for official transcripts must be filled out online at: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=XLGji54y6mqMvZLk. Students must pay a $10.00 administrative fee which can be paid by debit or credit. Official transcripts are released by the Registrar's Office only after all other offices have issued clearances for the student.

Goodwin College uses the following academic grading system. The chart also describes the impact of each grade on a student's academic progress.

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
A (93-100)	4.0	Excellent	Yes	Yes
A- (90-92)	3.7	Excellent	Yes	Yes
B+ (87-89)	3.3	Good	Yes	Yes
B (83-86)	3.0	Good	Yes	Yes
B- (80-82)	2.7	Good	Yes	Yes
C+ (77-79)	2.3	Satisfactory	Yes	Yes
C (73-76)	2.0	Satisfactory	Yes	Yes
C- (70-72)	1.7	Below Average	Yes	Yes
D+ (67-69)	1.3	Poor	Yes	Yes
D (63-66)	1.0	Poor	Yes	Yes
D- (60-62)	0.7	Poor	Yes	Yes
F (below 60)	0.0	Fail	No	Yes

Grades followed by an "R" on transcripts indicate that the course has been repeated.

Grades not used in the calculation of Grade Point Average:

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
P	N/A	Pass	Yes	Yes

TR	N/A	Transfer Credit	Yes	Yes
UG	N/A	Ungraded	No	Yes
CBE	N/A	Credit by Examination	Yes	Yes
AU	N/A	Audit	No	No
W	N/A	Withdrawn	No	Yes
INC	N/A	Incomplete	No	Yes
EC	N/A	Credit Awarded for Experiential Learning	Yes	Yes

Grade points are calculated by multiplying the number of quality points of each grade total by the total number of assigned credits for that course. The GPA is obtained by dividing the total number of grade points earned by the total number of credits attempted.

A student's transcript identifies two different Grade Point Averages (GPA). The first is the Semester GPA, which is based on the courses taken only for that semester. The second is a Cumulative GPA (CGPA) that consists of all the courses a student has taken at the College and the grades received for those courses.

Appeal of Grades

Grades are part of the student's permanent record. In rare instances, there can be situations in which course grades may need to be changed. These include computational errors, clerical errors, or the discovery of overlooked components in a student's body of work. Students are able to view their final grades in Sonis and are responsible for checking their grades at the end of each semester. Students must appeal a final grade within one semester of the grade's issue date.

A student who believes that an error in grading has occurred may request a review by the instructor of the record until the end of the semester following the one in which the grade in question was earned. Students may appeal a grade by submitting a completed Grade Review Request available in the Registrar's Office. If the instructor believes the change is justified, the instructor will initiate the grade change, and the student will be notified. If the instructor does not agree with the grade change, the student may appeal the decision to the Dean within 15 days of the instructor's decision. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change and notify the student. If the agreement is that a grade change is not justified, the Registrar will notify the student in writing with a copy to the instructor. All grade changes must be reported to the Registrar's Office.

Course Incompletes

An Incomplete is a temporary grade assigned by the faculty member. Course Incompletes are counted as credit hours attempted but not earned. The student has two (2) weeks from the end of the course to complete all course requirements in order to receive a grade for that course. If requirements are not met, the incomplete will be converted to an "F". Academic standing will be recalculated after the "INC" is replaced with a grade. In both cases the final grade will then be included in calculating the student's GPA and count as credits attempted. In cases where the Incomplete has been issued for a prerequisite course, the student may not be allowed to move on to the higher level course if the Incomplete has not been replaced with a satisfactory grade.

Credit Hours

Goodwin College complies with federal regulations defining the credit hour and describes all collegiate courses in semester credit hours. A credit is a unit of academic achievement that is awarded upon successful completion of a course and is not necessarily an indicator of credit transferability. Goodwin College offers three semesters in a calendar year. An academic year consists of the three semesters beginning in September. Each semester is 15 weeks in length. Two semesters constitute an academic year for purposes of financial aid. Day and evening courses are 15 weeks in length. For a complete description of the College's credit hour policy and procedures, refer to the College's website: http://www.goodwin.edu/policies/.

Satisfactory Academic Progress

All students must maintain Satisfactory Academic Progress (SAP), defined as achieving minimum academic standards, progressing at a satisfactory rate toward program completion, and completing the program of study within the maximum time frame, in order to remain enrolled in the college. Graduate students must earn a Cumulative Grade Point Average (CGPA) of 3.0 and a rate of completion (PACE) of 66.7% throughout the course of their program.

Maximum Time Frame

Maximum time frame is defined as 150% of the length of an academic program, measured in semester hours attempted. For example, using the 150% maximum, students enrolled in a program that is 30 semester hours in length must complete the program with a CGPA of 3.0 and 66.7% rate of completion by the time they have attempted 45 semester hours.

If at any point it becomes mathematically impossible for the student to complete his/her program within the maximum time frame, the student will become ineligible for federal financial aid and will be notified via Goodwin College email.

Evaluation Points

A student's academic progress toward meeting SAP requirements is evaluated at the end of each semester. Cumulative grade point average (CGPA) and rate of completion (PACE) are reviewed to determine Satisfactory Academic Progress. Students must meet all of the minimum standards to be considered in good standing.

Academic Warning

At the end of each semester, each student's CGPA, PACE, and maximum time frame are reviewed to determine whether a student is meeting Satisfactory Academic Progress requirements. Students who are not meeting the 3.0 CGPA and 66.7% PACE standards at the end of a semester will be placed on Academic Warning for the next semester. Academic Warning status is assigned to the student by the Academic Progress Coordinator without the need for any appeal. All students placed on Academic Warning will be notified via Goodwin College email before the start of the next semester. Students on Academic Warning are eligible to continue to receive federal financial aid for one semester.

