This catalog is effective beginning with the fall 2018 semester.
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GENERAL INFORMATION

OVERVIEW

Texas A&M University-Central Texas (A&M-Central Texas), located in Killeen, Texas, is an upper-level, regional institution serving Central Texas. A&M-Central Texas offers junior- and senior-level coursework needed to successfully complete baccalaureate degrees and all coursework leading to the completion of graduate (master’s and specialist) degrees. Founded in 1973 as the American Technological University (ATU), the University has experienced significant change. In 1989, ATU officially changed its name to the University of Central Texas (UCT) and concurrently experienced a growth in enrollment from approximately 550 students in 1988 to more than 1,000 in 1997. In October of 1998, the Texas Higher Education Coordinating Board (THECB) supported Tarleton State University’s proposal to create a university system center in Central Texas; and on September 1, 1999, Tarleton State University-Central Texas was established.

A&M-Central Texas became a stand-alone university on May 27, 2009, one of eleven universities within The Texas A&M University System. A&M-Central Texas became a separately accredited institution in June 2013 through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), retroactive to January 1, 2013.

History of Name Changes

<table>
<thead>
<tr>
<th>Year Range</th>
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<tr>
<td>1989 - 1999</td>
<td>University of Central Texas</td>
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<tr>
<td>1999 - 2009</td>
<td>Tarleton State University-Central Texas</td>
</tr>
<tr>
<td>2009 - Present</td>
<td>Texas A&amp;M University-Central Texas</td>
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Geographic Service Area and Student Population

A&M-Central Texas is located on 672 beautiful acres of land at the intersection of State Highway 195 and State Highway 201 in Killeen. The land was transferred to The Texas A&M University System from the U.S. Army in the summer of 2009. The university’s service area includes Central Texas. The student population at A&M-Central Texas is diverse and growing, currently serving 2,575 students, an 18% increase in headcount and a 44% increase in full-time equivalent (FTE) students over Fall 2009. In Fall 2017, 42% of students reported they were White, 23% reported they were Black or African American, 22% reported they were Hispanic or Latino, and 12% reported that they were of other or multiple races. Since 2009, 5,606 students have graduated with a baccalaureate or graduate degree.

Full-time faculty, advisors, and support staff are available to assist students with admission, financial aid, degree plans, and career planning during both day and extended evening hours. A&M-Central Texas offers undergraduate degrees and graduate degrees.

As an upper-level institution, A&M-Central Texas has developed agreements with Central Texas community colleges that enable a seamless transfer without the loss of credits. In addition, A&M-Central Texas faculty and staff actively engage in dialog with representatives from area community colleges to monitor instructional need and to ensure appropriate access to educational opportunity at all levels.

A&M-Central Texas is a member of GoArmyEd, a virtual gateway for soldiers on active duty who may at any time request Tuition Assistance (TA) online for classroom, distance learning, and eArmyU online college courses. GoArmyEd is used by soldiers as a one-stop shop to pursue and manage their postsecondary educational goals; by Army Education Counselors to provide educational guidance; and by colleges to deliver degree and course offerings and to report soldiers’ progress.

Newly admitted A&M-Central Texas students are required to complete an application for admission and meet with an academic advisor to review degree plans. For current students, registration is available online. The university offers programs to assist students with academic advising, special needs, tutoring, counseling, medical needs, and career services.

Academic Calendars and Final Examination Schedules

View the University Calendar at https://www.tamuct.edu/about/calendar.html

Accreditation, Vision, Values, and Goals

Accreditation

Texas A&M University-Central Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of A&M-Central Texas.

Vision

Texas A&M University-Central Texas will achieve national recognition as an upper-level university, offering high quality and affordable undergraduate and graduate educational programs to address regional and statewide needs.

Mission

Texas A&M University-Central Texas is a public, upper-level university offering baccalaureate and graduate degrees important to the region and the state. It is committed to high quality, rigorous, and innovative educational programs delivered in a variety of instructional modes to a diverse student population through exceptional teaching, service, and applied scholarship. With an emphasis on community engagement, the university employs emerging technology to enhance student learning and to nurture its partnerships with regional community colleges, the military presence in its region, and the community at large.

Core Values

Excellence and Achievement – We strive to continuously improve, innovate, and exceed expectations.

Compassion – We care about the feelings of others. When others are suffering, we empathize and offer help.
**Integrity** – We conduct ourselves in an ethical and respectful manner.

**Knowledge** – We provide educational experiences to encourage lifelong learning and intellectual curiosity.

**Diversity** – We respect and value both differences and similarities in our students, coworkers, and other stakeholders.

**Initiative** – We encourage the involvement and the contribution of each employee. We create a workplace where every employee can share a sense of ownership.

**Collaboration** – We develop and maintain partnerships to serve the needs of our students, faculty, staff, and external stakeholders.

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### Goals

**Imperative One: ACADEMIC EXCELLENCE**

1. Develop and offer outstanding undergraduate and graduate programs that promote intellectual and personal growth, enhance student success, and respond to regional and statewide needs.

2. Recruit, develop, and retain an outstanding faculty and staff that embody the core values of the university and support its mission.

3. Provide a research infrastructure that supports the growth of applied research, creative activities, and scholarship.

**Imperative Two: STUDENT SUCCESS**

1. Promote degree completion and higher graduation rates through outstanding curricular and co-curricular programs, and by enhancing support for scholastic achievement and student success.

2. Collaborate with community and technical college educational partners to align academic program transfer pathways.

**Imperative Three: COMMUNITY ENGAGEMENT**

1. Prepare educated and engaged citizens that contribute to their communities and enhance the vitality of the region.

2. Serve as a central hub for building regional partnerships and supporting community-based research to advance defined social and economic initiatives.

**Imperative Four: ACCESS & PATHWAY TO HIGHER EDUCATION**

1. Optimize the delivery of instruction and support services to serve a highly mobile student population.

2. Provide a high-quality education at an affordable price to ensure access to higher education for all qualified students that meet admission standards.

**Imperative Five: DIVERSITY & INCLUSION**

1. Promote an inclusive, accessible, diverse, and equitable campus climate that supports all members of the university community.

2. Attract and retain a diverse and qualified student body consistent with our mission.

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### Board of Regents and Administration

**Texas A&M University-Central Texas Administration**

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<td>President</td>
<td>Dr. Marc A. Nigliazzo</td>
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<td>Provost/Vice President for</td>
<td>Dr. Peg Gray-Vickrey</td>
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<td>Academic and Student Affairs</td>
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<td>Vice President for Finance and</td>
<td>Dr. Cynthia Carter-Horn</td>
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<tr>
<td>Administration</td>
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<td>Vice President for Research and</td>
<td>Dr. Russell Porter</td>
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<td>Economic Development</td>
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### Texas A&M University System

**Board of Regents**

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<tr>
<td>Ms. Elaine Mendoza (Vice Chairman)</td>
<td>San Antonio</td>
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<tr>
<td>Mr. Phil Adams</td>
<td>Bryan/College Station</td>
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<tr>
<td>Mr. Robert L. Albritton</td>
<td>Fort Worth</td>
</tr>
<tr>
<td>Mr. Anthony G. Buzbee</td>
<td>Houston</td>
</tr>
<tr>
<td>Mr. Morris E. Foster</td>
<td>Belton</td>
</tr>
<tr>
<td>Mr. Tim Leach</td>
<td>Midland</td>
</tr>
<tr>
<td>Mr. Bill Mahomes</td>
<td>Dallas</td>
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<tr>
<td>Mr. Cliff Thomas</td>
<td>Victoria</td>
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<tr>
<td>Mr. Stephen F. Shuchart (Student Regent)</td>
<td>Houston</td>
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The Texas A&M University System includes:

- Texas A&M University
- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- West Texas A&M University
- Texas A&M University-Commerce
- Texas A&M University-Texarkana
- Texas A&M University-Central Texas
- Texas A&M University-San Antonio
- Texas A&M AgriLife Research
- Texas A&M Engineering Experiment Station
- Texas A&M AgriLife Extension Service
- Texas A&M Forest Service
- Texas A&M Engineering Extension Service
- Texas A&M Transportation Institute
- Texas A&M Veterinary Medical Diagnostic Laboratory
- Texas A&M System Sponsored Research Services
- Texas A&M System Health Science Center
University Police Department

The Texas A&M University-Central Texas University Police Department is service and safety oriented with broad enforcement powers, dedicated to providing an atmosphere in which the mission of the University is accomplished. Providing a safe and secure environment for A&M-Central Texas students, faculty, and staff is a top priority.

The police department operates 365 days a year, 24 hours a day, 7 days a week and provides a full range of law enforcement services, including criminal investigations, accident investigations, and emergency services. Representatives of the department are actively involved in instructional and educational outreach. University police have jurisdiction over all university properties. Jurisdiction is extended to off-campus locations in accordance with the Texas Education Code §51.203 and department policy. Our police officers are certified Texas peace officers as defined in article 2.12 of the Texas Code of Criminal Procedure and are authorized to carry firearms at all times within the State of Texas.

Emergency call boxes are strategically located throughout campus for students, faculty, and staff to summon assistance from the police department. In addition, during an emergency the police can be reached by dialing 911. All 911 calls will be answered by Bell County Communications Center and are routed to a university police officer. Callers should let the 911 operator know the emergency is located on the A&M-Central Texas campus.

Violations of university regulations are reported to the university’s chief judicial officer for further action. Individuals arrested for violations of law are transported to the Bell County Jail for booking.

The police department reports crime statistics to the U.S. Department of Justice and the Texas Department of Public Safety. Each report includes the number and types of crimes committed and is available on the web.

Each year, A&M-Central Texas prepares a report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes information regarding university rules, reported campus crime statistics, crime awareness and prevention, and important contact information. The most recent report is available on the A&M-Central Texas website at https://www.tamuct.edu/police/clery.html

Office: University Police
Location: Founders Hall, Room 103
Telephone: 254-501-5800
Fax: 254-501-5806
E-mail Address: dps@tamuct.edu
Web Address: http://www.tamuct.edu/police
Chief of Police: Charles Rodriguez

Expenses

Tuition and Mandatory Fee Rate Plans

Texas A&M University-Central Texas has a guaranteed tuition and mandatory fee plan (The Warrior Guarantee), which allows our students to effectively plan for the cost of their education. In addition, we offer a Variable Rate Plan. The Variable Rate Plan is effective for one academic year only.

Which plan should you choose?

Incoming students will need to decide which plan best meets their financial needs. The following discussion provides more information about each of the plans to aid in the decision-making process. The specific dollar amounts for all plans can be found at the following link: https://www.tamuct.edu/business-office/tuition-fees.html

The Variable Rate Tuition Plan

Under the Variable Rate Tuition Plan, tuition and fee rates are established for an academic year and are subject to increase or decrease based on economic conditions, Board of Regents action, and/or legislative requirements. This plan is best suited for those students who plan to enroll and graduate within the same academic year.

The Warrior Guarantee

Students opting into The Warrior Guarantee will be assigned to a cohort based on classification for undergraduate students, or program length for graduate students, that guarantees a defined tuition and fee rate that will not change for a specified number of consecutive semesters beginning with their enrollment at A&M-Central Texas. The guaranteed number of consecutive semesters will be as follows for each student classification:

- Students who exceed the specified number of consecutive semesters allowed for degree completion for a specific cohort will be assessed tuition and fees at the approved rate for a similar cohort in the subsequent academic year.
- With the implementation of The Warrior Guarantee, there will be an increase in designated tuition as approved and specified by The Texas A&M University System Board of Regents for each of the first four years of the plan. The resulting tuition and fee rate for each student cohort in the first four years of the plan is guaranteed not to change during each guaranteed period of consecutive semesters.
- Students unable to enroll due to special circumstances—such as military deployment or medical emergencies—may request an extension equivalent to the number of semesters missed due to their special circumstance.

