The College

The College of Professional Studies (CPS) at Alfred University offers leading bachelors and graduate programs designed to prepare students with the knowledge, skills, and applied experiences to be successful for today's complex world. The College houses programs of excellence preparing undergraduate students for careers and leadership roles in business, education, and athletic training practice settings.

With a strong foundation in liberal arts, CPS students learn about global issues, humanities and sciences, while beginning to explore the roles and knowledge bases within their profession. Practica and labs help students to affirm their interest in the major; while hands-on experiences in client-based classroom projects, field experiences and internships provide opportunities to hone real-world analytic and decision-making skills. Students are encouraged to explore options for minors that will cultivate their interests and provide unique professional preparation for the world of work or continued graduate studies.

The members of the CPS faculty are dedicated to the development of students as individuals and professionals. Many have significant professional and career experiences, which are combined with their passion for teaching to help guide students in their educational paths. They get to know students in and out of the classroom, as academic and club advisors, research sponsors and collaborators, and career mentors.

Mission Statement
The College of Professional Studies prepares individuals for successful professional careers. Through contemporary and innovative educational opportunities, we inspire future critical thinkers, lifelong learners, and leaders in diverse settings.

The School of Business
- The Bachelor of Science degree is offered in four major areas: Accounting, Business Administration, Finance, and Marketing
- The Master of Business Administration degree is offered through the Graduate School.

The Division of Education
- The Bachelor of Arts degree is offered with a major in Early Childhood/Childhood Education
- Minors are available in Art Education, Business Education, and Middle Childhood/Adolescence Education
- The Master of Science in Education degree is offered through the Graduate School.

The Athletic Training Program
- The Bachelor of Science degree is offered with a major in Athletic Training
- A minor is available in Exercise Science

The Division of School Psychology and Counseling
- Offers graduate programs at both the Master’s and Doctoral levels. See the current Alfred University Graduate Catalog for a complete description of these programs.
Accreditation

Programs within the College of Professional Studies meet the highest standards set by the accrediting bodies for each profession. School of Business programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB); the programs in education are accredited by the Teacher Education Accreditation Council (TEAC); the Athletic Training program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAATE). At the graduate level the doctoral program in School Psychology is accredited by the American Psychological Association (APA), and the master’s program in School Psychology is approved by the National Association of School Psychologists (NASP).

General Education Requirements

The general education requirements within the College of Professional Studies provide students with the knowledge and skills that fulfill the Alfred University mission to “prepare well-educated, independent thinkers ready for lives of continuous intellectual and person growth.” This journey of learning begins with a first semester seminar course, which introduces students to the profession they are intending to study and to the resources available at Alfred University for academic and personal success. Students must also complete written communication and quantitative reasoning courses which insure competency in these basic skill areas. Through the general education requirements students are exposed to a variety of ideas and gain intellectual breadth by completing at least one course each from three key areas within the liberal arts and sciences curriculum (humanities, natural sciences, and social sciences). Additional liberal arts credits are fulfilled by student choices in the areas of humanities, natural sciences and mathematics, and social sciences.

First Semester Seminar

Students take a one-credit seminar or “Perspectives” course (ATHT 105; BUSI 105; or EDUC 105) which provides an opportunity to learn about their profession and campus services and supports. Projects and teamwork provide opportunities to begin to develop relationships with faculty and classmates from their programs.

Written Communication

Each student must successfully complete two semesters of college writing. Students may be exempt from courses based on their college entrance exams, or Advanced Placement or International Baccalaureate courses completed in their high school program.

Quantitative Reasoning

Each student must complete at least four credits of quantitative reasoning. This area includes the ability to understand and evaluate arguments framed in quantitative or numerical terms; to analyze subject matter using quantitative techniques; to construct and evaluate quantitative arguments of one’s own; and to make reasoned judgments about the kinds of questions that can be effectively addressed through quantitative methods.

Humanities

Each student must complete at least four credits in the area of humanities. This area introduces students to people we have never met, places we have never visited, and ideas that have never crossed our minds.
By showing how others have lived and thought about life, the humanities provides students with the ability to analyze texts and ideas that are contemporary and historical, personal and communal, and imaginative and reflective.

**Natural Sciences**
Each student must complete at least four credits in the area of natural science. This area introduces techniques of observation and experimentation, the relation of data to hypotheses, and the practice of scientific reasoning. This work provides a model for relating concrete empirical information to abstract models, stimulating multidimensional and creative habits of thought.

**Social Sciences**
Each student must complete at least four credits in the area of social science. This area engages students in theory as well as empirical exploration and analysis of human transactions. They address the mental and behavioral activities of individuals, groups, organizations, institutions, and nations. Social science disciplines seek generalizable interpretations and explanations of human interaction.

**List of Approved Courses**
The College of Professional Studies has determined which courses meet the requirements for general education (see p. 186) and those which will fulfill liberal arts electives.

The general education program requires First Semester Seminars specific to the profession and standard written communication courses. The quantitative reasoning courses are specified for each major. In addition some of the CPS majors specify courses which fulfill requirements for the three liberal arts areas of humanities, natural sciences, and social sciences. The entry-level liberal arts courses best suited for general education are 100 and 200 level courses. (Please note that a minimum of 4 credits is required in each of these three categories; students who transfer equivalent 3-credit courses from other institutions will be considered to have fulfilled the general education requirements).

In addition to the general education requirements, all students must complete additional liberal arts elective courses to complete degree requirements for the BS (60 liberal arts credits) or the BA (90 liberal arts credits). The courses approved to fulfill CPS general education and liberal arts requirements are designated with CPS attributes of Written Communication (CLAS/UNIV), Quantitative Reasoning (CPS), Humanities (CPS), Natural Science (CPS), and Social Sciences (CPS).

Students in some majors (athletic training, early childhood/childhood education) will find that their degree requirements (120 credits) are met through completion of the courses required for the major, general education requirements and liberal arts electives. Other students (business majors) will find that they have flexibility to add unclassified electives (e.g. studio arts courses, career and personal development courses) to meet the 120 credit requirement.

Many minors have liberal arts courses as part of their requirements; these courses can also be counted towards fulfillment of liberal arts electives.
Major and Minor Requirements

The School of Business

Mission Statement
The School of Business advances Alfred University's mission and goals in providing intellectual leadership through teaching, research and service. We provide active-learning driven educational programs in business management to interdisciplinary undergraduate and graduate students who value an intimate, interactive, student-centered learning environment. We develop our students into ethical business leaders who can think critically and communicate effectively in both domestic and global arenas. Our faculty conducts discipline based, applied and instructional research that bridge the gap between business theory and practice. In support of this mission our undergraduate learning goals are:

Leadership - Our graduates will understand the situational context of leadership. They will be able to initiate collaboration with team members in identifying and achieving common objectives.

Ethical Professional Behavior - Our graduates will understand the need for ethical practices in business.

International Business Environment - Our graduates will have an awareness and understanding of the legal, political, social, economic, and cultural environments facing international business.

Critical Thinking - Our graduates will be able to gather and analyze relevant information to identify problems and opportunities and to achieve creative and effective results.

Productive Communication - Our graduates will be effective communicators. They will be able to exchange and interpret verbal, written, and expressive messages.