During the semester which a student has been placed on Academic Warning status, the Academic Progress Coordinator will evaluate a student's academic standing to determine if (s)he is meeting the minimum standards of SAP. Students who raise their CGPA and PACE at or above SAP standards will return to good standing. Students who do not meet the SAP standards will no longer be eligible to receive federal financial aid, unless the student successfully appeals the determination and is placed on Academic Probation. All students not meeting SAP requirements will be notified via Goodwin College email before the beginning of the next semester.

Appeal Process

Graduate students who lose their eligibility to receive federal financial aid may appeal to the institution for reinstatement of eligibility. A student may also appeal for exceeding maximum timeframe. A typed appeal must be initiated by the student and sent to the Academic Progress Coordinator. The deadline for the appeal will be emailed to students via Goodwin College email. The appeal must be based on mitigating circumstances such as the death of a relative, injury or illness of student or family member, or other special circumstances that prohibited the student from making SAP. The appeal

must also provide information regarding what has changed in the student's situation that will allow the student to meet SAP standards at the next evaluation point. Furthermore, the student must demonstrate that such circumstances will not continue to adversely impact his/her academic performance. The Graduate SAP Appeal Board will review and approve/deny all appeals.

If received in a timely fashion, all appeals will be responded to before the beginning of the next semester. If a student's appeal letter is approved, (s)he will be eligible for federal financial aid and be placed on Academic Probation. Students whose appeal letters are denied will no longer be eligible to receive federal financial aid. All students will be notified of the outcome of their appeal via Goodwin College email.

Academic Probation

If the Graduate SAP Appeal Board approves the appeal and determines that the student can meet SAP standards by the end of the subsequent semester, the student will be placed on Academic Probation and will be eligible to receive federal financial aid for one semester.

At the end of the semester on Academic Probation, the student must raise his/her GPA and PACE to the SAP standards in order to return to good standing. If the student does not meet these standards, the student is no longer eligible to receive federal financial aid funds. Students will be notified of their academic standing through their Goodwin College email.

Student Resources and Support

The Student Services Department provides students with resources and programs that help them get the most out of their Goodwin College experience outside of the classroom. Through six different offices, staff strive to create an impactful campus environment. There are many opportunities for becoming involved in the campus community. There are also many opportunities to develop leadership skills and diversity competencies that serve to enrich all students' personal, social, and intellectual development. Students should refer to the website for current information: http://www.goodwin.edu/student-services/.

Orientation

All new students are encouraged to participate in a scheduled campus orientation or an online orientation. New student orientation is designed to provide students with the resources needed to be successful at Goodwin College. During orientation, students meet college administrators, staff, student leaders, and faculty, and are provided with valuable information about critical campus services.

Student Organizations

Goodwin Colleges offers a wide range of clubs and organizations that serve to build community as well as help undergraduate and graduate students, staff, and faculty develop new skills and interests. Refer to the website for current information http://www.goodwin.edu/clubs/.

Student and Community Engagement

Students are encouraged to get involved in campus life. Throughout the academic year, students and their families are invited to participate in various campus and community events and activities. These events have been developed and tailored to build social connectivity between students, faculty and staff and are announced on the college website https://www.goodwin.edu/student-engagement/.

Hoffman Family Library

The Hoffman Family Library, located in Goodwin College's main campus building, is designed to provide support for all student, faculty and curricular needs. The library is open seven days a week, with regular hours posted on the website and extended hours during exam weeks. The library is open to members of the Goodwin College community only, and is not open to the public.

To address individual study and research needs, there are computer workstations, laptops available for in-house use, and wi-fi throughout. The library offers leisure seating, study carrels, research tables, group study rooms, a computer classroom, a collaboration station, book stacks and an area for periodicals.

Professional librarians and library support staff provide assistance whenever the library is open. The librarians also offer remote, real-time reference assistance through our website's chat feature and via text message.

Librarians are actively engaged in teaching information literacy and research skills, and communicate and collaborate with faculty and students in every department through the library liaison program. Librarians also assist and train students with locating, retrieving and evaluating information, work with instructors to develop specialized lectures, assist with the use of information management tools, link library resources to the course by creating subject-specific research guides, and work with faculty to identify and recommend new library materials and resources for the collection.

The Hoffman Family Library holds over 6,000 physical books in-house, as well as dozens of print periodical subscriptions and a wide variety of audio visual resources. The library director, in collaboration with faculty and professional library staff, provides ongoing collection development with both print and electronic resources to fully support the requirements of the curriculum. Selection is based upon professional reviews, relevance to the curriculum, and faculty and staff recommendations.

The library has substantial online collections. The library website is accessible from multiple devices and provides essential information on services and collections, giving an integrated research experience with access to resources and research guides. The library subscribes to over 100 research databases, provides access to over 150,000 eBooks, and includes a wealth of high-quality full-text online journals and periodicals.

Through the library's participation on the Council of Connecticut Academic Library Directors, Goodwin has borrowing privileges from an additional 14 private academic institutions in the state, including all of the libraries at Yale University. The library supplements

these services with interlibrary loans through OCLC's "WorldShare ILL" service, which allows it to request materials from hundreds of libraries across the country. The library also supplements these services through membership in the National Network of Libraries of Medicine (NNLM), which provides access to DOCLINE interlibrary loan of biomedical journals.

