
BA in Liberal Studies: Humanities/Social Science Saturday Studies Program (SSP) Detail Sheet

The College of Professional & Continuing Education (CPCE) at Rowan University offers the Bachelor of Arts in Liberal Studies: Humanities/Social Science as an accelerated Saturday Studies Program at the main campus in Glassboro, NJ. The BA in Liberal Studies: Humanities/Social Science is an exciting, quality liberal arts program designed to offer students solid academic preparation while still allowing for the shortest and fastest route to degree completion.

Overview of the Program

- This special BA in Liberal Studies: Humanities/Social Science (LSHSS) is offered through the College of Professional & Continuing Education as an accelerated, Saturday Studies Program (SSP).
 - Courses in the CPCE version of this program are offered as Saturday-only courses that are accelerated into 7 meetings.
 - A typical Saturday Studies class meets for 7 Saturdays from 8:30 AM-2:00 PM. (Some instructors may shorten class time by offering 10-15 hours of coursework via WebCT/Blackboard.)
-

Overview of the Coursework

- Rowan University requires 120 credits taken within approved general education and major coursework in order to graduate with a Bachelor's degree. Please note that the CPCE-administered program as outlined in this document is a degree completion program that provides students with 42 of the 120 required program credits.
- To obtain the BA in Liberal Studies: Humanities/Social Science via the Saturday Studies Program all students will complete the following coursework:
 - 42 credits (14 courses) in the major sequence as outlined in this document
 - 18 credits in free electives (many of which, it may be possible to take through our online course offerings)
 - 60 credits in general education requirements (many of which, it may be possible to take through our online course offerings)
- This is a part-time program. However, by registering for additional Rowan classes (usually those that satisfy any remaining Gen. Ed or elective requirements) a student *might* be able to achieve full-time status if desired. Please consult with the LSHSS Program Coordinator for details.
 - It is important to note that while the major courses (42 of the 120 required) are available on Saturdays, any other missing coursework for an individual student (based upon their transfer credit) will not necessarily be available in the Saturday format. Students will work directly with the LSHSS Program Coordinator to determine their entire degree program and mode-of-delivery options. Ask your LSHSS Program Coordinator for a list of other undergraduate online (or other more convenient) options available through CPCE at Rowan that might satisfy your needs.
- All students desiring this major through the accelerated Saturday Studies Program will first connect with the LSHSS Program Coordinator for an unofficial transcript and transfer credit review.
 - The LSHSS Program Coordinator will work one-on-one with students to determine their eligibility and credits.
 - The amount of transfer credits accepted varies. (The free electives and general education requirements may be met via transfer credit or courses taken before, during, or after the major.)
 - Official admission to the program is required using the CPCE application form.
 - An unofficial assessment of transfer credit (at least as it applies to the major courses) is performed as needed during the application/matriculation process. Students who believe they will have any transfer credit within the major program sequence (as outlined in this document) must contact the LSHSS Program Coordinator via email to burgin@rowan.edu for an *unofficial* evaluation to be performed before courses begin. Official transfer credit and assignment of these credits often takes place after matriculation and initial registration.
- The major is made up of two focus areas. The current focus areas offered through the CPCE Saturday Studies Program are Business and Law & Justice. Students in the Saturday Studies Program will take coursework (14 courses) in these two areas as outlined in the course sequence included in this document.
 - Each focus area requires completion of a minimum of one Intro Level Course, a designated number of Upper Level Courses and the Senior Level Capstone/Requirement.
 - The program is designed as a part-time program to accommodate busy schedules while still completing the degree in a timely manner. The accelerated format allows students to take two courses a semester, one course at a time, for 7 meetings each course.
- Complete listings of all courses as well as course descriptions are included in the CPCE Liberal Studies: Humanities/Social Science SSP Course Description Sheet which is available at www.rowan.edu/cpce. (Click on "Academic Services" and then the appropriate program).