All undergraduate students, regardless of residency, are eligible for our flat tuition option, which will cap tuition at 12 semester credit hours (SCH). In other words, if a student chooses to take more than 12 SCH in a semester, the charge for tuition and mandatory fees will equal the charge for 12 SCH. This is our “Bachelor's Bonus,” allowing you to take more hours for less!

For further information on the estimated cost of tuition & fees visit: https://www.tamuct.edu/business-office/tuition-fees.html

Explanation of Fees

The following expenses are required of all students. Tuition, University Services Fee, and Student Services are included in The Warrior Guarantee. Other fees will apply based on specific circumstances.
Tuition
Tuition for undergraduate and graduate students varies by semester credit hour (SCH) based on the tuition and fee plan selected by the student. See the “Expenses” section for more information about the available tuition and fee plans. Tuition also varies per SCH based on residency. See “Determination of Residence for Tuition Purposes” in this section for more information.

University Services Fee
This fee is charged to all students and pays for numerous services, such as the library, computer labs, classroom technology support, academic advising, administrative services, ID card services, and instructional support.

Student Services
This fee supports student services at A&M-Central Texas. The maximum amount charged per semester is $237.60.

Certificate Fee
This is an application fee for students taking certification programs through graduate studies.

Certification Fee
The certification fee covers the required services for admission and compilation of your Texas Candidate Certification Record and to verify your credentials in pursuit of a Texas Educator Certification.

Course Fees
These fees are charged to cover the costs of materials and services directly associated with selected classroom or laboratory activities.

Distance Learning Fee
The fee of $80 per SCH is assessed for all online courses to provide web-based student services support.

Excessive Hours Fee
A fee of $100 per excess SCH is charged to students with excessive hours towards a degree program. Reference Texas Education Code § 54.014, which provides a limit on the number of hours an undergraduate Texas resident may attempt while paying in-state tuition.

Field Experience Fee
A fee of $75 per course is charged to all students who register for a student teaching, internship, field placement, or cooperative education course. This fee is used for costs directly associated with these courses.

Graduation Application Fee
This fee is due at the time the graduation application is submitted. This fee is used for costs directly related to graduation (diplomas, etc.).

Graduation Application Late Fee
Students who do not apply for graduation by the appropriate deadline will be assessed a $20 late fee.

INSTALLMENT PAYMENT PLAN FEE
Students who sign up for the installment payment plan will be assessed a $20 processing fee.

International Student Program Fee
This is a fee assessed only to international students at a rate of $40 per semester, which funds expenses directly associated with the International Education Program.

Internship Fee
The internship fee provides the candidate a Field Supervisor and Mentor, as required by Texas Education Agency, in the pursuit of obtaining a Teacher Certification. This fee is required every semester the candidate is enrolled in the Internship I or Internship II course.

Laboratory Fee
A fee of not less than $2 and not more than $30 for each laboratory course may be charged for materials and supplies.

Late Registration Fee
Students who do not register or make initial payments by the appropriate deadline will pay a $25 late fee.

Late Payment Fee
Students who make an installment payment after the due date will be charged a late payment fee of $20. Students who are delinquent more than five days may be prohibited from registering for classes and blocked from all university services.

Materials Fee
A fee may be added for specialized courses requiring supplies to supplement instructional activities.

Parking Fee
Students who wish to park a vehicle or motorcycle on A&M-Central Texas property must pay a parking fee of $30 for each regular semester and $10 for each summer semester.

Repeated Courses Fee (3-Peat)
An additional course fee will be charged at a rate of $100 per SCH to those students who attempt the same course for a third time since Fall 2002. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, § 13.25).

Testing Fee
A testing fee of $15 for first-time students will be assessed to support the Testing Center and other university testing services. It is charged at the time of first enrollment and covers all institutional testing in the Testing Center while the student is enrolled.

Reinstatement Fee
A student who is dropped from the rolls of the university will be charged a fee of $100 for reinstatement of their status as student.
Recreational Sports Fee
The recreational sports fee funds recreational and wellness initiatives and programs for students. The fee of $50 for summer and $100 for spring and fall will only be charged to individuals who are taking face-to-face courses and who have an assigned course that is designated to the main campus.

Transcript Fee
A fee of $3.00 is charged for transcript processing. The first two transcripts are free.

Payment of Fees
All the aforementioned fees must be paid by the designated date stated on a student's bill. Student account information is available through Warrior Bill Pay via WarriorWeb, which features 24/7 access, E-bills, electronic refunding, online payment plan enrollment, and authorized user access. Payment due dates are also displayed in Warrior Bill Pay.

The following options are available for fee payment in regular fall and spring semesters:
- OPTION 1. Payment in full by the designated date.
- OPTION 2. Payment in four installments as follows:
  - Installment 1: 25% of charges by designated date;
  - Installment 2: 25% of charges by designated date;
  - Installment 3: 25% of charges by designated date;
  - Installment 4: 25% of charges by designated date.

Each student who elects option 2 must enroll in the payment plan through Warrior Bill Pay, via WarriorWeb. An installment agreement must be on file in the Business Office. Students who fail to make tuition and fee payments by the due date may be prohibited from registering for classes for succeeding semesters until the payment is made. For short sessions, including summer, payment in full is due by the designated date.

Notice Concerning Check Payments
If a check accepted by the university is returned unpaid by the bank (including electronic check) on which it is drawn, the person presenting it will be required to pay a penalty of $30. If the check is not redeemed within 20 days after the date of the first notice, the student may be dropped from the rolls of the university and the check turned over to the County Attorney for collection.

Refunds
Students who pay tuition and fees in full and withdraw from the university will receive a refund based on the refund schedule below. Students paying on an installment basis who withdraw from the university will be required to pay the balance of fees due in accordance with this schedule. The refund schedule is as follows:

| Session 10 weeks or greater | 6th, 7th 8th, 9th 10th class day | 70% |
| 11th, 12th, 13th, 14th, 15th class day | 50% |
| 16th, 17th 18th, 19th 20th class day | 25% |
| After the 20th class day | 0% |

| Session greater than 5 weeks and less than 10 weeks | Prior to 1st class day | 100% |
| 1st, 2nd, 3rd, class day | 80% |
| 4th, 5th, 6th class day | 50% |
| After the 6th class day | 0% |

| Sessions 5 weeks or less | Prior to 1st class day | 100% |
| 1st class day | 80% |
| 2nd class day | 50% |
| After the 2nd class day | 0% |

Withdrawing from All Courses at the University
The effective withdrawal date is the date the withdrawal is reported to and recorded in the Registrar's Office. This is the date used to calculate refunds.

Dropped Classes
The effective drop date is the date that a course drop is recorded in the Registrar's Office. If a course is dropped on or before the census date for the appropriate session, the student will be refunded for the tuition and fees associated with that course. If a course is dropped after the appropriate census date, the student will not receive a refund.

Census dates for various length sessions are as follows:

<table>
<thead>
<tr>
<th>Length of Class in Weeks</th>
<th>Official Census Date</th>
<th>Last Date to Drop or Withdraw with a &quot;Q&quot; or &quot;W&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks</td>
<td>Second class day</td>
<td>Friday of second week</td>
</tr>
<tr>
<td>4 or 5 weeks</td>
<td>Fourth class day</td>
<td>Friday of third week</td>
</tr>
<tr>
<td>6, 7, or 8 weeks</td>
<td>Sixth class day</td>
<td>Friday of sixth week</td>
</tr>
<tr>
<td>9, 10, or 11 weeks</td>
<td>Seventh class day</td>
<td>Friday of seventh week</td>
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<tr>
<td>12, 13, or 14 weeks</td>
<td>Ninth class day</td>
<td>Friday of tenth week</td>
</tr>
<tr>
<td>15 - 16 weeks</td>
<td>Twelfth class day</td>
<td>Friday of eleventh week</td>
</tr>
</tbody>
</table>

Special notes: For refund purposes, class days are determined by the calendar, not by the number of class meetings. As an example, if a semester starts on Monday, Thursday of that week is considered the 4th class day for all classes.

The A&M-Central Texas' refund policy is in accordance with the mandates of the State of Texas.

Conditions of Refunds
Tuition and fee refunds will not be made until 10 days have elapsed from the date the fees were paid. Refunds of tuition and fees paid by a sponsor, donor, or scholarship available through the university are made to the funding source, rather than to the student who has withdrawn. All
student services and privileges are terminated when a student withdraws or graduates from the university.

Nonrefundable Fees

Fees required for special courses, parking, installment plans, late payment, or late registration are nonrefundable.

Residence for Tuition Purposes

In accordance with Texas Education Code § 54.052, the following persons shall be classified as Texas residents and will be entitled to pay in-state tuition.

Residency through High School Graduation in Texas

A person who: ¹
1. Graduates from a high school in Texas or receives a GED in Texas; and
2. Physically resides in Texas for the 36 consecutive months immediately prior to high school graduation; and
3. Physically resides in Texas for the 12 consecutive months immediately prior to the census date of the semester in which the student enrolls in a Texas public college or university.

Residency by Establishing and Maintaining Domicile

A person who: ²
1. Independent Individuals
   a. Has established and maintained their domicile in Texas for the 12 consecutive months preceding the census date of the academic semester in which they enroll at Texas A&M University-Central Texas; and
   b. Provides more than one-half of their own financial support, and is not eligible to be claimed as a dependent for income tax purposes.
2. Dependent Individuals
   a. Whose parent has established and maintained their domicile in Texas for the 12 consecutive months preceding the census date of the academic semester in which they enroll at Texas A&M University-Central Texas.

Residency through Prior Residency Classification and Continuous Enrollment

A person who:
1. Was previously enrolled and classified as a Texas resident in a public institution of higher education; and
2. Maintained continuous enrollment, or did not break enrollment for more than one regular semester.

Establishment of Domicile

Establishing domicile in Texas is presumed if, for at least 12 months prior to the census date of the semester in which he or she is to enroll, the person (or their parent if they are a dependent) resided in Texas and:
1. Owned and occupied real property in Texas (renting a home is not ownership); or
2. Owned and managed a “brick & mortar” business in Texas; or
3. Was gainfully employed, including self-employment, in Texas;⁴ or
4. Marriage for at least 12 months to a person who established a domicile in Texas per one of the above methods is also a basis for establishing domicile;
5. (Military only) The service member’s Home of Record with the military is Texas, or Leave and Earning Statements show the member has claimed Texas as their place of residence for the 12 consecutive months prior to enrollment.

Residency Reclassification

It is the student’s responsibility to ensure residency classification is accurate prior to registering for courses. If incorrect, it is also the student’s responsibility to ensure corrections are made before the census date of the applicable semester. Any applicant or student classified as a non-resident who wishes to be considered for reclassification as a resident must submit the Core Residency Questions. Along with the form, the applicant or student must submit supporting documentation that proves residency for tuition purposes. Oftentimes, an applicant or student will submit the Core Residency Questions and upon receipt, Recruitment & Undergraduate Admissions will request additional documentation specific to the way the Core Residency questions were answered. For More Information please see the College for All Texans (http://www.collegeforalltexans.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718) website.

¹ Student visa holders are not eligible for this option for establishment of residency. An individual who is neither a US citizen, nor permanent resident must complete and submit the Residency Affidavit.
² Students are not able to obtain residency through family members, sponsors, or individuals who are not their biological or adoptive parent, or court-appointed legal guardian, even if that person claims them on taxes or provides the majority of their financial need.
³ Employment intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care) that is sufficient to provide at least one-half of the individual’s tuition, fees and living expenses as determined in keeping with the institution’s student financial aid budget or that represents an average of at least 20 hours of employment per week. A person who is self-employed or who is living off his/her earnings may be considered gainfully employed for purposes of establishing residency, as may a person whose primary support is public assistance.

Student Financial Assistance

A&M-Central Texas offers student financial assistance in the form of loans, grants, and scholarships. Financial assistance resources from the university should be viewed only as supplementary to the financial resources of the applicant and family.

To apply for financial aid, a student must submit a Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov/. To determine your eligibility for need-based aid, we take into consideration the cost of attendance (COA) and your expected family contribution (EFC) as determined by the federal government from the information you provided on the FAFSA.