The library also maintains a collection of historical materials. These are displayed in a constantly rotating exhibit on the first floor.

Goodwin College's Flagship Collections is an online repository maintained by the library that highlights college scholarship of various types: journal articles, dissertations, theses, creative writing, and professional presentations. The Flagship Collections are an open and permanent digital presence for the scholarly work of the Goodwin College community. Goodwin faculty, staff, and students are encouraged to publish work in this repository. The Flagship Collections also contain an online archive of historical materials related to the college.

The library is an open and welcoming place for all members of the Goodwin College community.

Academic Success Center

The Academic Success Center seeks to promote student success by providing individual and group tutoring. For graduate students, the Academic Success Center focuses on the development of writing and analytical skills. Tutors are available to assist graduate students in-person or virtually. Tutors offer critical feedback about writing, answer questions, and guide students to available resources. All writing tutors are professional tutors. The Academic Success Center is equipped with computers that students may use to write anytime the Academic Success Center is open.

The Academic Success Center also offers writing assistance specifically for graduate students.

More information is available on the website: http://www.goodwin.edu/academic-success-center/.

Career Services

The Career Services team helps students and graduates develop professionally as they progress in their career. The mission of Career Services is to support and empower students in developing, evaluating, and effectively implementing their career plans. To fulfill this mission, counselors provide opportunities for students to become the best possible career-ready candidates that they can be. Students are encouraged to develop a relationship with a career counselor. Our counselors

assist students with every stage of the career planning process. We offer a variety of information and resources, including:
- Individual career counseling
- Utilizing College Central Network
- Career fairs
- Employer networking events
- Lunch and learn workshops on a variety of career-related topics (e.g., social networking)
- Information about local, off-campus opportunities and resources for career planning, employment and promotion

More information about Career Services resources can be found on the college website: http://www.goodwin.edu/career-services/.

AccessAbility Resources

The AccessAbility Services Office assists students with disabilities to secure accommodations and services that promote success. Goodwin College complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who have a documented disability are strongly encouraged to contact the AccessAbility Coordinator in advance of their enrollment so that accommodations are in place on the first day of matriculation. Guidelines and policies are provided to students who request this information. If you have any questions, please contact the AccessAbility Coordinator, AccessAbilityServices@goodwin.edu, or review the website for more information http://www.goodwin.edu/accessability/.

Health and Wellness

The mission of Counseling Services is to provide students with opportunities for personal, emotional, and academic development, and to help guide students toward successful completion of their college education. In addition, in accordance with Goodwin College's mission, Counseling Services seeks to foster lifelong learning and to promote civic responsibility. Our therapists will:
- Provide a safe and nurturing environment where students can identify and align their personal goals with their academic goals.
- Collaborate with faculty and staff to help students develop self-knowledge, strategies, and coping skills necessary to succeed personally, academically, and professionally.
- Provide individual counseling for any issue including, but not limited to bereavement support, emotional difficulties, domestic violence, and substance abuse.

Students who take advantage of these services will enjoy a one-on-one relationship with a counselor. Group sessions are also formed throughout the year on a needs basis. Referrals to the counselor can be made by faculty, staff, or self-referral. Every referral remains confidential. More information can be found on the website: http://www.goodwin.edu/counseling/.

Graduate Programs

Nursing, Master of Science (MSN)

The Master of Science in Nursing (MSN) is a 30-credit program developed to provide advanced education in nursing with a specialty focus in Population Health. Students will expand their skill sets in the concepts of research, healthcare related policies and political impacts, leadership and communication, and those skills related to population health and case management. Core areas of advanced nursing practice including pathophysiology, pharmacology, and physical assessment are included in the plan of study. The program is offered in an online format in order to accommodate the schedules of nurses in the workforce. The curriculum will provide both newer and more seasoned nurses the opportunity to examine in-depth concepts related to healthcare. By doing this, our graduates will be equipped to impact the present healthcare system focusing on prevention as well as treatment, and utilizing available resources to their full potential. The credits earned in this degree may transfer into specialized MSN fields or doctoral programs should the graduate wish to pursue a doctorate.

Mission Statement

The Mission of the Department of Nursing is derived from the Mission of Goodwin College. It has as its focus the educational preparation of students to become Nurses who are lifelong learners. The Department is responsible for the implementation of thee nursing programs; the Master of Science in Nursing, the Bachelor of Science in Nursing in two tracks that includes the Accelerated Bachelor of Science in Nursing and the RN to Bachelor of Science in Nursing, and the Associate in Science in Nursing. The Department provides an atmosphere whereby its diverse student population can grow intellectually by promoting critical thinking skills, personal development, and community involvement. The Nursing Department's curriculum provides an educational foundation upon which each student of nursing may continue to build his/her professional nursing career by integrating theory and research into professional nursing practice.

Program Outcomes

By the end of this program the learner will be able to:
1. Integrate basic philosophies from the sciences and humanities to provide high quality nursing care across the life span in diverse settings.
2. Lead with the ability to make ethical and appropriate critical decisions from an organizational and systems perspective.
3. Manage the provision of patient care with a focus on patient education, safety, and continuous quality improvement; efficiently navigating through the health care system.
4. Utilize informatics to translate relevant evidence-based practice, research, and current healthcare strategies, communicating this information to other healthcare team members to promote quality population health.
5. Recognize their role in advocacy with the policy process to appropriately employ cultural advocacy techniques to influence population health standards.
6. Incorporate the knowledge gained at the master's level to act as a change agent in the greater healthcare systems.
7. Value the practices of lifelong learning while building and leading interprofessional healthcare teams.