Knowledge of Business Functions - Our graduates will understand and apply core business functions:
- Management
- Accounting
- Economics
- Marketing
- Management Information Systems (MIS)
- Finance
- Quantitative methods
- Global business/second language
- Legal environment of business

Accreditation
The undergraduate business program at AU is professionally accredited by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB is a not-for-profit corporation of educational institutions, corporations and other organizations devoted to the promotion and improvement of higher education in business administration and management.

Of the approximately 1200 institutions of higher learning in the United States which offer business degrees, about one third are accredited by AACSB-International. The AACSB accreditation is recognized as a mark of quality, which is appealing to prospective employers and to the nation’s leading graduate school programs offering the MBA or advance business graduate degrees.
Clubs and Honor Societies
The School of Business has a variety of organizations to enrich student experience. These include the Financial Management Association, American Marketing Association, Enactus (Entrepreneurial Action Society), the Society for Human Resource Management, Phi Beta Lambda (Future Business Leaders), and the Institute of Management Accountants. In addition, the School has a Student-managed Investment Fund (SMIF) which allows students to participate in managing an active portfolio while gaining academic credit.

The School also sponsors national honor societies that recognize superior academic achievement by business students. Alfred University sponsors chapters in Alpha Iota Delta National Honor Society in Decision Sciences, Beta Gamma Sigma (exclusively for AACSB accredited schools), Delta Mu Delta Honor Society in Business Administration, Financial Management Association in Finance, Mu Kappa Tau in Marketing, the Pacioli Honor Society in Accounting, and the Omicron Delta Epsilon Honor Society in Economics.

Career Success
Recent Alfred University graduates have attained positions in major international, national and regional accounting firms (PricewaterhouseCoopers, KPMG, Ernst & Young, Crowe Horwath, EFP Rotenberg, The Bonadio Group), in the financial services industry (Travelers, Bank of America, Dun and Bradstreet, Commercial Metals Company, General Electric Commercial Finance, Merrill Lynch), in the information services arena (Hewitt Associates), in marketing-oriented companies (3S Enterprises, Integrated Organics), in technology oriented firms (Citadel Communications, CyberSource, IBM Global Services, Yumani), and in the Armed Services. A number of recent graduates also chose to pursue graduate or professional degrees at schools such as Albany Law School, Alfred University, Long Island University, Pace University, Purdue University, Rochester Institute of Technology, Schiller International University, University of Buffalo School of Law and University of Scranton.

Majors Offered in the School of Business
School of Business students can obtain a Bachelor of Science degree with a major in Accounting, Business Administration, Finance or Marketing. The majors in the School of Business provide options within a professional education program grounded in the liberal arts which is suitable for post-graduation objectives ranging from immediate entry into the job market to graduate school. Alfred University’s program emphasizes leadership development and active “hands-on” learning. All students complete a Field Experience requirement in consultation with their advisor. AU’s environment provides an opportunity for leadership development with a mix of curricular and co-curricular activities which provide students with opportunities to attain distinction. Students who complete any of the business majors and are accepted into the Master’s of Business Administration Program at Alfred can complete the MBA degree within one year (30 graduate credits).

The Business Administration major prepares students for professional careers in areas such as accounting, business economics, family business, finance, management, marketing, management information systems, international business and entrepreneurship. Each business administration student chooses a faculty advisor who not only helps him or her explore career options but also recommends courses to be taken over the sophomore, junior and senior years. The Business Administration major provides a high degree of flexibility.
In consultation with a faculty advisor, a student is encouraged to explore career options, including graduate school, and to select business and non-business electives that provide a professional focus.

The Accounting major prepares students to become professional accountants. Those students interested in public accounting are encouraged to pursue the license to become a Certified Public Accountant (CPA); those interested in corporate or governmental accounting are encouraged to seek designation as a Certified Management Accountant (CMA). All students are urged to augment their accounting curriculum with a minor or coursework in those areas which are in great demand in accounting, such as finance or economics. Accounting graduates can apply for the MBA- Accounting specialization, which leads to fulfillment of the 150 credits required by New York State for the CPA exam.

The Marketing major provides students with applied experiences in new product development, market research and service learning. Through a partnership with the Alfred University School of Art and Design, marketing majors take a required course in Visual Communications, which helps students to understand the importance of design in the professional practice of marketing. Many students enrich their classroom experiences through participation in the vibrant AU student chapter of the American Marketing Association.

The Finance major emphasizes fundamental accounting, economics, and finance concepts and theories, and provides applied practice to promote well-informed financial decision-making. The major prepares students for careers in business and industry as financial analysts and managers, and provides an excellent background for graduate programs in finance or management. Other students enter the consulting or legal professions, or develop careers in the various occupations related to investment activity or financial institutions. Students in the University’s finance program are actively sought by corporate recruiters who know the students have been well prepared for the world of contemporary finance.

The School also offers minors in Accounting, Arts Management, Economics, Equine Business Management, Family Business and Entrepreneurship, Finance, International Business, Marketing, and Sports Management. School of Business students may minor in fields within or outside of the School of Business. The Business Administration/Pre-MBA minor is open to students outside of the School of Business and provides the foundation coursework needed to complete an MBA in one year of full-time study.

The general course requirements for all School of Business students, including fulfillment of university requirements, are listed below. The business degree is composed of business professional core courses shared by all majors, business courses specific to each major plus business electives to total 48 credits in business, arts and sciences and general education core courses specified for business, and liberal arts electives to reach a minimum of 60 credits of liberal arts courses (as required for all Bachelor of Science degrees). Depending on the major, student take additional electives to reach the total of 120 credit hours (which can include acceptable transfer credit) required for graduation. Students are also required to:
- Complete a minimum of 30 credit hours in upper-division business courses.
- Maintain at least a 2.0 grade point average overall (“C”) and 2.0 combined GPA in business and advanced economics courses.
- Satisfy the University’s Physical Education requirement (credits not included in the 120 credits for graduation).
- Satisfy the University’s Global Perspective requirement.
Business Professional Core Requirements

ACCT 211     Financial Accounting     3
ACCT 212     Managerial Accounting    3
BUSI 105     Business Perspectives    1
BUSI 457     International Business  3
or FIN 458    International Financial Management
or ECON 412   International Economics
or MKTG 489   International Marketing 3
BUSI 499     Business Policy         3
ECON 300-400 one upper-level course in Economics   3
FIN 348      Managerial Finance      3
LAW 241      The Legal Environment of Business   3
MGMT 328     Management and Organizational Behavior 3
MGMT 484     Operations Management     3
MIS 101      Computer Applications for Business     3
MIS 190      Introduction to Management Information Systems 3
MKTG 221    Marketing Principles and Management 3

Additional Requirements:
Students are required to complete a Field Experience option selected from the following choices:
- Approved Internship (BUSI 485)
- Advanced courses with Active Learning Component (designated as Field Experience – CPS Business School)

Arts and Sciences Core

Quantitative Methods
BUSI 113     Business Statistics     3
BUSI 213     Research Methods for Business     3
MATH 104\(^1\) Quantitative Methods for Business 4

Communications
ENGL 101     Writing I         4
ENGL 102     Writing II\(^2\)   4

Economics
ECON 201     Principles of Microeconomics 4
ECON 202     Principles of Macroeconomics 3

Social Sciences (minimum) 3-4
Natural Sciences (minimum) 3-4
Humanities (minimum) 3-4

1. MATH 151-Calculus I can substitute for MATH 104
2. Writing requirements are specified in the Catalog under General Education Requirements for Liberal Arts and Sciences, Basic Competencies, Written Communication.