Priority Dates
To receive maximum consideration for financial assistance, your FAFSA information must be received by the institution prior to March 15 for the upcoming academic year. To ensure timely awarding in advance of the respective semester, FAFSA information and all requested documentation should be submitted prior to the following priority dates:

• Summer semester: April 1st
• Fall semester: June 1st
• Spring semester: November 1st

Types of Aid

Grants

Federal, state, and institutional grants are forms of gift aid available to help students cover the cost of obtaining a higher education. These grants are awarded on the basis of financial need and available funding. Below is a list of the grants offered at Texas A&M University-Central Texas.

Federal Pell Grant

The Federal Pell Grant awards are based on level of enrollment and Expected Family Contribution (EFC). Students must meet all eligibility criteria for receiving federal aid. The maximum Pell Grant for award year 2018-2019 is $6,095.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program for undergraduates with exceptional financial need. Only Pell Grant recipients with an EFC of zero will be considered. Students must be enrolled at least half-time to be eligible. The maximum FSEOG amount for the award year 2018-2019 is $1,000.

Toward Excellence, Access, and Success Grant (TEXAS Grant)

The TEXAS Grant is gift aid awarded to students who are working on their first undergraduate degree who meet state mandated eligibility requirements. Information on eligibility can be located online at College for All Texans (http://www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=458). The maximum TEXAS Grant award for 2018-2019 is $5,500.

Texas Public Education Grant (TPEG)

Texas resident and non-resident undergraduate students may be eligible for up to $2,100 ($700 per semester) per academic year. Graduate students may be eligible for up to $2,280 ($760 per semester) per academic year. Students must be enrolled at least half-time and awards are prorated based on enrollment.

Warrior Tuition Grant

Texas resident undergraduate and graduate students may be eligible for up to $1,200 ($400 per semester) per academic year. Students must be enrolled at least half-time and awards are prorated based on enrollment.

Loans

Federal, state, and institutional student loans are borrowed money you must repay with interest.

Federal Direct Student Loans

As an undergraduate student loan borrower, you may be awarded a subsidized (need based) or unsubsidized (non-need based) loan depending on your financial need. As a graduate student loan borrower, you may only be awarded an unsubsidized loan (non-need based) loan. If you are awarded a subsidized loan (i.e., an undergraduate student), interest will not accrue on your loan while you are enrolled at least half-time. If you are awarded an unsubsidized loan, you will be responsible for the interest while in school. You will receive quarterly interest statements on your unsubsidized loan from your servicer. It is recommended that you pay this interest every quarter. If you do not, the interest will be added to your loan amount upon entering repayment, which will result in increasing costs when repaying your loans.

Federal Direct Parent (PLUS) Loans

Parents of dependent undergraduate students may be offered a PLUS loan. These unsubsidized loans are charged interest during all periods of enrollment.

PLUS loans are available to help pay for an undergraduate, dependent student’s educational expenses up to the cost of attendance less all other financial assistance expenses. Parents must satisfy specific eligibility requirements including not having an adverse credit history at the time of loan application.

Emergency Tuition and Fee Loan

Emergency Tuition and Fee Loans are made available to students that are unable to pay their first installment payment at A&M-Central Texas (only tuition and fee charges are covered) during the fall or spring semesters, or full balance during summer semesters. Applications for all Emergency Tuition and Fee Loans are processed through the Office of Student Financial Assistance. Distribution and repayment of funds is made through the Business Office.

• In the fall and spring semester(s), a student may borrow up to 25% of their total tuition and fee charges. Students must also sign up for an installment plan to complete their semester registration. In the summer semester, a student may borrow up to the amount of their tuition and fees.
• An origination fee of 1.25% will be assessed on the amount of the loan. Emergency Tuition and Fee Loans and applicable fees must be repaid within the prescribed repayment period.
• Deadline for processing Emergency Tuition and Fee Loans will be 30 days before all loans are due.

Book Loans

Students may borrow up to $700 to purchase books at the Warrior Bookstore only. A voucher will be issued which the student will present to the Warrior Bookstore. The purchase amount, up to $700, will be recorded on the voucher; this amount becomes the principal due on the loan. A $15 service charge will be assessed. Loans must be repaid by the established due date. Loans not paid on time will be assessed a $20 late fee.

Work Opportunities

Eligible students may participate in either the Federal Work Study program, funded jointly by the Department of Education and the university, or the Texas College Work Study Program, funded jointly by the State of Texas and the University. Students must show financial need and meet established eligibility standards. Funds are awarded on a first-come, first-served basis. Current work study employment does not guarantee a student work-study position for the following academic year.
Other Assistance

The Office of Student Financial Assistance assists students with the use of a variety of educational benefits from a variety of sources. These sources may include employer-based programs, state exemption, and waiver programs. Students should contact the Office of Student Financial Assistance to determine how they may utilize their available benefits.

Prepaid Tuition and College Savings Plans

Prepaid tuition plans allow families to prepay future college tuition and fees. The two most common prepaid plans used at A&M-Central Texas are:

• Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund)
• Texas Tuition Promise Fund

Scholarships

A&M-Central Texas offers a variety of merit and need-based scholarship opportunities to support students in pursuit of their education. With the support of the A&M-Central Texas Foundation and generous donors, the scholarship program at A&M-Central Texas continues to grow. Scholarships are awarded for academic ability and achievement, demonstrated leadership, extracurricular activities, financial need, and other criteria as defined by specific scholarship programs.

Scholarship Deadlines

After you have been admitted to A&M-Central Texas, you may apply for scholarships by completing a general scholarship application via the A&M-Central Texas Scholarship Portal. Please see below for the scholarship application submission deadlines associated with each academic semester:

• Fall Semester Deadline-August 1
• Spring Semester Deadline-November 2
• Summer Semester Deadline-April 1

For more information on possible scholarship opportunities please visit our Scholarship Opportunities web page at https://www.tamuct.edu/financial-aid/scholarships.html.

Consortium Agreement

An A&M-Central Texas student concurrently enrolled at an eligible host institution may complete a consortium agreement for financial aid purposes. Under a consortium agreement, a student's financial aid eligibility will be based on the combined enrollment between A&M-Central Texas and the participating host institution.

Eligibility requirements:

• Must be a degree-seeking student at A&M-Central Texas, enrolled in at least one course at A&M-Central Texas;
• Must be enrolled in at least one course at an eligible host institution;
• Semester credit hours at host institution must meet outstanding degree requirements;
• Semester credit hours at the host institution must coincide with the academic semester at A&M-Central Texas (i.e., fall credit hours must begin and end within the months of August and December and spring credit hours must begin and end within the months of January and May).

Satisfactory Academic Progress (SAP) Components

There are three components to SAP. Failure to comply with any component may result in a loss of aid eligibility. The three components are as follows:

1. Minimum Cumulative Grade Point Average (GPA)
   • Undergraduate Students: 2.0
   • Graduate Students: 3.0

2. Completion Rate (Deficit Hours)
   • While students are expected to enroll full-time to be eligible for financial aid, each student must successfully complete at least 67% of all credit hours attempted.
   • This percentage includes all institutional and transfer credit hours, regardless of whether or not financial aid was received.
   • Grades of W, F, I, Q, WF, U, and grade exclusions are not considered to be adequate grades for completion.

3. Maximum Hours (Excessive Hours)
   • Students are expected to complete their degree pursuits within a maximum number of hours, including transfer hours earned in addition to institutionally attempted hours.
   • For students seeking their first bachelor’s or master’s degree, the maximum number of credit hours (total attempted hours) is limited to 150% of the published degree program length and includes all hours attempted (including repeats and withdrawals) at any institution of higher education and any hours accepted in transfer—even if financial aid was not received. Evaluated credit will also be included in the total attempted hours once articulated by the Recruitment & Undergraduate Admissions Office.

***Credit hours are cumulative; students obtaining more than the maximum hours (e.g., change in major) may reach this maximum time frame before completing their course of study and may need to appeal the time frame eligibility.

Review Policy

The Office of Student Financial Assistance will review the above minimum standards of academic progress at the end of every semester to determine each applicant’s eligibility for aid consideration for the upcoming year (summer, fall, spring). If it is determined that the student does not meet the requirements, they are ineligible to receive financial aid and will be notified accordingly.

Financial Aid Warning

Students who fail to meet the SAP standards of a sufficient cumulative GPA (2.0 GPA for undergraduate students and 3.0 GPA for graduate students) and a 67% completion rate will be placed on a warning status for financial aid. The student will remain eligible for financial aid for one semester while on a warning status.

First-time transfer students who fail to meet Financial Aid SAP requirements at the end of their initial semester are not eligible for Financial Aid Warning.
Financial Aid Suspension

Students who fail to meet the SAP standards of a sufficient cumulative GPA (2.0 GPA for undergraduate students and 3.0 GPA for graduate students) and a 67% completion rate after a semester on financial aid warning status are placed on financial aid suspension and immediately lose eligibility for financial aid.

Maximum Time Frame Suspension

Students who fail to meet the maximum time frame standards are placed on an excessive hour suspension and immediately lose financial aid eligibility. There is no provision for a warning period if students exceed the maximum time frame.

SAP Appeal

Students placed on a financial aid suspension will be given the opportunity to appeal this suspension to have their financial aid reinstated. Students are limited to two appeals as an undergraduate student and two as a graduate student.

Return of Funds Due to Withdrawal

A student who withdraws from the university after receiving financial assistance may be required to repay all or part of the awarded aid. A withdrawal form must be initiated in the Registrar’s Office before the last day for withdrawals, which is posted on the university calendar. A student is not officially withdrawn until this form is completed with the approval of each appropriate university office and returned to the Registrar’s Office. Please note that students receiving all “F”s, incompletes, or a combination of the two may be considered withdrawn. In addition, the definition of a withdrawal related to financial assistance may differ from the definition used by the Registrar’s Office when a student is enrolled in multiple sessions in a single semester.

As required by federal regulations, the Office of Student Financial Assistance determines if a student must repay all or part of the aid awarded. The calculation of repayment is made at the time of the withdrawal by determining the amount of aid the student was awarded, the amount of awarded aid the student earned, and the amount of awarded aid the student did not earn. Unearned aid must be returned to the aid program(s). The institution returns Title IV funds no later than 30 days after the determination of a student’s withdrawal date. If a student earned more aid than was disbursed, the student may be entitled to a disbursement after their withdrawal. During the withdrawal process, students are encouraged to speak with a representative from the Office of Student Financial Assistance.

The policy governing the return of funds due to withdrawal may be modified at any time, without prior notice, in order to comply with state and federal guidelines.

Tuition and Student Fee Exemptions

Texas currently maintains a variety of programs aimed at exempting tuition, fees, and other expenses related to attending public colleges or universities. These exemption programs are targeted to specific populations that the Texas Legislature has identified as warranting special consideration related to paying for higher education costs.

All exemptions are processed through the Office of Student Financial Assistance. Claims for exemption from any charges must be supported by evidence sufficient to enable the Office of Student Financial Assistance to verify the student exempt status and determine the duration of the exemption and the charges to which it is applicable.

Blind/Deaf (Texas Education Code §54.364)

<table>
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<tr>
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<th>Other Mandatory Fees</th>
<th>Yes</th>
<th>Breakage Deposit</th>
<th>Yes</th>
<th>Parking</th>
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Children of POWs and MIAs (Texas Education Code § 54.343)

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Dependents of Disabled Firefighters and Police (Texas Education Code § 54.351)

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Hazlewood-Texas Veterans Dependent Children and Spouse of Texas Veterans (Texas Education Code § 54.341)

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Foster Care Children (Texas Education Code §54.366)

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<td>Room Board</td>
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Adopted Students Formerly in Foster or Other Res Care (Texas Education Code §54.367)

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Yes</th>
<th>Student Service</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Other Mandatory</td>
<td>Yes</td>
<td>Course Specific</td>
<td>Yes</td>
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<td>Fees</td>
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<tr>
<td>Breakage Deposit</td>
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<td>Testing Fee</td>
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<td>Books</td>
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Valedictorian (Texas Education Code §54.301)

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<tr>
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Awarded yearly to the highest-ranking graduate of any accredited high school in Texas. Recipients are exempt from tuition payment for the two long semesters of their freshman year, providing that they attend the same school for both semesters. Eligible students should send or bring their certificate to the Office of Student Financial Assistance prior to registration.