Admission Requirements

In addition to meeting the college's requirements of all graduate program applications, students interested in the **Master of Science in Nursing Program (MSN)** must also:
- Provide a current, unencumbered RN license.
- Write a formal 800-1000 word personal statement of his/her nursing career goals.

It is highly recommended that applicants to the Master of Science in Nursing program have two years working experience or the equivalent in the role of a registered nurse and have successfully completed a college-level statistics course and an upper-division research course.

Progression in the Program

Students must hold an unencumbered nursing license for the duration of the program.

Students must attain a grade of "B" or better in each of the core nursing courses. In the event they do not attain that grade they are only allowed to repeat one (1) course one time.

Graduation Requirements

Graduate students must earn a minimum Cumulative Grade Point Average of 3.0.

Curriculum

NUR 500	Theoretical Basis for Advanced Nursing Practice and Leadership	3
NUR 505	Pathophysiology for Advanced Nursing Practice	3
NUR 510	Pharmacology for Advanced Nursing Practice	3
NUR 540	Physical Assessment for Advanced Nursing Practice	3
NUR 610	Seminar in Nursing Research	3
NUR 620	Policy, Politics and Organization of Healthcare	3
NUR 630	Theoretical Foundations of Population Health	3
NUR 640	Healthcare Quality: Communication and Informatics	3
NUR 695	Capstone: Clinical Applications in Population Health	3
OL 510	Leadership Practices in Organizational Communications	3

Total Credits in the Program: 30

Organizational Leadership, Master of Science (MSOL)

The Master of Science in Organizational Leadership (MSOL) is a 30-credit graduate program developed in response to the demand for organizational knowledge in employees who seek career or advancement opportunities in government, corporate, and nonprofit entities. Students will develop skills and knowledge that transcend individual organizational contexts, whether private or public, service or manufacturer, corporate or nonprofit.

The online, on-ground and hybrid master's program will provide the opportunity for students to better understand organizational structures and positively contribute to those organizations as informed employees. Through the study of individual, group, and organizational behaviors, students will integrate knowledge of human action, communication, and change in organizations. Students will become well-versed in contemporary organizational theories and practices to make their contributions to the organization more effective. Participants may seek to pursue administrative, supervisory, or advanced roles within their organization.

This master's degree program is designed to meet the needs of traditional students moving through a graduate program as well as adults who desire to better position themselves in their respective organizations. This program of study integrates analysis of theory, case studies, service learning, and research while encouraging thoughtful and creative approaches to understanding organizational structure that are assessable, measureable, and observable. This degree program is focused on realistic, accurate, and sound interpretations of the complexity and diversity found in different organizational settings. The program strives to be consistent in scope with graduate college standards, and consistent with industry outcomes.

Mission Statement

The mission of the Department of Business, Management and Advanced Manufacturing is to prepare career-focused individuals capable of technical, professional and interpersonal competencies to meet the needs of our stakeholders. With this acquired knowledge and an ethical mindset, our students contribute to the social responsibility and sustainability of organizations within the community

Program Outcomes

By the end of this program the learner will be able to:
1. Integrate leadership theories and best practices to effectively address stakeholders' needs across diverse settings (1, 3, 4, 11 Information Literacy).
2. Use ethical considerations to implement practices that exemplify authentic leadership.
3. Leverage data sources and analyses to support effective and efficient decision making to resolve organizational challenges (5 & 9).
4. Implement leadership strategies focused on maximizing performance in diverse organizational cultures (6 & 8).
5. Develop and assess strategic plan to sustain progress towards achievement of organizational change (goals) (7 & 10).
6. Express and exchange ideas through various modes of communication as a leader and organizational member (communications).

Admission Requirements

In addition to the meeting the college's requirements of all graduate program applications, students interested in the **Master of Science in Organizational Leadership (MSOL)** must also:
- Write a letter of intent/personal statement describing the benefit to the applicant of this course of study (maximum 500 words).
- Include two letters of recommendation attesting to the applicant's readiness for advanced study and leadership potential.

Graduation Requirements

Graduate students must earn a Cumulative Grade Point Average of 3.0. Students must also earn a grade of B- or higher in their capstone course.

Curriculum

21 Credits

OL 500	Foundations of Leadership	3
OL 510	Leadership Practices in Organizational Communications	3
OL 520	Data-Driven Decision-Making for Executives	3
OL 540	Talent and Performance Management	3
OL 650	Sustainability of Innovation and Strategic Advantage	3
OL 660	Leading Organizational Change	3
OL 695	Leadership Capstone	3

Electives: Select Two (2) Courses - 6 Credits

OL 525	Special Topics in Leadership	3
OL 535	Public Sector Leadership and Community-Based Change	3
OL 620	Negotiating & Conflict Response	3
OL 655	Operations Management across Organizations	3

Directed Electives: Select One (1) Course - 3 Credits

OL 665	Applied Research Skills for Organizational Leaders	3
OL 675	Leadership Consulting and Coaching/Mentoring	3

Total Credits in the Program: 30

Influencing Organizational Leadership, Post-Baccalaureate Certificate

Long term competitiveness for any organization relies on effective communication of fresh ideas and innovation from front line employees up through the ranks of senior level leadership. The question is how to ensure this communication is welcomed and occurs? This certificate provides an opportunity to help business professionals looking to advance their careers. Participants in this program will strengthen both communication and relationship building skills with senior level executives with the intention of successfully leading change with an organization.