Curriculum Requirements for Business Majors

Business Administration Major
Students opting for this major must take the courses listed above in the Business Professional core, plus additional business elective courses, to total a minimum of 48 credit hours in business. Students are encouraged to focus their business interests through selection of minors offered by the School of Business, as well as minors within the College of Liberal Arts and Sciences. The Arts and Sciences Core courses, general education requirements and arts and sciences electives to total a minimum of 60 credit hours, must also be completed.
Accounting Major

Given that course requirements for taking the CPA examination are set by state law, the Accounting major’s curriculum is tightly structured. They must take all the courses listed in the Business Professional Core, Arts and Sciences Core and general education, arts and sciences electives to total a minimum of 60 credit hours, plus all accounting courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 361</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 362</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 371</td>
<td>Personal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 372</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 441</td>
<td>Auditing Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 462</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 471</td>
<td>Corporate Taxation</td>
<td>3</td>
</tr>
<tr>
<td>FIN 300+</td>
<td>one additional upper-level Finance course</td>
<td>3</td>
</tr>
<tr>
<td>LAW 442</td>
<td>Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Accounting majors must receive a grade of “C” or better in all accounting courses and in each business course listed above as requirements for the accounting major.

Students who wish to continue into the MBA-Accounting Program at Alfred University must complete a graduate application and provide two letters of recommendation. Students whose grade point average is 2.75 or greater will be permitted to waive the GMAT exam requirement and need not submit letters of recommendation.

Finance Major

Students who wish to major in Finance must complete the Business Professional Core and the Arts and Sciences Core, general education requirements, arts and sciences electives to total a minimum of 60 credit hours, and the following Finance requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 361</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 205</td>
<td>Student Managed Investment Fund</td>
<td>1</td>
</tr>
<tr>
<td>FIN 206</td>
<td>Student Managed Investment Fund Lab</td>
<td>1</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Introduction to Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>FIN 460</td>
<td>Seminar in Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 454</td>
<td>Security Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FIN 455</td>
<td>Business Financial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 458</td>
<td>International Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus, choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 331</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN/ECON 445</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 453</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 457</td>
<td>Portfolio Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Marketing Major

Students who wish to major in Marketing must complete the Business Professional Core and the Arts and Sciences Core, arts and sciences electives to total a minimum of 60 credit hours, and the following Marketing requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 288</td>
<td>Visual Communications I</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 452</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 479</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 486</td>
<td>Promotion Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>
MKTG 499 Strategic Marketing Management 3

Plus, choose 3 credit hours from the following:
MKTG 460 Seminar in Marketing 3
MKTG 453 Marketing Practicum 3
MKTG 482 Sales Management 3
MKTG 489 International Marketing 3

Minors in the School of Business
The School of Business has developed minors in Accounting, Arts Management, Business Administration, Economics, Family Business and Entrepreneurship, Finance, International Business, Equine Business Management, Marketing, and Sports Management. Students completing any of these minors must complete at least half of their course work for the minor at Alfred University.

Courses taken elsewhere numbered 300 or higher at AU must be taken at a comparable baccalaureate degree granting school. A grade point average of a “C” (2.0) or better must be attained in all courses required for completion of a minor.

Accounting
Non-Accounting majors can pursue a minor in accounting. The Accounting Minor Program provides students with a background in financial and managerial accounting, taxation and financial statements analysis. The minor also provides preparation for graduate programs in accounting, business and law.

Accounting Minor Requirements
ACCT 211 Financial Accounting 3
ACCT 212 Managerial Accounting 3
ACCT 361 Intermediate Accounting I 3
BUSI 113 Business Statistics (or equivalent) 3
BUSI 213 Research Methods for Business 3
ECON 201 Principles of Microeconomics 4
ECON 202 Principles of Macroeconomics 3
MATH 104 Quantitative Methods for Business 4

Plus two courses from among the following:
ACCT 362 Intermediate Accounting II 3
ACCT 371 Personal Income Tax 3
ACCT 372 Cost Accounting 3
ACCT 471 Advanced Taxation 3

Total credit hours 32

1. MATH 151-Calculus I can substitute for MATH 104

Arts Management Minor
The Arts Management Minor provides an interdisciplinary approach to the business of art and management of arts organizations. Students have the opportunity to learn and explore the theoretical content and practical skills that engage arts professionals managing individual businesses, serving community arts organizations, and managing not-for-profit arts organizations in the visual, performing, and literary arts. The Arts Management minor is jointly offered by the School of Business, the School of Art and Design, and the College of Liberal Arts and Sciences and is open to all AU students. Students have one advisor from business and one from the arts content area.

Arts Management Minor Requirements:
ACCT 211 Financial Accounting 3
BUSI 485 Internship (specific to Arts Management) 2-4
ECON 201 Principles of Microeconomics 4
Choose one additional business course from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 301</td>
<td>Family Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 439</td>
<td>Entrepreneurship in the 21st Century</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose three arts course, at least one from each Section (A and B, below)  

Total credit hours  

Section A - History and Theory  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH</td>
<td>Art History (any course)</td>
<td>2-4</td>
</tr>
<tr>
<td>DANC 211</td>
<td>Dance History</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 327</td>
<td>Survey of American Literature</td>
<td>4</td>
</tr>
<tr>
<td>IART 460</td>
<td>Interdisciplinary Art Seminar</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 110</td>
<td>Music Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 211</td>
<td>World Music</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 283</td>
<td>Philosophy of the Arts I</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 300</td>
<td>Topics in Philosophy (consult with advisor)</td>
<td>1-4</td>
</tr>
<tr>
<td>THEA 110</td>
<td>Introduction to Theatre</td>
<td>4</td>
</tr>
<tr>
<td>THEA 210</td>
<td>The Performing Arts: A Global Perspective</td>
<td>4</td>
</tr>
<tr>
<td>THEA 311</td>
<td>Theatre: History, Art, Politics and Society I</td>
<td>4</td>
</tr>
<tr>
<td>THEA 200/300/400</td>
<td>Special Topics in Theatre (consult with advisor)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Section B - Applied and Studio Skills Courses  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Beginning Drawing</td>
<td>4</td>
</tr>
<tr>
<td>ART 121</td>
<td>Beginning Sculpture</td>
<td>4</td>
</tr>
<tr>
<td>ART 133</td>
<td>Basic Black and White Photography</td>
<td>4</td>
</tr>
<tr>
<td>ART 151</td>
<td>Introduction to Ceramics</td>
<td>4</td>
</tr>
<tr>
<td>ART 288</td>
<td>Visual Communications I</td>
<td>4</td>
</tr>
<tr>
<td>ART 389</td>
<td>Exhibition Design</td>
<td>2</td>
</tr>
<tr>
<td>DANC</td>
<td>any Dance course</td>
<td>1-4</td>
</tr>
<tr>
<td>ENGL 200</td>
<td>Special Topics in Writing</td>
<td>2-4</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Fiction Workshop</td>
<td>4</td>
</tr>
<tr>
<td>ENGL/THEA 205</td>
<td>The Play's the Thing! - Playwriting</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 206</td>
<td>Poetry Workshop</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 472</td>
<td>Dramatis Personae</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 473</td>
<td>Auto/Biographical Acts: Studies in Creative Nonfiction</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 474</td>
<td>Writing the Short Story</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 475</td>
<td>Writing Formal Poetry</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 476</td>
<td>Writing the Long Poem or Poetic Sequence</td>
<td>4</td>
</tr>
<tr>
<td>IART</td>
<td>Interdisciplinary Art (any course)</td>
<td>1-4</td>
</tr>
<tr>
<td>PDAT 120</td>
<td>Technical Theatre</td>
<td>4</td>
</tr>
<tr>
<td>PDAT 220</td>
<td>Principals of Theatrical and Performance Design</td>
<td>4</td>
</tr>
<tr>
<td>THEA 230</td>
<td>Stage Management Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>THEA 240</td>
<td>Acting I</td>
<td>4</td>
</tr>
<tr>
<td>PDAT/THEA 270</td>
<td>Play Production</td>
<td>1-4</td>
</tr>
<tr>
<td>THEA200/300/400</td>
<td>Special Topics (consult with advisor)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Business Administration Minor/Pre-MBA Program  