Survivor of Public Servant (Killed in the Line of Duty) (Texas Education Code §54.354)

<table>
<thead>
<tr>
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<td>Books</td>
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Clinical Preceptor (Limit $500) (Texas Education Code §54.356)

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<td>Books</td>
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Firefighters Taking Fire Science Curriculum (Texas Education Code §54.353)

<table>
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<tr>
<td>Books</td>
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Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses (Texas Education Code §54.3531)

<table>
<thead>
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<tr>
<td>Books</td>
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Peace Officers Disabled in the Line of Duty (Texas Education Code §54.352)

<table>
<thead>
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</tr>
<tr>
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<td>No</td>
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</tbody>
</table>
by what statutory or other authority the number is solicited, and for what purposes it will be used.

Accordingly, applicants for admission are advised that disclosure of the SSN is strongly recommended for admission as a student at A&M-Central Texas, in view of the practical administrative difficulties that would be encountered in maintaining adequate student records without continued use of the SSN. The SSN is used to verify the identity of the student; determine and record eligibility for student financial assistance, including loans, scholarships, grants, and allowances; determine and record eligibility for participation in Reserve Officers Training Corps programs; and other such related requirements that might arise. A&M-Central Texas has, for several years, consistently requested disclosure of the SSN on admissions application forms and other necessary student forms and documents. This is pursuant to statutes passed by the State of Texas and United States, regulations adopted by agencies of the State of Texas and United States, and by the Board of Regents of the Texas A&M University System.

FERPA Statement

Family Educational Rights and Privacy Act of 1974 - Official Notice to Students

Students’ Education Records Policy for Texas A&M University-Central Texas

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), provides eligible students certain rights regarding their education records. An "eligible student" under FERPA is any student, regardless of their age, who attends or has attended a postsecondary institution. These rights are outlined in the Statement of Rights section below.

Statement of Rights

Texas A&M University-Central Texas encourages students to exercise all of their rights under FERPA (20 U.S.C. § 1232g). Operating under the premise that the educational process is a cooperative venture between a student and the university, we emphasize the following rights of eligible students:

1. The right to inspect and review, with certain limited exceptions, the student’s education records. A student must submit a written request to the appropriate A&M-Central Texas official identifying the record(s) the student wishes to inspect. The appropriate A&M-Central Texas official will, within 45 days of receipt of the request for access, make arrangements for the student to inspect the record(s);

2. The right to request the nondisclosure of personally identifiable information (PII) contained within the education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
   a. A school official is a person or entity:
      i. employed by the university or the university system in an administrative, supervisory, academic, research, or support staff position;
      ii. serving on a university governing body or duly authorized panel or committee; or
      iii. employed by or under contract to the university to perform a special task, function, or service for the university.
   b. A school official has a legitimate educational interest if the information requested is necessary for that official to:
restricts his/her directory information and leaves the university, the restriction continues until the student removes it.

Records Not Available Under FERPA

Students shall have access to all of their education records as maintained by the university with the exception of the following:

1. A personal record kept by a university official which meets the following tests:
   a. it is in the personal possession of the individual who made it;
   b. information contained in it has never been revealed or made available to any other person except the maker’s temporary substitute.

2. An employment record which is used only in relation to a student’s employment by the university, except where an individual in attendance at the university is employed as a result of his or her status as a student.

3. Records relating to a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional, or paraprofessional capacity or assisting in that capacity, which are used in connection with providing treatment to a student are not disclosed to anyone other than the individuals providing the treatment.

4. Financial records and statements of a student’s parents/legal guardians.

5. Confidential letters and statements of recommendation which were placed in the education records of a student prior to January 1, 1975.

6. Confidential letters and statements of recommendation which were placed in the education records of a student on or after January 1, 1975, if the student has waived his or her right to inspect and review the letters or statements.

7. Records concerning admissions to an academic component of the university which the student has never attended.

Questions concerning FERPA may be referred to the Registrar at records@tamuct.edu or (254) 501-5857.

Certification for Dependency

Under provisions of FERPA, students enrolled in post-secondary educational institutions are deemed to “own” their education record from the first enrollment, regardless of the age of the student. Institutions may, but are not required to, grant access to certain non-directory information in a student’s education record if the student is claimed as a dependent on his or her parent’s/guardian’s federal income tax return. Generally, non-directory information will not be released to a parent or guardian unless a Certification of Dependency Form is completed and signed by both the parent(s)/guardian(s) and the student and is brought to the Registrar’s Office, Founder’s Hall Room 108 or mailed to the Registrar’s Office, 1001 Leadership Place, Killeen, TX, 76549. Until this form is filed, parents are not entitled to this information.

Penalties for Violating FERPA

The Family Policy Compliance Office reviews and investigates complaints of violations of FERPA. The penalty for violating FERPA is loss of all federal funding, including grants and financial aid.

If you witness or commit what you believe to be a possible FERPA violation, please notify the Compliance Officer immediately at 254-519-5722. The Compliance Officer will investigate the matter and
Hazing Law

Texas Education Code (TEC) § 51.936(d) requires each university to publish in its university catalog a summary of the state hazing law. This requirement went into effect on May 30, 1995.

TEC § 51.936 requires to publish a summary of Education Code Ch. 37, subchapter F. Hazing in the university catalog

The following is a summary of Chapter 37, subchapter F. (§§ 37.151-157) of the TEC, which prohibits hazing in Texas public or private high schools. TEC § 51.936 applies the prohibition on hazing as stated in Ch. 37 to institutions of higher education. This summary of Chapter 37 is provided as required by § 51.936(d).

Summary

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Director of Student Affairs.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined $5,000 to $10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Director of Student Affairs or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an educational institution’s right to enforce its own penalties against hazing.

The Education Code defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct which constitutes hazing.

Military and Veteran Services

Ted and Diane Connell Military and Veteran Services Center

The Ted and Diane Connell Military and Veteran Services Center provides assistance to student veterans, service members, and their families in the utilization of Veteran Affairs (VA) education benefits and military tuition assistance, military transcripts evaluation (p. 35), and a successful transition to student life.

Staff are available to answer questions about veterans’ education benefits and military tuition assistance, military credit evaluation (p. 35), as well as to certify enrollments and monitor students’ degree plans and academic progress. However, the VA Regional Processing Office is the final authority on disbursement of funds. In addition, some chapters of veterans’ education benefits may require the student to verify his/her enrollment status in order for the VA to release his/her monthly payments. Please note that the last day of the month in question is the earliest day that enrollment for that month may be verified.

A&M-Central Texas School Certifying Officials are not VA employees; they act as liaisons between the university and the VA. The School Certifying Officials work to ensure that the regulations of the VA are satisfied, as well as the policies of the university; however, the School Certifying Officials are not authorized to make judgments regarding the status of a student’s VA education benefits.

Please refer to the VA website (http://benefits.va.gov/gibill) for additional information regarding education benefits or the VetSuccess On Campus Program Counselor.

The Military and Veteran Services Center stands ready to facilitate the transition from military life into academics. Services include:

- Information and support related to the Post 9/11 GI Bill®
- Montgomery GI Bill®
- Dependents Educational Assistance
- Reserve Educational Assistance Program
- Vocational Rehabilitation
- Montgomery GI Bill® Reserve®
- Military Credit Evaluations (p. 35)
- Military Tuition Assistance

Please contact (254) 519-5423 for information concerning VA resources and benefits. Questions and inquiries may also be sent to va@tamuct.edu.

VetSuccess On Campus

The VetSuccess On Campus Program is a collaborative effort between A&M-Central Texas and the United States Department of Veterans Affairs with the purpose of providing a supportive, on-campus environment where veteran students may gather to obtain assistance and peer support. The goal of the program is to help veterans transition to college life and successfully complete their educational programs. The VA has placed a full-time, experienced vocational counselor on the A&M-Central Texas campus. The counselor serves as a “one-stop liaison” for veterans, active duty military, and their eligible family members. A&M-Central Texas is one of the original eight schools in the nation to have an on-campus counselor from the Department of Veterans Affairs.

Your VetSuccess Counselor can assist you with:

- Information on VA educational benefits, to include the Montgomery GI Bill® (Chapter 30), Post 9/11 GI Bill® (Chapter 33), and other VA and non-VA educational benefits
- Information, guidance, and support while using your VA educational benefits
- Accessing, understanding, and applying for VA benefits, to include vocational rehabilitation & employment, disability compensation, life insurance, home loan guaranty, and other benefits and services
- Transition support services
• Vocational exploration and career counseling services
• Assistance with electing healthcare benefits through the Veterans Health Administration (VHA)
• Information and referrals for VA medical and mental health services
• Referrals for readjustment counseling services for eligible veterans and their family members
• Job placement assistance and coordination with local Disabled Veteran’s Outreach Program (DVOP) specialists and Local Veterans Employment Representatives (LVER)
• Referrals to on-campus, community, and VA resources to ensure academic success

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.
REGISTRATION AND RECORDS

Mission
As an integral component of the Division of Enrollment Management, the Registrar’s Office exists to complement the educational goals of the university and the mission of the Division of Enrollment Management.

Staff in the Registrar’s Office develop and implement technical and operating procedures to ensure the integrity, confidentiality, and security of student records, and to provide accurate interpretations of Texas A&M University System policies and rules and A&M-Central Texas rules and procedures.

Staff in the Registrar’s Office provide the highest level of service to the university community with respect, honesty, and integrity.

Academic Appeals Procedure
Student academic appeals are handled according to the following guidelines. Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost. Please visit www.tamuct.edu/student-affairs/student-conduct.html for the detailed and most recent copy of these procedures.

1. A student who wishes to appeal the decision of a faculty member (respondent) should request a review by that faculty member within 30 calendar days of the originating event. The respondent is expected to give the student a written response within 15 calendar days.

2. If the respondent is unavailable, if a response is not made within 15 calendar days, or if the student is dissatisfied with the response and wishes to appeal a faculty member’s decision, the student must inform the department chair in writing of the intent to appeal within 60 calendar days of the originating event. In the case of a grade appeal, the original grade will stand in the student’s university record until the appeals decision is reached. The written appeal must include the following:
   a. Name, address, email, telephone number, and Warrior Identification Number;
   b. Date of alleged action against the student;
   c. Name of faculty member involved in the action;
   d. Nature of disciplinary action and copy of applicable materials;
   e. Circumstances which merit review; and
   f. Signature of student and date submitted.

3. The department chair is expected to give a written response within 15 calendar days of the filed appeal.

4. A student dissatisfied with the department chair’s decision may appeal in writing to the college’s Academic Appeals Committee within 15 calendar days of receiving notification of the decision from the department chair. The minimum standard for each college’s Academic Appeals Committee is three faculty members; each college is responsible for developing a specific and nonbiased committee structure. After considering all aspects of the incident, the committee may decide that no further review is justified, or it may render a recommendation to the academic dean. The decision of the academic dean is final and will be communicated to the student in writing.

Academic Honesty
A&M-Central Texas values the integrity of the academic enterprise and expects its students, faculty, and staff to adhere to the highest standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Collaboration and community are valued at A&M-Central Texas; however, student responsibilities include, but are not limited to, maintaining integrity in individual academic work, reporting incidents of academic misconduct to instructors, and learning academic community standards. Ignorance of our standards and expectations is not an acceptable excuse for disobeying them.

Any violation of the Honor Code of Academic Honesty shall also be considered a violation of the A&M-Central Texas Code of Student Conduct. Integrity is integral to scholarly work.