There are four courses to be completed to earn the certificate in influencing leaders. This certificate is not a "one size fits all" approach but a true opportunity to determine how an individual can make a positive impact on the organization. This will lead participants to more confident, constructive, and effective conversations with senior leadership which will transform participants and organizations in the process.

Curriculum

Required Courses

OL 510	Leadership Practices in Organizational Communications	3
OL 525	Special Topics in Leadership	3
OL 660	Leading Organizational Change	3
OL 680	Engaging with Senior Executives	3

Public Health, Master of

The Master of Public Health is a 45-47 credit program developed to provide advanced education in public health, with a specialty focus on community-based public health practice. Students will expand their skill sets in the essential services of public health, research and ethics, public health policy, and the leadership and administration of public health. The program is offered in an online format in order to accommodate the schedules of public health professionals in the workforce. Our graduates will be equipped to positively impact existing public health systems, and provide leadership in public health programs and organizations. The credits earned in this degree will easily transfer into doctoral programs should the graduate wish to pursue a doctorate.

Mission Statement

The Mission of the Master of Public Health is derived from the Mission of Goodwin College. It has as its focus the educational preparation of students to become Public Health Practitioners who are lifelong learners. The Program provides an atmosphere whereby its diverse student population can grow intellectually by promoting critical thinking skills, personal development, and community involvement. The Public Health curriculum provides an educational foundation upon which each student may continue to build his/her professional public health career by integrating theory and research into public health practice.

Program Outcomes

By the end of this program the learner will be able to:
1. Deconstruct the ways in which the history, philosophy and core values of public health shape public health practice today.
2. Evaluate the impact of socioeconomic, behavioral, biological and environmental factors on health equity in US populations.
3. Highlight the key characteristics of the US health system that distinguish it from the health systems of other countries.
4. Propose and prioritize culturally responsive, evidence-based solutions to emerging public health problems.

5. Devise strategies for the planning, assessment and evaluation of public health programs and interventions.
6. Evaluate public health policies based on their legal, ethical, economic and regulatory merit.
7. Deduce the impact of local, state, and federal legislation, regulations and standards on population health.
8. Appraise and rank public health data sources used for public program planning and development.

Admission Requirements

In addition to meeting the college's requirements of all graduate program applications, students interested in the **Master of Public Health must also:**

• Possess a Bachelor's degree in any field.
• Write a personal statement providing a description of academic and professional goals.
• Possess a 3.0 GPA.
• Participate in an interview with Program Director, Public Health faculty and Public Health Advisory Board members.

Graduation Requirements

Graduate students must earn a minimum Cumulative Grade Point Average of 3.0. Students must also earn a grade of B- or higher in their capstone course or internship course.

Curriculum

Semester One

Module One

PBH 500	Foundations of Public Health	3
PBH 520	Biostatistics	3

Module Two

PBH 560	Social and Behavioral Sciences	3
PBH 580	Public Health Policy	3

Semester Two

Module One

PBH 590	Occupational and Environmental Health	3
PBH 540	Epidemiology	3

Module Two

PBH 570	Methods in Research and Practice	3
PBH 5XX	Elective	3

Semester Three

Module One

PBH 600	Seminar - Ethical Issues in Research	1

PBH 680	Internship/Field Experience	3

Module Two

PBH 6XX	Elective	3
PBH 6XX	Elective	3

Semester Four

Module One

PBH 6XX	Elective	3
PBH 6XX	Elective	3

Module Two

PBH 605	Seminar - Careers in Public Health	1
PBH 695	Capstone	4-6

Electives

PBH 530	Introduction to Maternal and Child Health	3
PBH 550	Emerging Infectious Diseases	3
PBH 615	Health Promotion	3
PBH 625	US Healthcare Delivery Systems	3
PBH 635	Public Health and an Aging Society	3
PBH 643	Ergonomics and Injury Prevention	3
PBH 645	Public Health Administration	3
PBH 655	Environmental Health Policy	3
PBH 665	Public Health Economics	3
PBH 675	Global Public Health	3
PBH 685	Public Health Preparedness	3
PBH 690	Risk Communication	3

Total Credits in the Program: 45-47

Course Descriptions

NUR - Nursing

NUR 500 - Theoretical Basis for Advanced Nursing Practice and Leadership (3)

This course provides the theoretical foundation for advanced professional nursing practice. Emphasis is placed on analyzing the theoretical basis for decision-making in leadership and advanced practice in nursing roles. This scholarly analysis includes concepts of morality, social justice, self-awareness, creativity, vision, critical decision-making, consensus building, and collaboration. This course will explore leadership and ethical strategies for advanced nursing practice and the future of the nursing profession.

Prerequisite: Acceptance to MSN program or departmental permission.

NUR 505 - Pathophysiology for Advanced Nursing Practice (3)

Principles of pathophysiology including biopsychosocial science and genomics are the focus of the course. Emphasis is on the understanding of pathophysiology as an alteration in normal physiological functioning of an individual's subsystems. Selected pathophysiology and subsequent symptomatology are explored. Advanced nursing's practice role in management of chronic and acute onset illness is examined.

Prerequisite: NUR 500 and OL 510. Corequisite: NUR 510.

NUR 510 - Pharmacology for Advanced Nursing Practice (3)

Pharmacotherapeutics for advanced nursing practice is the focus of this course. Principles of pharmacokinetics, pharmacodynamics, pharmacogenomics, and pharmacoeconomics are explored. Analysis of given scenarios related to common illnesses and rationale for the use of pharmacotherapeutics will be examined. Consideration of the culture, ethnic, and socioeconomic nuances when providing guidance and counseling on the use of pharmacotherapeutics are discussed.