The School of Business offers a 4 + 1 minor for non-School of Business students. By completing the appropriate foundation courses at the undergraduate level, a student may successfully complete the requirements for a Masters in Business Administration (MBA) at Alfred University in one year after receiving his or her undergraduate degree. A grade point average of a C (2.0) or better must be attained in the courses for completion of minor. Students completing the minor are thus eligible to complete the 30 credit hour MBA at Alfred University.
The GMAT will be waived for students who complete the minor and have a minimum cumulative grade point average of 2.75. The 4 + 1 Program does not guarantee admission to the MBA Program. Students must apply for admission and submit all required application materials.

**Business Administration Minor/Pre-MBA Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 211</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 113*</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201**</td>
<td>Principles of Microeconomics</td>
<td>4**</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 348</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 328</td>
<td>Management and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 484***</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 221</td>
<td>Marketing Principles and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**  
28**

* ENGR 305 or POLS/SOCI 230 or PSYC 220 may be substituted for BUSI 113  
**ENGR 206 may be substituted for ECON 201. This substitution will result in 27 credits for the minor.  
***CEMS 484 may be substituted for MGMT 484

**Economics**

Economics provides an excellent background for work in the fields of banking, finance, and other areas where an understanding of economics is required. The balanced coordination of economics and business administration courses is also appropriate for entry into a variety of civil service positions with the federal, state, and local government or entry into graduate school.

**Economics Minor Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 460</td>
<td>Seminar in Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 300+</td>
<td>Upper-level Economics Course</td>
<td>3</td>
</tr>
<tr>
<td>ECON 300+</td>
<td>Upper-level Economics Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**  
16

**Equine Business Management**

Students interested in the management of an equine business or working in the equine industry will benefit from this collaborative minor between Equestrian Studies and the School of Business.

**Equine Business Management Minor Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 211</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 439</td>
<td>Entrepreneurship in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>EQU S 215</td>
<td>Equine Business Management</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 221</td>
<td>Marketing Principles and Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 482</td>
<td>Sales Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Plus a minimum of six (6) credit hours from among the following courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQU S 200</td>
<td>Topics (approval depending on course content)</td>
<td>2-4</td>
</tr>
<tr>
<td>EQU S 205</td>
<td>Introduction to Equine Science</td>
<td>4</td>
</tr>
<tr>
<td>EQU S 216</td>
<td>Horse Show Management</td>
<td>2</td>
</tr>
<tr>
<td>EQU S 218</td>
<td>Judging Horse Shows</td>
<td>4</td>
</tr>
<tr>
<td>EQU S 223</td>
<td>Hunter and Jumping Course Design</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total credit hours**  
22
Family Business and Entrepreneurship

Students interested in the management of a Family Business or in the field of Entrepreneurship should consider courses in Entrepreneurship, Family Business Management, Estate Planning, and New Product Development. Such courses are often taught as seminars focusing on applied learning and interaction with professionals. In addition to these courses, students are required to complete at least a 3 credit-hour internship (in a family business).

Family Business and Entrepreneurship Minor Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 211</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 301</td>
<td>Family Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 439</td>
<td>Entrepreneurship in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 485</td>
<td>Internship (in a family business)</td>
<td>2-4</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>LAW 241</td>
<td>The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 221</td>
<td>Marketing Principles and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

*Plus three (3) credit hours from among the following courses:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 371</td>
<td>Personal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 400</td>
<td>Seminar (Topics) in Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Introduction to Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>LAW 442</td>
<td>Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours 24-26**

Finance

Non-Finance majors can pursue a minor in finance. The minor provides the opportunity for students to cultivate the critical thinking skills and develop the ability to apply financial analysis to a wide range of business finance issues.

Finance Minor Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 211</td>
<td>Financial Accounting</td>
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<tr>
<td>ECON 202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 348</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Introduction to Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>FIN 458</td>
<td>International Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 454</td>
<td>Security Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

*Plus six (6) credit hours from among the following courses:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 205</td>
<td>Student Managed Investment Fund</td>
<td>1</td>
</tr>
<tr>
<td>FIN 206</td>
<td>Student Managed Investment Fund Lab</td>
<td>1</td>
</tr>
<tr>
<td>FIN 453</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 455</td>
<td>Business Financial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 460</td>
<td>Seminar in Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours 28**

International Business Minor

International Business is a current high-demand program of study based on the globalization of business. Students complete at least two semesters of a modern language, gain an understanding of global cultures, and build a foundation in all areas of international business. Students are encouraged to participate in an international study experience.
International Business Minor Requirements
(Language) Two Semesters of one Modern Language 8
GLBS 101 Intro to Global Studies and Intercultural Communication 4

Plus, Complete 4 of the following 5 Options: 9-12
BUSI 457 International Business (3 credit hours)
ECON 412 International Economics (3 credit hours)
FIN 458 International Financial Management (3 credit hours)
MKTG 489 International Marketing (3 credit hours)
International Experience (select one):
- Business-related faculty-led travel course abroad (3 credit hours)
- Internship Abroad (minimum 3 credit hours)
- One full semester of study abroad

Total Credit Hours 21-24

Marketing
Non-Marketing majors can pursue a minor in marketing. The Marketing minor is recommended for business and non-business students who want to consider sales, advertising, and marketing careers, or want to complement their major area of study.