The Center for Academic Integrity defines academic integrity as a “commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” The excellence we, as an academic community, strive for is bound fundamentally to these values. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance. Misconduct may occur when the student acts knowingly or should reasonably know that the act is misconduct.

Academic Standing
Undergraduate Students
The following policies apply to all undergraduate students unless more restrictive rules are included as part of special admission conditions or more restrictive rules have been approved for a program, department, or college.

The purpose of academic warning, probation, and suspension is to make the student aware of the University’s concern that satisfactory progress is not being made in his or her course of study. Early notification of this concern maximizes the student’s opportunity to make appropriate adjustments to remain in good standing. A 2.0 total institutional GPA is the lowest acceptable academic standard. The total institutional GPA used in this policy is defined as the best attempt on each course taken at A&M-Central Texas; transfer coursework does not affect academic standing. A student with a 2.0 or higher total institutional GPA is considered to be in good standing.

Reapplication and readmission to the University does not affect academic standing, except in the case where a student is suspended and reapplies after sitting out the required time. Students are responsible for knowing their academic standing and the regulations that apply. Students who do not abide by the regulations governing their particular status may be required to reduce their academic load or withdraw from the University.

Academic Warning
A student in good standing who earns a total institutional GPA between 1.00 and 1.99 at the end of any fall or spring semester will be placed on academic warning. This status will not prevent the student from taking courses during the subsequent semester.

Academic Probation
A student on academic warning who maintains a total institutional GPA between 1.00 and 1.99 at the end of the subsequent fall or spring
semester will be placed on academic probation. This status will not prevent the student from taking courses during the subsequent semester.

**Academic Suspension**

A student who earns below a 1.00 total institutional GPA at the end of a fall or spring semester is suspended.

A student on academic probation who earns less than a 2.00 total institutional GPA at the end of the next fall or spring semester will be suspended.

**Suspension Notification Process**

At the end of each fall and spring semester, the Office of Undergraduate Academic Advising will notify students of their status, and explain the provisions for appeal. The notice serves as official documentation to ensure the student has been properly informed of their academic standing with the University.

**Length of Suspension**

First suspension – one long semester (fall or spring)

Second suspension – one calendar year

Third suspension – three calendar years

**Academic Suspension Appeal Process for Undergraduates**

A student who has not served the requisite length of suspension and wishes to request a waiver of the suspension term may appeal to the college dean in charge of the student’s academic program to forego the suspension and continue enrollment. The student must first contact the Office of Undergraduate Academic Advising and compose an appeal letter addressing each of the following:

- A summary of the situation which resulted in poor academic performance and ultimate suspension;
- A justification for why the student should not be required to serve the term of suspension; and
- A plan for how the student will ensure success in the next term if the appeal request is granted.

The final decision for all suspension appeals will be made by the student’s academic dean.

Appeals are only finalized when the student and dean have signed the Contract for Conditional Enrollment.

Students who meet the terms of their contract will be permitted to continue enrollment with specific stipulations and courses, but must request a Contract for Conditional Enrollment each semester until they achieve good standing.

Contact information for appointments:

Undergraduate Academic Advising

(254) 501-5856

ug.advising@tamuct.edu

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**Academic Reinstatement after Suspension for Undergraduate**

A student who is suspended from A&M-Central Texas is advised not to take college courses at any institution during the term of suspension. Any student who takes transferable college level courses during the term of suspension must meet A&M-Central Texas transfer requirements in order to be readmitted and will be on academic warning the first long semester back at A&M-Central Texas. A student who is suspended from A&M-Central Texas and does not take transferable college level courses during the term of suspension may return to A&M-Central Texas after the term of the suspension and will be on academic warning the first long semester back at A&M-Central Texas.

**Audit Policy**

A student may audit regular academic courses, provided space and required instructional equipment are available. A student may not audit regular academic courses offered online or on an independent-study basis. No credit is granted, no examinations are required, and no grades are reported for an auditing student. Attendance requirements, class preparation, and class participation are at the discretion of the instructor.

Submission of a completed Course Audit Request Form and payment of required fees must occur prior to the registration deadline. Required fees include the audit fee and applicable course-related fees (i.e. lab, materials, field, etc.) as determined by the institution. Fees associated with a course audit are nonrefundable unless the institution denies the audit request.

**Graduation under a Particular Catalog**

Both graduate and undergraduate students must meet the program requirements listed in the catalog governing the first semester in which they enrolled in residence as a degree-seeking student. If the student has not enrolled in the university in the past six years, he or she must meet program requirements and policy statements in the catalog in effect at the time of re-entry as a degree-seeking student. The student may also choose to graduate under any catalog published subsequent to the time of re-entry. The option to graduate under older catalog editions depends upon whether the university still offers programs and courses listed in the older catalog. Only with special approval may a student graduate under the requirements of a catalog issued over six years prior to the student’s date of graduation. The university grants this permission in rare cases where extenuating circumstances exist and extreme hardship may result. The appropriate dean may authorize a limited extension.

Note: Any person who has completed their first degree at A&M-Central Texas and re-enters to seek a second degree will be listed under the catalog in effect at the time of entry to seek the second degree or any subsequent catalog. The student may not select a program which the University phased out prior to the student’s re-entry.

**Class Attendance**

The university strongly encourages class attendance and participation as a means to acquire knowledge but does not maintain an institution-wide attendance policy. Faculty members are responsible for establishing the attendance and participation policy for each course and outlining if and when make-up work will be accepted. Notification of attendance and participation requirements should be available at the start of each
semester via the course syllabus. Students may request make-up consideration for valid and verifiable reasons, such as illness, death in the immediate family, legal proceedings, or participation in university-sponsored activities. Students participating in university-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member responsible for the activity. In all cases, students are encouraged to notify the faculty member of the course(s) in advance of any absence. Faculty are required to submit initial attendance verification to the Registrar's Office by the census date for each part of term. Failure to attend or participate in a course may also negatively affect a student's financial aid eligibility.

Concurrent Enrollment at Other Institutions

Students with individual hardship situations that might be improved by concurrent enrollment at another college or university may request permission for concurrent enrollment through regular academic channels (academic advisor, department chair, or the academic dean). If permission is granted, such credit hours earned may be applied toward degree requirements at A&M-Central Texas. Courses completed without such approval may not apply toward degree requirements. Written permission from the department chair or the academic dean is required prior to concurrent enrollment in extension coursework or in any resident courses from other institutions. Course load limits are not waived for students seeking concurrent enrollment.

Student Course Load

Undergraduate

<table>
<thead>
<tr>
<th>Semester</th>
<th>16 Week</th>
<th>10 Week</th>
<th>8 Week</th>
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<tr>
<td>Credit Hours</td>
<td>(Fall/Spring)</td>
<td>(Summer)</td>
<td>Session (Fall/Spring/Summer)</td>
<td>Session (Summer)</td>
</tr>
<tr>
<td>Max Load</td>
<td>18 hours</td>
<td>12 hours</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Full Load</td>
<td>12 hours</td>
<td>7 hours</td>
<td>6 hours</td>
<td>4 hours</td>
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</tbody>
</table>

Enrollment Status Descriptions for Financial Aid: For financial aid purposes, enrollment requirements are the same for every semester (Fall, Spring, and Summer). Undergraduates must be enrolled in at least 12 undergraduate credit hours to be considered full-time, 9 to 11 undergraduate credit hours to be considered three-fourths time, and 6 to 8 undergraduate credit hours to be considered half-time.

Loads in excess of the maximum require approval by the academic dean. Loads in excess of 21 hours require approval from the Provost.

Graduate

<table>
<thead>
<tr>
<th>Semester</th>
<th>16 Week</th>
<th>10 Week</th>
<th>8 Week</th>
<th>5 Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>(Fall/Spring)</td>
<td>(Summer)</td>
<td>Session (Fall/Spring/Summer)</td>
<td>Session (Summer)</td>
</tr>
<tr>
<td>Max Load</td>
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<td>6 hours</td>
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<tr>
<td>Full Load</td>
<td>9 hours</td>
<td>6 hours</td>
<td>5 hours</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Enrollment Status Descriptions for Financial Aid: For financial aid purposes, enrollment requirements are the same for every semester (Fall, Spring, and Summer). Graduate students must be enrolled in at least 9 graduate-level credit hours to be considered full-time, 7 to 8 graduate-level credit hours to be considered three-fourths time, and 5 to 6 graduate-level credit hours to be considered half-time.

Loads in excess of the maximum require approval by the Director of Graduate Studies.

Degree Plan Information

All newly admitted undergraduate students must file a Degree Acknowledgement Form (DAF) before registration. Initial degree plans are filed during the student’s first academic advising meeting after admission to the university. Once the DAF has been completed by the advisor, the advising hold will be lifted and the student can register for classes.

A degree plan revised by a student after the census date for a term will be updated effective the subsequent term.

1. MAJOR
   a. A minimum of 24 semester credit hours (SCH) within the field is required for a major, of which at least 12 SCH must be in upper-level courses.
   b. A double major requires that a degree plan be filed for each major.

2. MINOR
   a. A minor is an organized curriculum that is offered as part of a baccalaureate degree plan and enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. A minor in a baccalaureate degree consists of at least 18 SCH, of which at least 6 hours must be at the junior- or senior-level. Some minors require specific coursework. Please refer to the “Minors” section of the catalog for more information.
   b. Sociology requires the declaration of a minor; for all other undergraduate programs, the selection of a minor is optional. Certain baccalaureate degree plans have restrictions as to which minors may be pursued or whether a minor may be pursued at all. If a minor is desired, it must be declared on the DAF. A student may declare no more than two minors.

3. DEVELOPMENTAL/REMEDIAL COURSES needed as preparation for college-level coursework cannot be applied as degree plan contents.

4. CREDIT HOUR REQUIREMENTS
   a. All baccalaureate degrees require a minimum of 120 SCH. If a student declares two majors in the same degree (e.g., B.S. Psychology and B.S. Sociology) all requirements for both programs must be fulfilled, though the minimum remains 120 SCH. Students who declare two degrees (e.g., B.A. English and B.S. Psychology) must fulfill all degree requirements for both programs and complete a minimum of 150 SCH.
   b. Students who are pursuing a second baccalaureate degree (including those whose first degree is from A&M-Central Texas) must complete all requirements for the second degree, including a minimum of 30 additional SCH.
   c. All baccalaureate degrees require a minimum of 45 SCH of upper-level credit hours, except for the B.A.A.S. Business Management (42 credit hours) and B.S.N. (30 credit hours) programs.

5. SPECIAL CONSIDERATIONS
   a. A student may count not more than 6 SCH of physical education credits toward their degree.
Holds on Registration and Release of Records

The university reserves the right to place holds on student records when obligations to the university have not been met. Obligations may include, but are not limited to, academic advising, outstanding account balances, incomplete admissions documentation, library fines, parking fines, etc. Holds may restrict a student's ability to register for courses, obtain transcripts, obtain a diploma, and/or other university-related activities.

Drops and Withdrawals

Dropping a Course

A course drop occurs when a student notifies the institution they wish to cease enrollment in one or more courses while remaining enrolled in at least one course at the institution during the same semester. A student who wishes to drop a course(s) must submit a completed Drop Request Form to the Registrar's Office. The effective course drop date is the date the form is received by the Registrar's Office. A student who drops a course(s) after census date and on or prior to the last date to drop course(s) will receive a grade of Q. A student who ceases participation in a course(s) but fails to officially drop prior to the last date to drop a course will be assigned a grade by the instructor of record. The official census date and the last date to drop a course(s) are listed in the chart below and are available on the university calendar.

Withdrawal from the University

An official withdrawal occurs when a student notifies the institution they wish to cease enrollment in all courses during a specific semester. A student who wishes to withdraw must submit a completed Official Withdrawal Request Form to the Registrar's Office. The effective date of the withdrawal is the date the form is received by the Registrar's Office. A student who withdraws after census date or on or prior to the last date to withdraw will receive a grade of W in all courses. A student who withdraws after the last date to withdraw with a W grade will receive a grade of W in all courses. A student who withdraws after the last date to withdraw will receive a grade of W in all courses. A student who ceases participation in all courses but fails to officially withdraw will be assigned a grade by the instructor of record. The official census date and the last date to withdraw are listed in the chart below and are available on the university calendar.