Program Entry Points

The program is designed to have students begin with the first class of each focus area. However, depending upon their needs and transfer credit, students may join the program in any of the following modules:**

For Focus 1:

- Summer 2009, SSP Module 6 (Begins Sat., 07/11/09) (only if the student has already completed Principles of Accounting I)

For Focus 2:

- Summer 2010, Online Module 5 (Begins 05/04/10) (Students who begin here will skip Spring 2011 Module 4)
- Summer 2010, SSP Module 6 (Begins 06/26/10)
- Fall 2010, SSP Module 1 (Begins 09/04/10)

Additional entry points may be possible. ***Please discuss with the LSHSS Program Coordinator. Only those who begin in the "ideal starts" as listed above can be promised that all coursework will be offered in an accelerated, online format. In other words, a "missed class" may not be available in the accelerated, online format.*

Course Sequence and Timeline

The BA in Liberal Studies: Humanities/Social Science Saturday Studies program is offered in an accelerated and Saturday only format. Each Saturday Studies module includes 7 Saturday class meetings. Including summer terms, and depending upon when you begin, the 42 required credits for the major (14 courses) can usually be completed within 8 consecutive semesters (2 years). (Pre-requisites are noted in italics after each course in the chart below). If you begin your BA in Liberal Studies: Humanities/Social Science SSP in the second part of Summer 2009 you may be finished with your major (and possibly your degree depending upon transfer credit) as early as the first half of Fall 2011!

	Summer 2009	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011	Fall 2011
<i>1st 7 Saturdays</i>		ACC 03.211: Principles of Accounting II (3 s.h.) <i>(Pre-Req: ACC 0.3210)</i>	MIS 02.334: Management Information Systems (3 s.h.) <i>(Pre-Req: Lib Stud major and 57 hours)*</i>	Ideal start Focus #2: LAWJ 05.175: Survey of Criminal Justice (3 s.h.) <i>(No Pre-Req)</i> (This most likely will be an online course)	LAWJ 05.201: Introduction to Courts (3 s.h.) <i>(No Pre-Req)</i>	LAWJ 05.401: Law & Human Rights (3 s.h.) <i>(No Pre-Req)</i>	LAWJ 05.255: Criminal Law (3 s.h.) <i>(No Pre-Req)</i>	MGT 98.242: Legal Environments of Business (3 s.h.) <i>(Pre-Req: 24 hours)*</i>
<i>2nd 7 Saturdays</i>	MKT 09.200: Principles of Marketing (3 s.h.) <i>(Pre-Req: CC I or Int. CC and 12 credits)</i>	MGT 06.300: Organizational Behavior (3 s.h.) <i>(Pre-Req: Lib Stud major and 57 hours)*</i>	†BUS 01.303: Business Practicum (3 s.h.) <i>(Pre-Req: Lib Stud major and 57 hours)*</i>	LAWJ 05.361: Introduction to Juvenile Justice (3 s.h.) <i>(No Pre-Req)</i>	LAWJ 05.369: Theories of Crime and Criminality (3 s.h.) <i>(No Pre-Req)</i>	LAWJ 05.175: Survey of Criminal Justice (3 s.h.) <i>(No Pre-Req)</i>	†LAWJ 05.469: Seminar in Law/Justice-WI (3 s.h.) <i>(Pre Req: CCII and LAWJ 05.255)</i>	ACC 03.210: Principles of Accounting I (3 s.h.) <i>(Pre-Req: 24 hours)*</i>

NOTE: All courses are subject to run based upon meeting enrollment minimums (s.h. = semester hours).

* Any issues with pre-requisite hours will be handled on a case-by-case basis by the Program Coordinator.

†Please note these special seminar/capstone courses may extend beyond 7 weeks and overlap slightly with the next course in the sequence. If so, details will be included in the Personalized Course Sequence that you will receive once admitted to the program.

Students are expected to follow the Personalized Course Sequence they are given. Personalized Course Sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.

Benefits of the BA in Liberal Studies: Humanities/Social Science SSP

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their degree.
- The program is designed to allow the maximum amount of flexibility. It allows for the most transfer credits possible and offers flexibility to complete remaining elective coursework.

Benefits of the BA in Liberal Studies: Humanities/Social Science SSP Continued

- The sequence is set for the entire length of the program and therefore students will always know their schedule well in advance.

- With two exceptions, the schedule allows students to take 2 courses and earn 6 credits each term while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required (with two exceptions) in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The major provides an excellent interdisciplinary education for greater marketability.
- The application process for degree completion students is quick and easy and does not require any standardized tests or essays.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to two “Advisors.” In the early stages for general inquiries, admission and initial registration questions, they may consult with the CPCE Administrative Advisor. For transfer credit review and ongoing academic support/registration issues, they will consult with the official Liberal Studies: Humanities/Social Science (LSHSS) Program Coordinator. (Both of these contacts are included in this document.) The official LSHSS Program Coordinator will work with students all the way through to their graduation.