Marketing Minor
BUSI 113* Business Statistics 3
ECON 201 Principles of Microeconomics 4
MKTG 221 Marketing Principles and Management 3
MKTG 479 Consumer Behavior 3

Plus six credit hours from among the following courses:
ART 288 Visual Communications I 4
MKTG 452 Marketing Research 3
MKTG 453 Marketing Practicum 3
MKTG 460 Seminar in Marketing 3
MKTG 482 Sales Management 3
MKTG 486 Promotion Strategy 3
MKTG 489 International Marketing 3
MKTG 499 Strategic Marketing Management 3

Total credit hours 19-20

* ENGR 305 or POLS/SOCI 230, or PSYC 220, or Math 241 may be substituted for BUSI 113

Sports Management Minor
The Sports Management Minor draws from various academic areas to provide students with an exposure to the business of sport. Students combine foundation skills in business administration with knowledge and skills required to manage sports operations. An internship in a sports facility provides a culminating professional experience for the minor.

Required Courses:
ACCT 211 Managerial Accounting 3
ATHT 232 Introduction to Sports Management 3
ATHT 242 Sports, Society, and Ethics 3
ATHT 432 Organization and Administration of Athletics 2
BUSI 485 Internship (in a sports-related business) 2-4
COMM 302 Public Relations Principles 4
LAW 241 The Legal Environment of Business 3
MKTG 221 Marketing Principles and Management 3

Total Credit Hours 23-25
The Division of Education

A career in education can be immensely rewarding, offering the dedicated professional many opportunities to make a lifelong, positive impact on the lives of children and young people. Alfred University has a long tradition of preparing candidates of excellence for positions teaching in public and private schools in our region, and across the world.

Housed in the Division of Education is a major in Early Childhood/Childhood Education and minors in Adolescent, Visual Arts, and Business Education. Students enrolled in these programs receive an integrated blend of professional course work and field-based opportunities, and fulfill requirements for Initial Certification in New York State. Various Adolescent content certifications are available including Biology, Chemistry, Earth Science, English, Mathematics, Physics, Social Studies, and Spanish with an optional extension available to Middle Childhood. (Refer to the Graduate School Catalog for information on graduate programs offered by the Division of Education.)

Education Major: Early Childhood/Childhood Education

Students who major in Early Childhood/Childhood Education receive an integrated blend of professional education methods coursework and field based opportunities in area schools that enables them to apply theory to classroom situations. These field-based experiences expose students to a diverse number of educational environments. Students completing the program meet the academic requirements of the New York State Education Department for certification in Early Childhood (Birth - 2nd grade) and Childhood Education (1st - 6th grade).

The Early Childhood/Childhood Education major requires coursework in the arts and sciences that is rich in breadth and depth, and fulfills requirements in basic competencies and areas of knowledge in the following subjects: artistic expression, communication, information retrieval, humanities, language other than English, written analysis and expression, concepts in history and social sciences, and scientific and mathematical processes.

Academic Area of Concentration (or Second Major)

Students majoring in Early Childhood/Childhood Education must complete 30 hours in an academic area of concentration or fulfill the requirements of a second major. In either case, students select an academic area that is aligned with the current New York State Learning Standards. Possible academic areas include Biology, Chemistry, English, Environmental Studies, Geology, History, Mathematics, Physics, Political Science, Psychology, Sociology, and Spanish. Interdisciplinary areas are also an option, and include Comparative Cultures, Natural Science, Social Science, and Social Studies. Coursework in the academic area of concentration must represent breadth (100-200 level courses) and depth (300-400 level courses) in the content area.

Prerequisite Courses

EDUC 105 Perspectives in Education
EDUC 230 Psychological Foundations of Education
EDUC 231 Social Foundations of Education
SPED 456 Human Development: Exceptionality
MATH 102 Mathematics for K-6 Teachers
SCIE 127 Doing Science

Plus: Take one additional science course addressing the NYS content learning standards in Science.
Continuing Enrollment Requirements
Students may establish their major in Education upon admission to the College of Professional Studies. At the end of their sophomore (2nd) year, students are reviewed for continued enrollment in the Early Childhood/Childhood Education Major. At this time, students must have declared Education as their major, met with their Education advisor to ensure that all prerequisites have been met, earned an overall 2.75 GPA, and achieved a 3.0 GPA in the prerequisite education courses (EDUC 230 and EDUC 231).

The Education portion of the program starts in the spring semester of the students’ junior year, and includes field-based coursework in early childhood/childhood curriculum, orientation, methods of teaching literacy, and integrated methodology of social studies, math, science and technology. The required concurrent field experience in two extended placements take place in area schools and are designed as an opportunity to blend theory with experiential application.

The following fall semester students are placed in area schools for two student teaching experiences. Concurrent coursework in advanced literacy methodology, and classroom assessment and evaluation strategies during this semester are designed to assist students with instructional planning and to incorporate and to align instruction, curriculum, and assessment with the New York State Learning Standards.

Students will need transportation to area school districts for both field placement (spring semester) and student teaching (fall semester) placements. Students must earn a grade of C or higher in all Education and Special Education courses required for teacher certification.

Core Courses

**Spring Semester - Junior Year**
- EDUC 375 Early Childhood/Childhood Practicum 3
- EDUC 471 Methods of Teaching Literacy 6
- EDUC 474 Orientation to the Early Childhood/Childhood Classroom 3

**Fall Semester - Senior Year**
- EDUC 461 Student Teaching 12
- EDUC 472 Competency Skills in Teaching Literacy 3
- EDUC 473 Assessment in the Early Childhood/Childhood Classroom 3

Education Minors:

Adolescence Education (grades 7-12)
with extension available to Middle Childhood (grades 5-9)
Special Subjects: Visual Arts or Business and Marketing (pre K - 12th grade)

Students completing these programs meet the academic requirements of the New York State Education Department for Initial certification.

Students who minor in Education receive an integrated blend of professional education methods coursework and field based opportunities in area schools that enable them to apply theory to classroom situations. These field-based experiences expose students to a diverse number of educational environments.

Students who wish to minor in Education must complete coursework in the arts and sciences that is rich in breadth and depth and fulfill requirements in basic competencies and areas of knowledge in the following subjects:
artistic expression, communication, information retrieval, humanities, language other than English, written analysis and expression, concepts in history and social sciences, and scientific and mathematical processes.

Preparation for a teaching certification in Adolescence with an optional Middle Childhood extension combines an academic major in a particular field, such as English or Biology, with a Middle Childhood/Adolescence minor in the Division of Education. Adolescence Education subjects include Biology, Chemistry, Earth Science, English, Mathematics, Physics, Social Studies, and Spanish; students must be enrolled in the College of Liberal Arts and Sciences in one of these majors.

All students completing the program will receive Initial certification in Adolescence Education (7-12). It is possible to receive an additional certification to teach Middle Childhood Education by completing additional coursework.

Students seeking certification in Visual Arts must be enrolled in the BFA program in the School of Art and Design or the Interdisciplinary Art program in the College of Liberal Arts and Sciences and minor in Education. Those seeking certification in Business and Marketing must be enrolled in a business major in the College of Professional Studies.

A student preparing to teach in one of these areas should meet with an advisor in the Division of Education to integrate the education course requirements while planning a program of major studies.

Prerequisite Courses
EDUC 230 Psychological Foundations of Education
EDUC 231 Social Foundations of Education

Continuing Enrollment in the Program
In year 1, students are encouraged to declare their minor in Education and complete the prerequisite courses (EDUC 230 and EDUC 231). At the end of their sophomore (2nd) year, students are reviewed for continued enrollment in the Education Minor. At this time, students must have declared Education as their minor and met with their Education advisor to ensure that all prerequisites have been met, that they have an overall 2.75 GPA, and have achieved a 3.0 GPA in the prerequisite education courses (EDUC 230 and EDUC 231).