Student Classifications

Undergraduate students are classified on the basis of semester credit hours earned. The following classification scale applies to all students regardless of enrollment date:

- Freshman: 0–29 Semester Credit Hours Earned
- Sophomore: 30–59 Semester Credit Hours Earned
- Junior: 60–89 Semester Credit Hours Earned
- Senior: 90 or more Semester Credit Hours Earned
- Post-Baccalaureate: Holds a baccalaureate degree but is not admitted for graduate degree
- Graduate: Holds a baccalaureate degree and is pursuing a graduate degree

Tuition Rebate

Certain undergraduate students who meet all of the state mandated requirements may be entitled to a tuition rebate, up to $1,000, upon completion of their first baccalaureate degree. A student may apply for the tuition rebate by submitting a completed Tuition Rebate form (https://www.tamuct.edu/registrar/docs/TuitionRebate.pdf) to the Registrar's Office PRIOR to the application deadline as published in the academic calendar. Students will not be able to apply for the tuition rebate until a graduation application has been submitted. Detailed information regarding requirements to qualify for the tuition rebate can be found at the College for All Texans website (http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=447). The
amount of tuition to be rebated to students under this program will be based on state guidelines. If a student entitled to a rebate has an outstanding balance owed to the university or to student loans, the university shall apply the amount of the rebate to the balances owed. If the amount of the rebate exceeds the amount of the indebtedness, the university shall pay the student the excess amount. Additional information is available from the Registrar's Office.
A&M-Central Texas is an upper-division institution offering bachelor’s and master’s degrees. As an upper-division institution, all matriculating undergraduate students possess a minimum of 30 earned semester credits and meet other criteria as designated by the university. The mission of the Division of Enrollment Management is to effectively recruit, enroll, and retain a diverse student body at A&M-Central Texas.

Undergraduate Admission Requirements

Undergraduate students who meet the following general admission requirements at the time of application are assured admission to Texas A&M University-Central Texas:

- Minimum 2.0 cumulative transfer GPA on a 4.0 scale;
- Minimum 30 academic, college-level transferable semester hours; and
- Must be eligible to return to all previously attended colleges or universities.

How to Apply

- Complete the undergraduate application by visiting www.applytexas.org (http://www.applytexas.org);
- Pay the $30 non-refundable application fee via your electronic application or pay by cash, check, money order, or credit card in the Business Office; and
- Provide official copies of transcript(s) from each previously attended college or university.

Program Entry Requirements

Some undergraduate degree programs at A&M-Central Texas have additional entry requirements separate from general admission. Students admitted to the university who have yet to be formally admitted to one of these programs may be eligible to enroll in certain coursework; however, the number of courses a student may complete prior to official program entry may vary by department. Students are not considered eligible to graduate until they fulfill the entry requirements and upper-level courses required by the department.

If you plan to pursue one of the below degree programs, be sure to review additional program entry requirements. For additional information regarding undergraduate degree programs offered at A&M-Central Texas, please see Undergraduate Programs. (p. 40)

Biology

Students will be admitted into the Biology major by the faculty once the application criteria are met. To be accepted into the Biology program, students must:

- Have an overall GPA of 2.75 or higher.

Nursing

Admissions

General Education and Course Requirements

Texas A&M University-Central Texas is an upper-level university, therefore, the core curriculum/general education courses and non-nursing courses must be taken at another institution. Core curricula may also be accepted from other institutions.

Admissions Requirements

Program Admissions Requirements

- Admission to A&M-Central Texas (http://catalog.tamuct.edu/undergraduate-information/undergraduate-admission-requirements);
- Have a current unencumbered Texas Registered Nurse’s (RN) license; and
- Have an overall GPA of 2.0 or higher with a "C" or higher in the general education and support science courses.

How to Apply for Admissions

- Submit the Application to the Nursing Program (https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx)
- Submit a reference form (Nursing Handbook Appendix A). The reference form validates safe and recent practice experience as a registered nurse within the last three years prior to acceptance. Alternatively, applicants may complete a RN refresher course.
- Submit unofficial transcript(s) for review in applying to the program. Official transcript(s) must be submitted to the university for all courses to be transferred in for credit. Provide official copies of transcript(s) from each previously attended college or university. See the "Official College Transcripts (http://catalog.tamuct.edu/undergraduate-information/official-college-transcripts)" page for additional details.
- Prior to enrolling in the program, applicants must complete all non-nursing courses listed in the degree requirements. Exception of up to six semester credit hours may be made in consultation with program faculty.
- International applicants and applicants with foreign credentials must adhere to additional requirements (p. 37).

Progress Policy

Students may progress in the program when the following conditions are met:

- Successful completion of required nursing and non-nursing courses with a minimum grade of C.
- Transfer students from other programs must complete a minimum of 30 hours from A&M-Central Texas.
- Students must request permission to repeat a nursing course due to failure or withdrawal.

A. A letter of petition must be written to the nursing department chair and must include:

1. The reason for withdrawal or failure to successfully complete the course.
2. Steps which the student will take to ensure successful completion of the course when repeated.
3. Date corrective steps will be completed.

B. The department chair will take into consideration:

1. The student’s overall academic performance, GPA on required courses, and review the transcript for a pattern of withdrawals, and the number of repeated courses.
2. The student’s plans for corrective action and reasons for failure. The feasibility of the plan is also assessed.
3. The student file, to determine adherence to the program standards and performance in the present or previous courses.

C. If permission is granted to repeat a course, it will be on a space available basis.

Readmission Policy

- Students who have an interruption—as defined as an inability to achieve a passing grade, withdrawal, or non-enrollment—must gain permission before taking any nursing course.
- The Division of Student Affairs, along with the Nursing Program Director, evaluates the student’s request for readmission or to retake any nursing course.
- The student’s general academic history, nursing course grades, and potential for success will be considered. Readmission or permission to retake any course is based on professional judgment and space availability.
- Students who withdraw from a course or courses or receive a grade below a “C” should follow the procedure in the Progression Policy.
- After lapse of one long semester, students wishing to return to the program

A. Must notify the Nursing Program Director

B. Must submit a physician’s clearance in order to return to classes if the absence was due to a health problem

C. Must meet with a nursing faculty member prior to registering to develop a degree completion plan

D. If the student has been out two long semesters or more, the student must also:

1. Submit an updated Application to the Nursing Program (https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx)
2. Adhere to the most current catalog requirements
3. Fulfill any requirements specified by the Nursing Program Director
4. Complete the Nursing Program within five (5) calendar years from their initial enrollment

Applying to the Major

A&M-Central Texas B.S.W. students must follow a clear application process to apply for admission to the program. The process includes:

- Admission to A&M-Central Texas;
- Declaration of social work as their major, which includes initial advisement with a faculty advisor;
- Enrollment in or completion of the three Foundation Level courses: Methods and Skills of Interviewing, Introduction to Social Work, and Social Work with Diverse Populations;
- Submission of a separate application for admission to the A&M-Central Texas B.S.W. Program (Appendix A), which includes a letter of reference and an evaluation from a supervisor at a volunteer placement (Appendix B), two additional letters of professional reference (Appendix C), an essay, and approval for completion of a legal background check (Appendix D);
- Submit all materials by April 15, July 15, or November 15.

Please pay close attention to the deadlines. Materials submitted after the 15th will be placed with the next semester’s applications.

Social Work Program Admission Requirements

Nondiscrimination Policy

All social work majors must apply for acceptance into the B.S.W. Program. No person shall be discriminated against for reasons of race, color, sex, religion, national origin, age, (dis)ability, citizenship, veteran status, gender identity/expression, or sexual orientation. The B.S.W. Program is committed to having a diverse student population.

Acceptance to the Major

Once the application criteria are met, to be accepted into the B.S.W. Program, students must:

- Complete the three Foundation Level sequence courses;
- Have a 2.5 overall GPA;
- Have a “C” or better in all social work courses;
- Attend the New Social Work Student Orientation (held the first Friday of every semester), at which time they will receive and review the Bachelor of Social Work Program Student Handbook and appropriate forms for completion;
- Demonstrate the ability to attain high academic and professional standards as outlined in the B.S.W. Program Student Handbook, which includes
  - having an overall GPA of 2.5 or higher and having a grade of “C” or better in all social work courses, and
  - having scores of 3 or higher on the Rubric for Assessing Professional Behaviors (RAPB; see Appendix E) or demonstrating the ability to attain scores of 3 or higher throughout the program;
- Be willing to discuss with faculty any legal or other concerns that may impede the student’s successful placement at a field agency (such as a legal or criminal background) and, if necessary, complete a Corrective Action Agreement (see the B.S.W. Program field manual for more information on field admission procedures).

Once students demonstrate eligibility to apply to the major, they compile all components for submission as outlined in the application procedures. Students have the ability to work with the program’s administrative assistant to ensure all documents are submitted appropriately. All department faculty members review the application for eligibility.
Once each faculty member reviews the application, they have the option of providing one of two recommendations:

- Admit Unconditionally, or
- Interview Needed.

The category of Admit Unconditionally provides a student with immediate admission to the program without conditions, as all criteria have been met. The Interview Needed designation is indicated when students have had a previous criminal background, mental health hospitalization, substance abuse treatment, a concern based on the program’s Code of Conduct, any scores below 3 (average) on the Rubric for Assessing Professional Behaviors, or concerns have been identified regarding the information provided in the student’s narrative essay in the application. The faculty conduct interviews with the student in order to make a determination regarding program admission.

NOTE: The applicant is considered on the basis of academic performance and commitment to and suitability for generalist social work practice. Emotional and professional readiness are prerequisites. These include demonstrated emotional maturity and self-awareness in areas such as the ability to effectively manage current life stressors, the ability to reflect on personal strengths and areas for growth/development, and willingness to receive feedback and supervision in a positive manner throughout enrollment in the program.

Students must also demonstrate the following professional behaviors, including but not limited to:

- Fitting well within the social work profession and the generalist framework for undergraduate social work education;
- Upholding ethical principles as defined by the NASW Code of Ethics, Texas social work licensing criteria, the A&M-Central Texas B.S.W. Program Code of Conduct, A&M-Central Texas student rights and responsibilities delineated in the University Student Handbook;
- Advocating for themselves and others in a professional manner;
- Using proper channels for conflict resolution;
- Demonstrating respect for the confidentiality and rights of others;
- Demonstrating accountability in turning in assignments on time and maintaining a good attendance record in classes.

Other Requirements

While programs that contain Teacher Certification Preparation courses do not have any additional entry requirements, there are specific requirements students will need to complete before entering into the Certification Preparation portion of these degrees. For further information on these requirements review the specific program pages or contact Educator Preparation services.

Admission Deadlines and Application Fee

Admission Priority Dates and Deadlines

Prospective undergraduate students are encouraged to apply for admission as early as possible. Application for admission, official transcripts, and all other requested documentation must be received by the below deadlines. Adhering to the priority deadlines will ensure an admission decision will be rendered before the beginning of the semester and will provide the student an opportunity to register for all available courses within the semester of entry.

Because A&M-Central Texas offers a variety of course scheduling options, applications for admission are accepted through the middle of each semester. Each long semester (i.e., fall and spring) consists of three parts of term: a session comprised of 16-week courses and two sessions comprised of 8-week courses, one of which begins in the middle of the semester. Therefore, students who apply and/or receive notice of admission after the priority deadline can still enroll in the second 8-week courses.