Prerequisite: NUR 500 and OL 510. Corequisite: NUR 505.

NUR 540 - Physical Assessment for Advanced Nursing Practice (3)

This course builds upon health assessment skills developed by the professional nurse in the student's basic education program. It provides the student with the knowledge and proficiency to conduct a health assessment across the life span in diverse populations. This course places an emphasis on acquisition of relevant data facilitating the nurse's ability to develop a comprehensive and holistic assessment of the client. The analysis of this data allows the nurse to develop an appropriate care plan for the client and family with relevance to differential diagnoses.

Prerequisite: NUR 505 and NUR 510. Corequisite: NUR 610.

NUR 610 - Seminar in Nursing Research (3)

This course develops the graduate students' proficiency in utilization of research-based evidence for professional nursing practice. Quantitative and qualitative research studies are reviewed and critiqued. An integrative review of the literature is accomplished to effect change, improve outcomes, and ultimately contribute to the advancement of nursing knowledge. Emphasis is placed on collaboration and communication culminating in a group project/presentation. Dissemination of research findings is explored.

Prerequisite: NUR 505 and NUR 510. Corequisite: NUR 540.

NUR 620 - Policy, Politics and Organization of Healthcare (3)

This course enhances the knowledge and understanding of the political and policy making process. Students will acquire skills to act as change agents in the healthcare system. Emphasis is placed upon the role and power of nurse activists committed to improving population health. Issues and trends in the healthcare system related to population health and advanced practice nursing are at the forefront.

Prerequisite: OL 510. Corequisite: NUR 630.

NUR 630 - Theoretical Foundations of Population Health (3)

This course examines the theoretical foundation of population based nursing as an area of advanced professional practice. The focus includes population health in a variety of health care settings; and its effects on costs and quality of health care. Key concepts to be explored are population health, identification of target populations, intervention design, data collection and outcome analysis. Emphasis is placed on the design and planning of a population health focused project or program to be further developed and/or implemented.

Prerequisite: NUR 610. Corequisite: NUR 620.

NUR 640 - Healthcare Quality: Communication and Informatics (3)

This course provides an introduction and exploration of concepts and theories relevant to quality health care for diverse populations in relation to families, community and population health nursing. Quality improvement systems and strategies in health care transformation are explored. Point-of-Care technology, information exchanges in health care systems, data management and analytics are focal points in examining the advanced nursing role in producing positive health outcomes for populations.

Prerequisite: NUR 620 and NUR 630. Corequisite: NUR 695.

NUR 695 - Capstone: Clinical Applications in Population Health (3)

This course builds on the foundation provided in prior coursework. Concepts of interprofessional collaboration and workforce education are explored. Legal, financial and business implications for models of care are reviewed. The population focus previously identified will become a comprehensive population health focused project/program. The project/program is expected to be a culmination of the educational experience in the master's program. Ninety hours working on the Capstone project/program with a mentor is required.

Prerequisite: NUR 630. Corequisite: NUR 640.

OL - Organizational Leadership

OL 500 - Foundations of Leadership (3)

This course explores leadership across organizational entities of business, government, and nonprofits where management and supervision intersect. Topics also include problem-solving, conflict resolution, leadership styles, cross-cultural and cross-generational challenges and stakeholder engagement. This exploration engages the learner in the ethical expectations of leadership and the practice of reflection.

OL 510 - Leadership Practices in Organizational Communications (3)

This course focuses on the persuasive techniques and strategies for effective communication to internal and external stakeholders by leadership. Case studies are used to examine communication successes and failures. The role of ethics in communications is integrated as part of the leaders' understanding and practice of sharing information with stakeholders.

Prerequisite: OL 500 or departmental permission.

OL 520 - Data-Driven Decision-Making for Executives (3)

This course provides a foundation for data-driven decision-making practices for managers at the mid-level and strategic apex of the organization. The use of metrics to guide decision-making and improve performance is central to the learner experience. Essential measurement tools and resources are explored, such as a balanced scorecard.

OL 525 - Special Topics in Leadership (3)

This course explores current leadership issues on the forefront of organizations given the present socio-economic status of the environment. Participants also engage in the presentation of key issues for stakeholders, including an understanding of followership, human resource obligations and practices, innovative management strategies, leading project managers and the business of leadership concerning finances and culture.

OL 535 - Public Sector Leadership and Community-Based Change (3)

This course looks at the challenges and opportunities of public sector leadership. Participants examine the chief executive's role as a policy maker dealing with other community leaders and the media; discipline and ethical conduct; and leading in unionized and non-unionized environments. Critical leadership competencies are called upon to influence community-based change.

OL 540 - Talent and Performance Management (3)

More than an evaluation training piece, participants in this course explore and use relevant strategies to develop their workforce from onboarding through career development planning. Strategies around efficiencies incorporate previous learning to create productive workplaces and identify future talent for development within the organization. Talent development through coaching, mentoring, and shadowing are among the strategies explored.

OL 620 - Negotiating & Conflict Response (3)

This course focuses on exposing students to negotiation and conflict response. Students practice negotiating on a range of topics, including negotiating in difficult situations. Through the use of readings, discussions and simulations, students develop an appreciation of conflict dynamics and the art and science of negotiation. Though the course emphasizes both theoretical and practice, the reflective elements of how this impacts leadership are integrated into a true examination of the student's relationship to conflict and negotiation.

OL 650 - Sustainability of Innovation and Strategic Advantage (3)

This course develops the requisite skills for understanding and implementing systemic planning within a variety of organizations. Strategic goal-setting, mission driven plans, managing constrained resources, and monitoring and modifying strategic plans in a dynamic environment are emphasized for the sustainability of innovation and keeping the organization at a strategic advantage.