Course Requirements
- Completion of Basic Competencies and Areas of Knowledge required for Liberal Arts and Sciences.
- Completion of appropriate academic major in the College of Professional Studies, College of Liberal Arts and Sciences, or School of Art and Design.

Adolescent and Business Education Specific Pedagogical Core
EDUC 345 Education Fieldwork 3
EDUC 405 Literacy in the Content Areas 3
EDUC 413 Using Literature in Intermediate/Adolescent Classrooms 3
EDUC 460 Seminar in Teaching and Professional Development 3
EDUC 462 Student Teaching for Middle/Adolescence Certification 12
EDUC 489 Current Teaching Methods: Middle Childhood/Adolescence Subjects 3
SPED 456 Human Exceptionality 3

Plus specific general education course requirements including, Math, Science and one Language other than English.
Middle Childhood Extension Certificate
Those students who wish to complete additional certification in Middle Childhood must complete all coursework required for the Adolescence certification. Additionally, students must complete EDUC 488 - Current Teaching Methods: Middle Childhood Subjects as well as additional fieldwork and student teaching hours in Middle Childhood placements.

Visual Arts Specific Pedagogical Core
EDUC 345    Education Fieldwork    3
EDUC 405    Literacy in the Content Areas    3
or EDUC 413    Using Literature in Intermediate/Adolescent Classrooms    3
EDUC 464    Seminar: Teaching & Profess Develop in Visual Arts    3
EDUC 463    Student Teaching-Art Education    12
EDUC 491    Methods and Curriculum in Art Education    3
SPED 456    Human Exceptionality    3

Plus specific general education course requirements including, Math, Science and one Language other than English.

Additional Program Requirements for All programs leading to
New York State Teacher Certification

Examinations:
*Educating All Students (EAS)
*Academic Literacy Skills Test (ALST)
edTPA (Teacher Performance Assessment):
    It is suggested that this be completed during the student teaching semester
*Content Specialty Test (CST):
Program candidates are required to take the appropriate Content Specialty Tests for the appropriate developmental level(s) and certification area(s)

New York State Mandated Workshops:
All students must complete state required workshops in Child Abuse Identification and Reporting, School Violence Prevention and Intervention, and Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention.

Fingerprinting/Background Check:
Program candidates applying for Initial (first) certification must complete the fingerprinting/background check packet. Fingerprinting packets can be obtained from the Division of Education office.

Athletic Training Program
The program offers a major in Athletic Training and a minor in Exercise Science. The program provides interested students the opportunity for concentrated study and clinical work experiences. Upon successful completion of the ATP, the student will receive a Bachelor of Science degree in Athletic Training, thus making the student eligible to sit for the Board of Certification exam. Upon passing the BOC exam, the student will attain the qualification of a Certified Athletic Trainer. The Athletic Training Program at Alfred University has been accredited by the Commission on Accreditation of Athletic Training Education (CAATE) since 2006.
Mission and Goals

The mission of the Athletic Training Program (ATP) at Alfred University is to provide the student with knowledge, standards, behavior models, code of ethics, and skills needed as an Athletic Trainer. The professional program is based on a solid foundation in allied health care arena, with a strong emphasis in the professional domains as outlined by the role delineation study.

Goals of the ATP Program are as Follows:
1. Provide a quality, up-to-date educational curriculum.
2. Provide leadership and service to the university community through continuing education.
3. Promote self-directed learning and critical thinking as desirable professional behavior.
4. Encourage participation in the National Athletic Trainers' Association, New York State Athletic Trainers' Association, Eastern Athletic Trainers' Association, and other professional organizations, that will further enhance the students' educational opportunities.
5. Provide the educational means of developing knowledge in Cognitive, Affective and Psychomotor domains and Clinical Proficiencies.

Admissions Process

Students are initially admitted to the Athletic Training major through the Admission Application to Alfred University as first year students. During the first year students enroll in the Athletic Training Basic Program (ATBP), complete a Technical Standards for Admission form, OSHA training, and a minimum of 50 clinical hours observing in the athletic training room under direct supervision of a certified staff athletic trainer. Upon successful completion of these program components, student can apply for full acceptance into the Athletic Training Program.

The directed observation period is comprised of two semesters. The emphasis in clinical directed observation is on the orientation and development of knowledge of the respective roles of Athletic Training personnel, and limited performance and/or direct application of technical skills and knowledge. Students are given an opportunity to observe athletic trainers working in these domains:

- Injury / Illness Prevention and Wellness Protection
- Clinical Evaluation and Diagnosis
- Immediate and Emergency Care
- Treatment and Rehabilitation
- Organization and Professional Health and Well-being

Near the end of the mandatory directed observation period, the prospective athletic training student may apply for acceptance into the Athletic Training Program (ATP). Application to the ATP level consists of submission of a résumé, immunization records, proof of a physical examination from a physician, intent to enroll, three letters of recommendation, transcripts, and evidence of successful completion of all requirements of the ATBP. Interviews with the program faculty are also required. In order to be considered for acceptance into the ATP the student must:

- have a cumulative grade-point average of 2.50 with a grade-point average of 2.75 or better in the courses included within the ATBP
- provide proof of current American Red Cross First Aid, CPR and AED For the Professional Rescuer certifications or certification as an Emergency Medical Technician.
- provide proof of Hepatitis-B vaccination or declination statement
• provide proof of physical examination by a physician
• complete an Athletic Training Program Technical Standards for Admission form
• complete an Athletic Training Program Application
• submit three (3) letters of recommendation
• undergo a formal interview with AU ATP faculty
• completion of 50 verified hours of supervised clinical experience and observation at Alfred University or approved affiliate
• active member of the Alfred University Athletic Training Club
• maintain student membership in the National Athletic Trainers’ Association

Alfred University and the Division of Athletic Training are committed to the highest principles of academic and personal integrity concerning the application and admissions process of the Athletic Training Program. Therefore, an athletic training student may be given provisional admission or denied admission altogether based upon any of the following grounds:

• a cumulative grade-point average lower than 2.50
• a cumulative ATBP grade-point average lower than 2.75 or a grade below a “C” in any of the ATBP courses
• incomplete application (missing one or any of the following: letter of application, résumé, letters of recommendation, transcripts
• failure to complete basic athletic training competencies
• lack of a minimum of 50 hours of accepted verified clinical experience
• failure to provide adequate proof of first aid/CPR/AED certification
• failure to provide proof of Hepatitis-B vaccination or declination statement

Provisional Admission
Special circumstances may arise where a student may be accepted provisionally to the Alfred University Athletic Training Program, based on one of the conditions listed above. This category of admission is only utilized when students are extremely close to meeting a specific admission criterion. Athletic training students admitted on a provisional status will be notified in writing. In this instance, students will be given very clear objective criteria, which must be satisfied for full admission. The student-specific set of goals/criteria must be met during the succeeding semester in order to maintain their position in the Athletic Training Program. During this time, the student must demonstrate continued progress toward the goal and eventual achievement. If the criterion is not met within the allotted time, the athletic training student will be downgraded to non-admission status. This student must then re-apply to the program for re-admission.