Fall 2018

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Application Availability</th>
<th>Admission Priority Date</th>
<th>Admission Deadline</th>
</tr>
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<tbody>
<tr>
<td>Transfer</td>
<td>October 25, 2017</td>
<td>August 13, 2018</td>
<td>October 12, 2018</td>
</tr>
<tr>
<td>Returning (Readmit)</td>
<td>October 25, 2017</td>
<td>August 13, 2018</td>
<td>October 12, 2018</td>
</tr>
<tr>
<td>Transient</td>
<td>October 25, 2017</td>
<td>August 13, 2018</td>
<td>October 12, 2018</td>
</tr>
<tr>
<td>International</td>
<td>October 25, 2017</td>
<td>June 28, 2018</td>
<td>June 28, 2018</td>
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Spring 2019

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<th>Admission Deadline</th>
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</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>March 19, 2018</td>
<td>January 8, 2019</td>
<td>March 15, 2019</td>
</tr>
<tr>
<td>Returning (Readmit)</td>
<td>March 19, 2018</td>
<td>January 8, 2019</td>
<td>March 15, 2019</td>
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<tr>
<td>Transient</td>
<td>March 19, 2018</td>
<td>January 8, 2019</td>
<td>March 15, 2019</td>
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<tr>
<td>International</td>
<td>March 19, 2018</td>
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Summer 2019

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<th>Student Type</th>
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<tbody>
<tr>
<td>Transfer</td>
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<td>July 1, 2019</td>
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<tr>
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<td>May 20, 2019</td>
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<tr>
<td>Transient</td>
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<tr>
<td>International</td>
<td>August 1, 2018</td>
<td>April 4, 2019</td>
<td>April 4, 2019</td>
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</tbody>
</table>

Please Note: Summer typically consists of four parts of term: a session of 10-week courses, a session of 8-week courses, and two 5-week sessions of courses (one of which begins in the middle of the semester).

Application Fee

Undergraduate students applying for admission to A&M-Central Texas are required to pay a non-refundable application processing fee of $30. The application fee must be paid at the time of application (credit card payment via applytexas.org). Additional payment options include payment by cash, check, money order, or credit card to the Business Office. A&M-Central Texas does not grant fee waivers for the application fee.
Undergraduate Categories of Admission

Full Admission
Students who meet all undergraduate admission requirements at the time of application (minimum of 30 academic college-level transferable semester hours, minimum 2.0 cumulative transfer GPA, and eligible to return to all previously attended institutions) are granted full admission.

Non-Degree Seeking Admission
Non-degree seeking admission is available to applicants seeking to enroll at A&M-Central Texas who do not wish to pursue an undergraduate degree (at any institution). Students may desire to enroll as non-degree seeking to meet leveling requirements for a graduate degree or for personal or professional development. Students categorized as a non-degree seeking are not restricted to one semester and are not required to reapply each semester. Applicants seeking non-degree seeking admission must provide the same application requirements as those seeking full admission to the university. Non-degree seeking students must be eligible to return to each previously attended institution and, if admitted, are not eligible for financial assistance. Students admitted as non-degree seeking who later wish to pursue a degree at A&M-Central Texas may do so; however, must complete the regular admission process and meet all general admission requirements.

Transient Admission
Transient admission is available to students pursuing a baccalaureate degree at another college or university who seek to enroll at A&M-Central Texas for only one semester. Transient admission is restricted to one semester (including summer), and students must reapply each semester. Applicants seeking transient admission must provide the same application requirements as those seeking full admission to the university. Transient students must be eligible to return to each previously attended institution and, if admitted, are not eligible for financial assistance. Students admitted as transient who later wish to pursue a degree at A&M-Central Texas may do so; however, must complete the regular admission process and meet all general admission requirements.

Post-Baccalaureate Admission
Students who have a prior bachelor’s degree from an accredited U.S. institution and are eligible to return to all previously attended institutions may seek post-baccalaureate admission. Post-baccalaureate students may work on a subsequent bachelor’s degree or teaching certification. To be considered for post-baccalaureate admission, students must complete an ApplyTexas application and submit an official transcript from all previously attended institutions. Applicants must meet general admission requirements. Note: Undergraduate academic standards apply to post-baccalaureate students.

Official College Transcripts
An official transcript is required from every post-secondary institution attended, even if the applicant did not earn credit or receive a course grade from the institution, or the course is not transferable. Coursework from one college posted on the transcript of another college will not satisfy this requirement. For readmission to A&M-Central Texas, only those transcripts from institutions attended since the last enrollment at A&M-Central Texas are required.

A&M-Central Texas requires that all GI Bill® students submit military AND academic transcripts for evaluation of credit. Faxed copies are not considered to be official transcripts; however, electronic transcripts are considered official transcripts. Check with sending/receiving institutions for availability. Electronic transcripts take 24 to 48 hours to be received from sending school.

Foreign Transcript Evaluation
Official foreign transcripts must be translated and evaluated by an accredited foreign credentials evaluation service. Students applying for admission who have attended a college or university outside of the United States must submit a course-by-course evaluation from an accredited foreign credentials evaluation service. Check with Recruitment & Undergraduate Admissions for information regarding university-approved evaluation agencies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Immunizations
Requirements (for students enrolling in health-related courses)
Students enrolling in health-related courses that involve direct patient contact (i.e., nursing) must meet the following immunization criteria:

- **Measles** - Persons born since January 1, 1957, must have two doses since 12 months of age, with the doses coming at least 30 days apart.
- **Mumps** - Persons born since January 1, 1957, must have at least one dose since 12 months of age.
- **Rubella** - Must have at least one dose since 12 months of age.
- **Tetanus/Diphtheria** - Must have one dose within the past 10 years.
- **Hepatitis B** - A complete series or proof of immunity is encouraged for any student enrolling in health-related courses that involve direct patient contact, especially with patients' blood (i.e., nursing). Nursing students are required to take the hepatitis series or sign a waiver.
- **Meningitis** - All new students aged 21 years or younger must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls. Students may contact the Office of Recruitment & Undergraduate Admissions for more details.

Recommendations (for all students)
- **Measles** - All students enrolling in institutions of higher education should have two doses of the measles vaccine prior to the start of classes.
- **Meningitis** - All students enrolling in institutions of higher education should have a bacterial meningitis vaccination dose or booster as recommended by the Center for Disease Control (CDC).
Tetanus/Diphtheria - Tetanus vaccines are effective for about 10 years and need to be boosted at that interval; they should be given in combination with the diphtheria vaccine.

Undergraduate Academic Advising

Academic counselors, faculty advisors and graduate program coordinators assist students by providing information and advice related to academic programs. This includes—but is not limited to—specific major requirements for graduation, course planning, insight into how majors and careers may fit together, and preparation for further education.

Students not yet enrolled at A&M-Central Texas may meet with an academic counselor to discuss how their previous coursework may be transferred and applied to their chosen degree. Prospective students are also eligible for A&M-Central Texas's transfer program called Warrior Corps.

All newly admitted and readmitted students are required to meet with an academic counselor—either in person, online, or via telephone—before they will be permitted to enroll in courses. Students may schedule face-to-face or phone appointments with an academic counselor. Students may email ug.advising@tamuct.edu to correspond with an academic counselor.

*All Social Work students should contact the department directly at (254) 519-5406 for any inquiries or to set up an advising appointment.

Academic counselors are able to assist A&M-Central Texas students with the following:

- Declaration or change of major
- Course substitutions for the general education core
- Graduation applications
- Satisfactory Academic Progress (SAP) appeals (related to financial aid eligibility)
- Consortium Agreements (related to financial aid)
- Degree mapping/course planning
- Class selection
- Grade Point Average (GPA) issues
- The transferability and applicability of courses taken at other institutions
- Other general questions related to academic requirements

General Education Core Requirements

All baccalaureate degree programs must include the following university general education requirements: 1, 2

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (010)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (020)</td>
<td>3</td>
</tr>
<tr>
<td>Life &amp; Physical Sciences (030)</td>
<td>6</td>
</tr>
<tr>
<td>Language, Philosophy &amp; Culture (040)</td>
<td>3</td>
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<td>Creative Arts (050)</td>
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<td>American History (060)</td>
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<td>Government/Political Science (070)</td>
<td>6</td>
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<td>Social &amp; Behavioral Sciences (080)</td>
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<tr>
<td>Institutionally Designated Option-010-080</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

Communication (010)

Core Objectives: critical thinking, communication, teamwork, and personal responsibility

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to a given subject, occasion, and audience.

Mathematics (020)

Core Objectives: critical thinking, communication, and empirical/quantitative analysis

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools relevant within one's everyday experience.

Life & Physical Sciences (030)

Core Objectives: critical thinking, communication, empirical/quantitative analysis, and teamwork

Courses in this category focus on describing, explaining, and predicting natural phenomena using scientific methods. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Language, Philosophy & Culture (040)

Core Objectives: critical thinking, communication, social responsibility, and personal responsibility

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Creative Arts (050)

Student Orientation

New Student Orientation

New student orientation is an important part of a student’s transition into the university, as it supports awareness of the support structures and policies at A&M-Central Texas. New undergraduate students are required to complete an online orientation module prior to registering for courses. The orientation can be accessed at http://www.onlineorientation.net/ct-tamus and should take approximately 45 to 60 minutes to complete. Please contact the Civic & Student Engagement at (254) 519-5496 or cse@tamuct.edu with any questions.
Core Objectives: critical thinking, communication, teamwork, and social responsibility

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and foster critical, creative, and innovative communication about works of art.

American History (060)

Core Objectives: critical thinking, communication, teamwork, and social responsibility

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve examining the interactions among individuals, communities, states, the nation, and the world, as well as considering how these interactions have contributed to the development of the United States and its global role.

Government/Political Science (070)

Core Objectives: critical thinking, communication, teamwork, and social responsibility

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and the political and philosophical foundations of these concepts.

Social & Behavioral Sciences (080)

Core Objectives: critical thinking, communication, empirical/quantitative analysis, and social responsibility

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, and the impact of those behaviors and interactions on individuals, society, and culture.

Core Curriculum Learning Objectives

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Core Curriculum Transfer

Students who complete all general education requirements as approved by the Texas Higher Education Coordinating Board (THECB) at another Texas public school and who then transfer to A&M-Central Texas will generally be considered to have met the general education requirements as outlined toward a degree at A&M-Central Texas. However, additional requirements for the degree must be met, possibly requiring students to take one or more courses that are part of the general education requirements at A&M-Central Texas.

1. General education requirements are subject to review and change by the THECB.
2. Some degree programs specify the courses that satisfy these requirements. A student should consult with an academic advisor in selecting general education requirement courses.
3. Visual and performing arts courses must be historical, appreciative, or theoretical in nature; an applied or performance course is not acceptable.