OL 655 - Operations Management across Organizations (3)

An overview of operations management is followed by an examination of the role and responsibilities of organizational leaders concerning the creation and delivery of goods and services to stakeholders. An assessment of how communication and decisions impact the operations of essential services across organizations is included.

OL 660 - Leading Organizational Change (3)

Participants learn the art and science of leading change within an organization to ensure success in the change process. The dynamics and effects of change on the workforce are explored and then participants develop change plans for an organization to ensure the building blocks of successful change are complete and implemented.

OL 665 - Applied Research Skills for Organizational Leaders (3)

This course provides students with basic competency using quantitative, qualitative, and mixed methods commonly found in the workplace. The course thereby offers the student the opportunity to study research methodology as it relates to the needs and goals of the organization. Fundamental statistics are covered. Students apply research methods to work-related problems using statistical software, and they learn to make accurate interpretations of data, as well as to recognize specious ones or poor methodology/results.

OL 675 - Leadership Consulting and Coaching/Mentoring (3)

This course examines in-depth the consulting relationship and the consulting process. Students review the roles and responsibilities of consultants who work internally and externally for organizations of all kinds. They study the key aspects of consulting, including relationship-building, contracting, data gathering, problem diagnosis, resistance, and the creation of project deliverables. Various models for the consulting process are presented and applied to several business cases. This course examines many of the challenges a consultant faces-from conceptualizing client problems, to showing your clients how to manage and lead change, to improving relationships between departments, to goal-setting and planning. The purpose of this course is to provide an understanding of the process of organizational consultation. The course focuses on providing the professional with a philosophy, a process, and evaluative criteria for determining the effectiveness of the consulting intervention that he or she provides. The focus is on developing a problem-centered approach to intervening in organizations that minimizes reliance on programmed techniques and maximize collaborative innovation and learning between client and consultant.

OL 680 - Engaging with Senior Executives (3)

This course provides students with insight into how decisions are made at the executive level and how the students can influence those decisions. Students will assess and further develop their ability to create and sustain relationship with senior executives. Topics include: The Politics of Leadership, Influencing Skills, Building a Business Case, and Critical Issues for Senior Executives. Students will interact with senior executives in guided simulations and receive feedback directly from these senior executives.

OL 695 - Leadership Capstone (3)

Students have the option of a leadership research project integrating the leadership competencies learned and apply them to a case study or simulation; OR, students may engage in a group or individual leadership consultancy project with an external organization where a real leadership issue is present and needs to be addressed through the lens of prior learning and leadership best practices. Participants work closely with a faculty advisor for either course project. This is a 15-week course.

Prerequisite: Satisfactory completion of Comprehensive Exam.

PBH - Public Health

PBH 500 - Foundations of Public Health (3)

This course examines to a broad range of topics in Public Health research and practice. Students will understand the 10 Essential Public Health Services, the history of Public Health, research that shaped Public Health policy, the evolving Public Health workforce and the future of Public Health.

PBH 520 - Biostatistics (3)

This course will teach students to apply the different types of data and statistical tools used in Public Health. Students will apply statistical methods to Public Health problems and understand the role of statistics in conducting sound Public Health research and investigation. Coursework will focus on descriptive statistics including the mean, median and standard

deviation. Upon completion of this course, students will understand the basic concepts of statistical inference, probability theory and bivariate analysis. Students will learn techniques for hypothesis testing including analysis of variance, t-tests and regression.

PBH 530 - Introduction to Maternal and Child Health (3)

In this course, students will examine the issues affecting the health and well-being of mothers and children. Key topics will include health disparities, health policy, health promotion and disease prevention including an examination of Public Health programs targeting children. Students will examine, analyze and discuss the factors that determine the health status of children and mothers in the United States and globally. The components and functions of established child health services and systems in the United States will be compared and contrasted.

PBH 540 - Epidemiology (3)

Students will learn to apply epidemiologic methods to the investigation of disease in populations. Students will explore the fundamentals of descriptive and analytic epidemiology, including the various epidemiologic study designs used to assess risk factors for disease and health outcomes in populations.

PBH 550 - Emerging Infectious Diseases (3)

This course will introduce students to the application of epidemiologic methods to the investigation of emerging infectious diseases in populations. Students will explore the fundamentals of descriptive and analytic infectious epidemiology, including the various epidemiologic study designs used to assess risk factors for emerging infectious diseases in populations. Students will compare and contrast infectious trends in the United States with those of developing countries. The course will also examine the role of Public Health policy in infectious disease control.

PBH 560 - Social and Behavioral Sciences (3)

This course examines and applies the social, behavioral, psychological, cultural and economic factors that influence health. Students will delve into behavioral science theory, and explore behavioral health research methods and interventions.

PBH 570 - Methods in Research and Practice (3)

This course develops students' skill in research design, data collection and research methods. Students will examine the existing body of Public Health research literature and critically examine the methodologies used. Students will explore various Public Health research approaches and understand the advantages and drawbacks of each approach. Students will gain practical quantitative and qualitative research skills through the development of a research proposal.

PBH 580 - Public Health Policy (3)

This course provides students with an understanding of the how Public Health goals are met using Public Health policy. It will highlight the major policies that have shaped modern Public Health. The course will also examine the Public Health infrastructure necessary to support health policy including the role Public Health and healthcare administration in enforcing health policy at the local, state and federal level.