Second-Chance Provision
A student not accepted into the Alfred University ATP may reapply. This opportunity is intended for those who failed to gain admission on their first attempt. The student must formally submit a request to exercise the second chance provision. This request must be submitted no more than one (1) month after receipt of the denial notification. If not submitted in due time, the student waives the right to second chance provision and must reapply by means of the Athletic Training Program Admission policy.

The second chance provision consists of one additional semester for the student to demonstrate that he or she is capable of meeting the entrance requirements. The exact requirements to be met will be outlined in the letter of denial. Students will then submit a letter detailing how the deficiencies have been successfully addressed since denial of admission, have a follow-up interview with the Division of Athletic Training faculty/staff and submit two additional support letters of recommendation.
Appeals Process
Students not accepted into the ATP have the right to appeal to the Division of Athletic Training Program Director. It is anticipated that admission to the program by this route will be rare except in extenuating circumstances. A letter of appeal must be submitted no later than one (1) month following denial. It must detail the grounds for appeal. The letter will be reviewed by the Athletic Training Appeals Committee (comprised of the Program Director, full-time Division of Athletic Training faculty/staff and the Dean of the College of Professional Studies) and ruled upon. The Division of Athletic Training faculty/staff reserves the right to determine the propriety of grounds for appeal based on the facts presented on a case-to-case basis.

A letter regarding the decision of the appeals committee will then be mailed to the student no later than two (2) months following the original denial/non-admission letter. The decision of the Appeals Committee is final.

Student Transfer Policy
Freshman or sophomore athletic training students applying for transfer to Alfred University from another institution having prior athletic training clinical experience must also complete the aforementioned criteria for acceptance (ATBP prerequisites including 50 supervised clinical experience hours). If a student transfers with prior athletic training clinical experience, she/he may petition to have the 100 hour directed observation requirement prorated, accordingly. The candidate must submit a letter of recommendation documenting his/her clinical experience hours from his/her former supervising certified athletic trainer. Once completing the prerequisite courses, the student may apply (following the application process outlined) for admission into the Athletic Training Program (ATP). These prerequisite courses must be taken at Alfred University; therefore, credit for these courses may not transfer from another institution. All transfer students will be evaluated on an individual basis for admittance to the ATBP.

Athletic training students who have completed their second year of athletic training courses or beyond at another institution and are applying for admission to Alfred University will not be considered for transfer into the ATP. The Alfred University Athletic Training Program currently does not allow juniors or seniors to transfer into the ATP.

Academic Requirements
Once a student is formally accepted into the ATP, he/she must adhere to the following guidelines and policies:

- Students must maintain admission requirements in order to remain in the program. Failure to maintain the published requirements will result in the student being placed on academic probation.
- If placed on academic probation, the student will have one semester to correct deficiencies. If she/he fails to correct deficiencies, the student will be suspended from the program.
- During probation from the ATP, the student will not be permitted to pursue additional athletic training classes or accumulate additional clinical hours unless given written permission from the Division of Athletic Training Program Director.
Program Summary for BS in Athletic Training

Students complete the Basic Program and the Athletic Training Program (below), the College of Professional Studies General Education Program, the University Physical Education and Global Perspective Requirements, and enough electives to reach at least 124 credit hours.

Basic Program Course Requirements (ATBP):

- ATHT 103 Prevention and Care of Athletic Injuries  4
- ATHT 104 Introduction to Clinical Experience  1
- ATHT 105 Perspectives on Athletic Training  1
- ATHT 110 Medical Sciences  2
- ATHT 111 Emergency Medicine in Athletic Training  2
- ATHT 205 Structural Kinesiology  2
- ATHT 210 Advanced Athletic Training  3

Total credit hours  15

Athletic Training Program:

- ATHT 190 Principles of Strength Training and Reconditioning  2
- ATHT 201 Clinical Experience in Athletic Training I  1
- ATHT 202 Clinical Experience in Athletic Training II  1
- ATHT 215 Personal Health and Wellness  2
- ATHT 222 Nutrition for Human Performance and Exercise  2
- ATHT 265 Therapeutic Applications I  3
- ATHT 276 Therapeutic Applications II  3
- ATHT 301 Clinical Experience in Athletic Training III  1
- ATHT 302 Clinical Experience in Athletic Training IV  1
- ATHT 310 Orthopedic Procedures  2
- ATHT 334 Physical Evaluation of the Lower Extremity  3
- ATHT 348 Physical Evaluation of the Upper Extremity  3
- ATHT 392 Biomechanics  2
- ATHT 393 Physiology of Exercise  3
- ATHT 401 Clinical Experience in Athletic Training V  1
- ATHT 403 Medical Aspect of Athletic Training  1
- ATHT 420 Pharmacology  2
- ATHT 432 Organization and Administration of Athletics  2
- ATHT 459 Research Design in Athletic Training  2
- ATHT 485 Clinical Internship in Athletic Training  4
- ATHT 490 Senior Seminar in Athletic Training  1
- ATHT 495 Current Topics in Athletic Training  2
- BIOL 207 Human Anatomy & Physiology/Lab I  4
- BIOL 208 Human Anatomy & Physiology/Lab II  4
- BIOL 202 Biology II/Lab  4
- CHEM 105 General Chemistry I  4
- COMM 101 Introduction to Communication Studies  4
- or COMM 210 Interpersonal Communication
- or COMM 302 Public Relations Principles
- or COMM 409 Organizational Communication
- PSYC 101 Introduction to Psychology  4
- PSYC 220 Psychological Statistics and Methods  4
- or POLS 230 Introduction to Data Analysis and Statistics
- or SOCI 230 Introduction to Data Analysis and Statistics
- PSYC 322 Health Psychology  2-4
- PSYC 330 Neuropsychology  4

Total credit hours  78-80
Athletic Training Hours Requirements
Upon successful completion of the ATBP, the athletic training student must complete an additional minimum 900 verified clinical experience hours while occupying a place in the ATP. The Division of Athletic Training faculty/staff assigns clinical hours according to individual class schedules. Attendance is mandatory for all assigned clinical experiences. Athletic training students are required to obtain a minimum of 50 to 200 hours depending on the level of the clinical experience course enrolled each semester.

Approved Clinical Instructor Assignments
While enrolled in Clinical Experiences I-V the athletic training student will be assigned to a Clinical Preceptor. Each preceptor is responsible for a specific athletic team or clinical patient load. The athletic training student is responsible for attending all scheduled practices and home competitions and other assigned clinical times as mandated by the individual preceptor.

Each student will be given the opportunity to obtain hours within the parameters of upper extremity, lower extremity, general medical and equipment intensive environments that also encompass varying patient genders and ages.

Absences from Assigned Duties
An Absence from Clinical Assignment form must be completed by any athletic training student a minimum of three (3) days before a missed practice or competition. The form will be reviewed by the appropriate preceptor and returned within 24 hours with a verdict. If the absence is excused, the athletic training student is responsible for finding a qualified athletic training student replacement and notifying the appropriate preceptor. If an absence is unexcused, the athletic training student will be subject to the disciplinary policy outlined in the Athletic Training Student Handbook.