How to Apply

CPCE degree completion applicants will apply using the CPCE Transfer/Degree Completion Program Application Form. Forms are available from CPCE or to download online at www.rowan.edu/cpce.

Admissions requirements for the BA in Liberal Studies: Humanities/Social Science SSP:

- ✓ \$50 application fee
- ✓ CPCE Transfer/Degree Completion Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Courses in progress sheet (if applicable)
- ✓ Copy of student’s Social Security card
- ✓ Minimum cumulative GPA of 2.0
- ✓ No standardized tests are required!

Plus:

- ✓ At least 24 hours of transferrable credit. (Because of pre-requisites and the demands of the coursework, 45 hours is usually recommended. All prospective students will meet with the LSHSS Program Coordinator who will review transcripts to determine transfer credit).

Application Deadlines

There are two “ideal starts” for admission to the Liberal Studies: Humanities/Social Science program. They are Spring 2009, SSP Module 4 and Summer 2010, SSP Module 5. (See also the “Program Entry Points” in this document for other admission starts.)

Due to the complicated nature of the admissions evaluation process, students are strongly encouraged to apply at least one full month before their desired entry point. Applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next module. (Again, please refer to the “Program Entry Point” dates). Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible--depending upon the program--for students to begin the course as a non-matriculated student while the official admission process completes).

Submit Application Materials to:

Rowan University, Office of Admissions, 201 Mullica Hill Road, Glassboro, NJ 08028-1701

Health Immunization Requirements

Students matriculated in this program are required to comply with the Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>.

Transfer Credit Policy

- The CPCE Liberal Studies: Humanities/Social Science program allows incoming matriculated students to transfer up to 90 undergraduate credits provided the course/credits are equivalent to required courses.
- During the application/admission process, you should work with the LSHSS Program Coordinator to determine a suggested overall course sequence based upon an unofficial transfer credit evaluation. *Unofficial* evaluations must be requested by the student via email to burgin@rowan.edu. Unofficial evaluations are based upon the transcript materials provided by the student and these evaluations are subject to change. (Your Personalized Course Sequence that you receive from CPCE during this process will reflect any and all unofficial transfer credit of which CPCE is made aware at that time).
- Once a student is accepted to the program, an *official* evaluation of transfer credit is determined by the Registrar and approved by the Program Coordinator. The Program Coordinator return the official transfer evaluation to the Registrar, who adjusts the student’s official record if necessary.
- The final information about transfer credit is then forwarded to the Admissions Office to be mailed to the student. It is important to note that if the official transfer credit evaluation is different than the unofficial transfer credit evaluation, you should consult with both the Administrative Advisor and the Program Coordinator to discuss if/how this changes your Personalized Course Sequence. (An updated Personalized Course Sequence can only be created and sent to the student if requested of the CPCE Administrative Advisor.)

CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch.
 - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit www.rowan.edu/coursesearch.
 - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
 - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
 - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5th column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
 - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
 - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at cpceacademicervices@rowan.edu to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
 - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation is email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
 - **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at www.rowan.edu/cpce under “Forms.”
 - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at cpceacademicervices@rowan.edu.

CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at www.rowan.edu/colleges/cpce/forms/cfm.

A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit www.fafsa.ed.gov right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, financialaid@rowan.edu to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at www.rowan.edu/cpce under “Forms.”

^^There may be a time during the sequence in which students may only be taking 3 credits.

INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student* and get credit for just the class(es) that interest you!
Some of the courses for the Liberal Studies: Humanities/Social Science program are open to non-matriculated students. In addition, you may browse and register for some of Rowan's many other course offerings** by visiting the Rowan Section Tally at http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. A CPCE course is easily identifiable in Rowan's official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.***

*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.
** Provided necessary pre-requisites and/or restrictions are met.
*** No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

LSHSS Contact Information

Katie Grillo
CPCE Administrative Advisor
(Provides assistance from initial inquiry to matriculation)
Phone: 856-256-5130
Email: grillo@rowan.edu

Aimee Burgin
LSHSS Program Coordinator
Liberal Studies: Humanities/Social Science
Phone: 856-256-4863
Email: burgin@rowan.edu

The information in this document was updated on 07/23/09