PBH 590 - Occupational and Environmental Health (3)

This course teaches students to understand and apply the scientific basis for occupational and environmental health. This will include an understanding of the tools used to assess environmental and occupational hazards. Students will learn to define, identify and assess environmental and occupational health hazards and the resulting health outcomes. Students will explore the history of environmental and occupational health in the United States including Public Health incidents that shaped environmental and occupational health policy. Students will evaluate case studies and historical scenarios involving environmental and occupational health exposures and outcomes.

PBH 600 - Seminar - Ethical Issues in Research (1)

This course examines the ethical issues in conducting research including research involving human subjects. Students will explore the concepts of conflict of interest, scientific integrity and data ownership. Students will be able to define, identify and describe scientific misconduct and the impact of unethical research on vulnerable populations. Considerable time will be devoted to the discussion of participatory research techniques and community/academic research partnerships. Students will explore case studies and provide critical examination of the process and outcomes of conducting research including the impact of scientific results on Public Health policy.

PBH 605 - Seminar - Careers in Public Health (1)

This course explores the various Public Health practice settings. Students will examine the current Public Health landscape, trends in Public Health and other factors that shape the Public Health workforce. This course will also describe the role of health policy in defining the role of Public Health professionals in various sectors.

PBH 615 - Health Promotion (3)

Health promotion empowers people to take steps to improve their own health. This course will examine the social, structural and environmental interventions used to promote health and prevent disease in various settings. Students will learn how health promotion programs are planned, implemented and evaluated.

Students will discuss the role of health educators, community health workers and other key Public Health professionals.

PBH 625 - US Healthcare Delivery Systems (3)

This course examines healthcare delivery systems in the United States. Students will explore the historical development of United States health care systems with emphasis on the financing of healthcare systems and healthcare policy including a discussion of healthcare reform.

PBH 635 - Public Health and an Aging Society (3)

This course examines the epidemiology of aging. The course will delve into how social perceptions of the aging process have evolved over time in the United States. Students will examine the concept of successful aging, with a discussion of health promotion interventions, chronic disease management, disability and end of life decisions. This course includes a discussion of health policies related to aging in the United States including the Affordable Care Act, Medicare and Medicaid.

PBH 643 - Ergonomics and Injury Prevention (3)

This course will focus on workplace health and safety with an emphasis on the science of fitting workplace conditions and job demands to the capabilities of the workforce. Students will assess the economic impact of workplace injuries and the challenges of an aging workforce.

PBH 645 - Public Health Administration (3)

This course covers the selection and management of personnel in Public Health. Students will critically examine the various Public Health settings and the type of management and administration necessary to maintain accountable, productive and efficacious Public Health systems.

PBH 655 - Environmental Health Policy (3)

This course critically examines environmental health policy. This will include an introduction to risk assessment, an understanding of the tools used to assess environmental hazards and a discussion of how these hazards are communicated to policymakers and the public. There will be considerable focus on the process of developing environmental health policy in the United States. Students will explore the history of environmental health in the United States including landmark cases in environmental health. Students will examine key concepts such as advocacy and social justice. Students will evaluate case studies and historical scenarios in environmental health.

PBH 665 - Public Health Economics (3)

This course examines key concepts in health economics, using a Public Health perspective. Students will understand the factors influencing the financing of healthcare and Public Health in the United States. The course will focus on economic evaluation in a Public Health context including cost analysis, cost-benefit analysis, cost-effectiveness analysis and cost-utility analysis. This course will explore health economic theories and the role of globalization, politics and the changing Public Health landscape in shaping health economic policy and healthcare financing.

PBH 675 - Global Public Health (3)

This course critically examines Public Health around the world with emphasis on Global Health policies and challenges. Students will explore Global Health policy, health promotion and disease prevention in different cultural contexts. This will include a discussion of trends in infectious and chronic disease as well as the attitudes and beliefs that drive Public Health outcomes and health policy in developed and developing nations.

PBH 680 - Internship/Field Experience (3)

This internship provides an integrative experience for Master of Public Health students. Students will complete the internship during the final semester of the program. Students will be required to apply the skills gained in the five core areas of Public Health namely Biostatistics, Epidemiology, Social and Behavioral Health, Environmental Health, and Health Policy and Administration to a real-world field experience. This course will allow students to demonstrate their core Public Health competency, professionalism and readiness to enter the Public Health workforce.

PBH 685 - Public Health Preparedness (3)

In this course, students will examine how Public Health professionals protect against domestic and international health threats. Students will apply the 15 capabilities that serve as national standards for Public Health preparedness planning.

PBH 690 - Risk Communication (3)

In this course, students will critically examine the exchange of Public Health information between experts, lawmakers, media and communities facing threats to their health and well-being. Students will evaluate key Public Health messages and how the public uses these messages to inform their health decision making.

PBH 695 - Capstone (4-6)

This Capstone course provides the culminating, integrative experience for Master of Public Health students. Students will complete the capstone during the final semester of the program. Students will be required to apply the skills gained in the five core areas of public health namely Biostatistics, Epidemiology, Social and Behavioral Health, Environmental Health, and Health Policy and Administration to a dedicated research project.

Goodwin College Board of Trustees

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Academic Programs

Master of Science in Nursing
Karen Crouse
Interim Program Director, Post-Licensure Nursing
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Master of Science in Public Health
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Patricia Shaw
Director, Career Services

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Allison Misky
Registrar, Academic Affairs

Student and Family Programming
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Technology
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Veterans Coordinator - Student Services

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Philip Moore
Director, Marketing and Communications

Retention
Eric Emet
Director, Student Retention and Athletics

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