Athletic Training Student Evaluations
Athletic training students will be evaluated twofold each semester (mid-term and end-of-semester) by their respective preceptor. Self-evaluations will also be completed at this time. The preceptor will also complete individual evaluations in each of the six Clinical Experience courses.

Senior Comprehensive Examination Policy
As part of an ongoing effort by the Alfred University Athletic Training Program (AU ATP) to ensure students are prepared to take the BOC, Inc. examination at the end of their senior year, the AU ATP has created a senior comprehensive examination. The examination is designed to evaluate the student’s knowledge of entry level athletic training skill and knowledge. The examination will be used to assist the AU ATP in determining a candidate’s readiness for certification. With current mandates set forth by the Commission on Accreditation of Athletic Training Education, the AU ATEP will be required to document and demonstrate a 70% first
time pass rate on the BOC, Inc. examination. As a result, only qualified and prepared students will be endorsed for this examination.

The senior comprehensive exam will consist of both a 150 question written test and a practical examination on all Athletic Training courses and clinical experiences taken within the AUATP. Students will have two opportunities to pass the senior comprehensive exam. Failure to pass this exam on the second attempt will disqualify students from being endorsed by the Program Director to take the BOC, Inc. exam.

Students must receive scores of 75% or better on the written and practical exam separately before they can be endorsed by the Program Director and therefore, eligible to take the BOC, Inc. examination. The grades for the written and practical exam will be calculated into the student’s grade for ATHT 490 Senior Seminar in Athletic Training.

Students who do not pass the exam after the second attempt will be permitted to graduate providing they have meet all other requirements for the program but will not be endorsed by the AU ATP Program Director for BOC, Inc. candidacy.

**Additional Program Costs:**
There are costs associated with being enrolled in the ATP that are in addition to typical university costs such as tuition, room, board, and books. Typical fees associated with the ATP include but are not limited to: lab fees, personal liability insurance, immunization maintenance, apparel to adhere to dress code(s), student membership fees for the National Athletic Trainers Association during sophomore, junior and senior years in the program, and travel to and from off-campus clinical assignments and internships. A specific breakdown of additional program costs can be found on the Division’s homepage.

**Professional Organization Membership**
Athletic training students are required to enroll in the National Athletic Trainers’ Association (NATA) and the New York State Athletic Trainers’ Association (NYSATA) by the end of the sophomore year. Only students who have been members for at least one year are eligible to be considered for scholarships offered by these organizations. All ATP students are encouraged to join the NATA and NYSATA. Membership applications are available from the Athletic Training Program Director.

**Requirements for the Exercise Science minor**
The minor provides students with the ability to address the growing concerns of society about injury prevention, wellness, fitness, and rehabilitation. Additionally, it is designed to prepare students to become certified Strength and Conditioning Specialists recognized by the National Strength and Conditioning Association.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATHT 103</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>4</td>
</tr>
<tr>
<td>ATHT 111</td>
<td>Emergency Medicine in Athletic Training</td>
<td>2</td>
</tr>
<tr>
<td>ATHT 190</td>
<td>Principles of Strength and Reconditioning</td>
<td>2</td>
</tr>
<tr>
<td>ATHT 205</td>
<td>Structural Kinesiology</td>
<td>2</td>
</tr>
<tr>
<td>ATHT 215</td>
<td>Personal Health and Wellness</td>
<td>2</td>
</tr>
<tr>
<td>ATHT 222</td>
<td>Nutrition for Human Performance and Exercise</td>
<td>2</td>
</tr>
<tr>
<td>ATHT 393</td>
<td>Physiology of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 207</td>
<td>Introduction to Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 208</td>
<td>Introduction to Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 25
List of Approved Courses for General Education Program

These courses have been determined to meet the general education requirements and liberal arts electives requirements for the College of Professional Studies. Please note that some courses may not be offered each semester; the course schedule must be consulted to determine availability of specific courses.

First Year Seminar
ATHT 105, BUSI 105 or EDUC 105

Written Communication
ENGL 101, 102

Quantitative Reasoning
BIOL 226
BUSI 113, 261
ENVS 205
MATH 101, 102, 104, 107, 151
MIS 101,
POLS/SOCI 230
PSYC 220

Humanities
CHIN 101, 102, 201, 202
COMM 205, 404, 405
DANC 211
ENGL 202, 204, 205, 206, 211, 212, 213, 214, 215, 216, 219, 221, 225, 226, 233,
240, 243, 251, 252, 254, 256, 275, 277, 278, 281, 290, 292, 293, 400, 407, 408, 410,
411, 412, 413, 414, 415, 422, 431, 432, 433, 434, 442, 445, 459, 472, 473, 474, 475,
476
FREN 101, 102, 201, 202, 210, 301, 302, 310, 311, 312, 313, 316, 360, 410, 420
GRMN 101,102
HIST 107, 110, 111, 120, 121, 151, 200, 300, 211, 212, 301, 302, 303, 306, 307,
308, 309, 312, 315, 316, 318, 319, 320, 322, 324, 365, 371, 372, 375, 376, 377, 383,
387, 388, 421
ITAL 101, 102
LATN 101, 102
MUSC 110, 120, 211, 212, 213, 220
PHIL 101, 201, 281, 282, 283, 309, 311, 312, 321, 340, 341, 382, 383, 388, 400
POLS 340, 341
PSYC 309
RLGS 105, 240, 251, 252, 254, 300, 319, 369
SPAN 101, 102, 201, 202, 210, 301, 311, 312, 315, 316, 360
THEA 110, 205, 210, 212, 220, 311, 312
WGST 254, 256, 324, 382, 408

Natural Sciences
ASTR 103, 107, 302, 303, 304, 307
BIOL 106, 119, 130, 140, 150, 207, 208, 230
CHEM 105,106, 310, 315,316, 321, 343, 345, 346, 372, 374, 420, 422,423, 457, 461
ENVS 101, 105, 120, 351, 415
GEOL 101, 103, 104, 106, 109, 110, 201, 210, 220, 301, 302, 307, 408, 414, 464
GLBS 105
PHYS 111, 112, 125, 126, 325, 326, 341, 401, 402, 421, 423, 424
SCIE 110, 111, 115, 117, 127

Social Sciences
ANTH 110, 302, 303, 304, 305, 309, 312, 320, 495
BIOL 305
CRIM 322, 332, 340, 351
ECON 201, 202, 312, 331, 412, 445, 462
ENVS 102, 201, 204, 205, 220, 240, 241, 245, 312, 320, 415
GERO 118, 429
GLBS 101, 305, 495
POLS 110, 120, 214, 220, 232, 236, 238, 242, 246, 251, 253, 271, 273, 282, 313,
316, 318, 331, 346, 347, 355, 411, 417, 431
PSYC 101, 118, 210, 230, 251, 261, 262, 282, 302, 311, 320, 322, 330, 332, 341,
342, 351, 371, 372, 389, 411, 429, 471, 472
SOCI 110, 235, 236, 242, 245, 253, 343, 344, 346, 347, 348, 349, 420, 431, 495
WGST 101, 246, 253, 346, 348, 372, 465