Communication (010)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
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<tr>
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<td>Composition II</td>
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Mathematics (020)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 1314/1414</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1316</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>Mathematics for Business &amp; Social Sciences</td>
</tr>
<tr>
<td>MATH 1325/1425</td>
<td>Calculus for Business &amp; Social Sciences</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>MATH 1342/1442</td>
<td>Elementary Statistical Methods</td>
</tr>
<tr>
<td>MATH 2305</td>
<td>Discrete Mathematics</td>
</tr>
<tr>
<td>MATH 2312/2412</td>
<td>Pre-Calculus Math</td>
</tr>
<tr>
<td>MATH 2313/2413</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2314/2414</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MATH 2315/2415</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MATH 2318/2418</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MATH 2320/2420</td>
<td>Differential Equations</td>
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<tr>
<td>MATH 2321/2421</td>
<td>Differential Equations and Linear Algebra</td>
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<tr>
<td>PSYC 2317</td>
<td>Statistical Methods in Psychology</td>
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Life & Physical Science (030)

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<tr>
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<tbody>
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<td>AGRI 1107/1307/1407</td>
<td>Agronomy</td>
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<td>AGRI 1115/1315/1415/HORT 1101/1301/1401</td>
<td>Horticulture</td>
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<tr>
<td>AGRI 1119/1319/1419</td>
<td>Introductory Animal Science</td>
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<tr>
<td>ASTR/PHYS 1103/1303/1403</td>
<td>Stars and Galaxies</td>
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<tr>
<td>ASTR/PHYS 1104/1304/1404</td>
<td>Solar System</td>
</tr>
<tr>
<td>BIOL 1106/1306/1406</td>
<td>Biology for Science Majors I</td>
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<tr>
<td>BIOL 1107/1307/1407</td>
<td>Biology for Science Majors II</td>
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<tr>
<td>BIOL 1108/1308/1408</td>
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<tr>
<td>BIOL 1109/1309/1409</td>
<td>Biology for Non-Science Majors II</td>
</tr>
<tr>
<td>BIOL 1111/1311/1411</td>
<td>General Botany</td>
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## General Education Core Requirements

<table>
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<tr>
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<tr>
<td>BIOL 1113/ 1313/ 1413</td>
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<td>BIOL 2101/ 2301/ 2401</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 2102/ 2302/ 2402</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BIOL 2106/ 2306/ 2406</td>
<td>Environmental Biology</td>
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<tr>
<td>BIOL 2116/ 2316/ 2416</td>
<td>Genetics</td>
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<tr>
<td>BIOL 2120/ 2320/ 2420</td>
<td>Microbiology for Non-Science Majors Laboratory</td>
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<tr>
<td>BIOL 2121/ 2321/ 2421</td>
<td>Microbiology for Science Majors</td>
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<td>CHEM 1105/ 1305/ 1405</td>
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<tr>
<td>CHEM 1106/ 1306/ 1406</td>
<td>Introductory Chemistry I (allied health emphasis)</td>
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<td>CHEM 1107/ 1307/ 1407</td>
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<td>CHEM 2123/ 2323/ 2423</td>
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<td>CHEM 2125/ 2325/ 2425</td>
<td>Organic Chemistry II</td>
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<td>ENGR 2302/ 2402</td>
<td>Engineering Mechanics II - Dynamics</td>
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<td>ENGR 2303/ 2403</td>
<td>Engineering Mechanics - Statics &amp; Dynamics</td>
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<td>PHYS 1102/ 1302/ 1402</td>
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<td>PHYS 1110/ 1310/ 1410</td>
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<td>PHYS 2126/ 2326/ 2426</td>
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<td>HUMA 1301</td>
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<td>HUMA 1302</td>
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<td>HUMA 1305</td>
<td>Introduction to Mexican-American Studies</td>
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<td>HUMA 2319</td>
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<td>HUMA 2323</td>
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<tr>
<td>JAPN 2312</td>
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<td>PHIL 1304</td>
<td>Introduction to World Religions</td>
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<td>PHIL 2303</td>
<td>Introduction to Formal Logic</td>
</tr>
<tr>
<td>PHIL 2306</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>PHIL 2307</td>
<td>Introduction to Social &amp; Political Philosophy</td>
</tr>
<tr>
<td>PHIL 2316</td>
<td>Classical Philosophy</td>
</tr>
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<td>PHIL 2321</td>
<td>Philosophy of Religion</td>
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<tr>
<td>PORT 2311</td>
<td>Intermediate Portuguese I</td>
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<td>PORT 2312</td>
<td>Intermediate Portuguese II</td>
</tr>
<tr>
<td>RUSS 2311</td>
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<td>RUSS 2312</td>
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<td>Intermediate American Sign Language I</td>
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<td>Intermediate Spanish I</td>
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## Language, Philosophy & Culture (040)

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ANTH 2302</td>
<td>Introduction to Archeology</td>
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<tr>
<td>ANTH 2346</td>
<td>General Anthropology</td>
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<td>ANTH 2351</td>
<td>Cultural Anthropology</td>
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<td>ARAB 2311</td>
<td>Intermediate Arabic I</td>
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<td>Intermediate Arabic II</td>
</tr>
<tr>
<td>CHIN 2311</td>
<td>Intermediate Chinese I</td>
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<td>CHIN 2312</td>
<td>Intermediate Chinese II</td>
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### Creative Arts (050)

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<tr>
<td>SPAN 2313</td>
<td>Spanish for Native/Heritage Speakers I</td>
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<tr>
<td>SPAN 2315</td>
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### American History (060)

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<tr>
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<tbody>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
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<tr>
<td>HIST 1302</td>
<td>United States History II</td>
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<tr>
<td>HIST 2301</td>
<td>Texas History</td>
</tr>
<tr>
<td>HIST 2327</td>
<td>Mexican-American History I</td>
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<tr>
<td>HIST 2328</td>
<td>Mexican-American History II</td>
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<td>HIST 2381</td>
<td>African-American History</td>
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### Government / Political Science (070)

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<tr>
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<tr>
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### Social & Behavioral Science (080)

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<tbody>
<tr>
<td>AGRI 2317</td>
<td>Introduction to Agricultural Economics</td>
</tr>
<tr>
<td>COMM 1307</td>
<td>Introduction to Mass Communication</td>
</tr>
<tr>
<td>COMM 1335</td>
<td>Introduction to Electronic Media</td>
</tr>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CRIJ 1306</td>
<td>Court Systems &amp; Practices</td>
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<tr>
<td>CRIJ 1307</td>
<td>Crime in America</td>
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<tr>
<td>CRIJ 1310</td>
<td>Fundamentals of Criminal Law</td>
</tr>
<tr>
<td>CRIJ 2313</td>
<td>Correctional Systems &amp; Practices</td>
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<td>Police Systems &amp; Practices</td>
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<td>Introduction to Economics</td>
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<td>PSYC 2314</td>
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<td>Psychology of Adjustment</td>
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<td>Introduction to Sociology</td>
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<td>SOCI 1306</td>
<td>Social Problems</td>
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<td>SOCI 2301</td>
<td>Marriage &amp; the Family</td>
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<tr>
<td>SOCI 2319</td>
<td>Minority Studies</td>
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<tr>
<td>SOCI 2336</td>
<td>Criminology</td>
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The Texas Education Code § 51.3062, Success Initiative, effective September 1, 2003, requires the university to assess the academic skills of each entering undergraduate student to determine the student’s readiness to enroll in freshman-level academic coursework. The fee for the completion of the assessment instrument will be paid by the student. Most incoming transfer students meet minimum TSI requirements through exemption, prior college coursework, or have previously passed the TSI assessment, so no further demonstration of college-readiness is required. While not a requirement for admission, transfer students entering A&M-Central Texas who do not meet TSI requirements will be advised by Undergraduate Academic Advising in regard to which entry-level course(s) may still need to be completed at another institution.

Unless exempt (see below), the Texas Higher Education Coordinating Board requires that, prior to enrollment, each student must be assessed in three skill areas (reading, writing, and mathematics) by taking the TSI examination and achieving the following scores:

- Math: College Ready if ≥ 350
- Reading: College Ready if ≥ 351
- Writing: Placement score of at least 340 and an essay score of at least a 4; or, a placement score of less than 340, and an ABE Diagnostic level of at least 4, and an essay score of at least 5

### TSI Exemptions

The following students shall be either fully exempt, partially exempt, or temporarily exempt/waived from the requirements of the TSI:

1. Full Exemption. The following students are exempt from the requirements of the TSI:
a. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
   i. ACT: composite score of 23 with a minimum of 19 on both the English and mathematics tests.
   ii. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment, (administered prior to March 2016).

b. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
   i. On the 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
   ii. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

c. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

d. A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.

e. A student who has graduated with an associate degree from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed appropriate college-level coursework as determined by the university.

f. A student who transfers to A&M-Central Texas from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed college-level coursework in (a) mathematics, (b) writing, and (c) reading as indicated in Section 8 of the TSI Plan.

g. A student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in (a) mathematics, (b) writing, and (c) reading.

h. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or served as a member of a reserve component of the armed forces of the United States.

i. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three (3) years preceding enrollment.

j. A non-degree seeking student; however, if a student later becomes degree-seeking, he or she will be required to meet TSI standards.

2. Partial Exemption. The following students are exempt from one or more of the requirements of the TSI:
   a. Exempt from the mathematics requirements of the TSI:
      i. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
         • ACT: composite score of 23 with a minimum of 19 on mathematics test.
         • SAT: a combined critical reading and mathematics score of 1070 with a minimum of 500 on mathematics test (SAT administered prior to March 2016).
         • SAT: a minimum score of 530 on mathematics test (SAT administered March 2016 and after).
   
   b. Exempt from the reading requirements of the TSI:
      i. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
         • ACT: composite score of 23 with a minimum of 19 on English test.
         • SAT: a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test (SAT administered prior to March 2016).
         • SAT: a minimum score of 480 on Evidenced-Based Reading and Writing (EBRW) test (SAT administered March 2016 and after).
   
   ii. For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh-grade exit-level TAKS with a minimum scale score of 2200 on the math section.
   
   iii. A student who transfers to A&M-Central Texas from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed college-level coursework in mathematics, as indicated in Section 8 of the TSI Plan.
   
   iv. A student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in mathematics.

   a. Exempt from the writing requirements of the TSI:
      i. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
         • ACT: composite score of 23 with a minimum of 19 on English test.
         • SAT: a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test (SAT administered prior to March 2016).
         • SAT: a minimum score of 480 on Evidenced-Based Reading and Writing (EBRW) test (SAT administered March 2016 and after).
   
   ii. For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh-grade exit-level TAKS with a minimum scale score of 2200 on the English/Language Arts (ELA) section with a writing subsection score of at least 3.
   
   iii. A student who transfers to A&M-Central Texas from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed college-level coursework in writing, as indicated in Section 8 of the TSI Plan.
   
   iv. A student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in writing.

3. For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh-grade exit-level TAKS with a minimum scale score of 2200 on the math section.

4. A student who transfers to A&M-Central Texas from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed college-level coursework in mathematics, as indicated in Section 8 of the TSI Plan.

5. A student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in mathematics.
vocational, or technical) courses are not designed for transfer into admission purposes. Workforce education (also known as occupational, best effort is computed in the transfer GPA calculation. Remedial/attempted transferable hours. When a course is repeated, only the corresponding grades and number of hours earned at the other institution (quarter hours will be converted to semester hours). If the institution that is non-regionally accredited is also considered when the accreditor appears on the Texas Higher Education Coordinating Board’s (THECB) list of recognized nationally accredited agencies.

All transferable credit is matched to an equivalent A&M-Central Texas course prefix and number. Course equivalents are assigned through an evaluation process that ensures transfer course descriptions and/or learning outcomes are consistent with, and comparable to, expected student learning outcomes. When the transfer course does not align with expected learning outcomes (unmatched course), transferable coursework is recorded as an elective within the appropriate academic discipline. Such courses may be applied to the student’s degree with advisor approval.

Courses transfer on the same level the original course was taught with the corresponding grades and number of hours earned at the other institution (quarter hours will be converted to semester hours). If the course is determined to be transferable, then the grade earned is also transferable. Grades of D and F are transferable. A minimum grade of D is required to satisfy degree requirements, except for academic programs that specify a higher minimum grade.

To determine admissibility, the transfer GPA calculation includes all attempted transferable hours. When a course is repeated, only the best effort is computed in the transfer GPA calculation. Remedial/developmental grades are nontransferable and are not used for admission purposes. Workforce education (also known as occupational, vocational, or technical) courses are not designed for transfer into university curricula and, with only a few exceptions, are nontransferable to A&M-Central Texas.

Prior learning assessment, such as credit by examination and military credit, can satisfy degree requirements, but is not considered when determining admission eligibility. All accepted transfer coursework is articulated and posted to the student’s academic transcript. International applicants must provide official transcripts and submit a transcript evaluation from a recognized evaluation service that adheres to the standards of the AACRAO and includes items recommended by the National Council on Evaluation of Foreign Educational Credentials.

Texas Common Course Numbering System

As outlined in Texas Education Code § 61.832, the Texas Common Course Numbering System (TCCNS) facilitates the transfer of general academic courses between Texas public institutions. Common courses are included in the Academic Course Guide Manual, published by the THECB. The purpose of the system is to assist students who are transferring between participating institutions. If you have questions regarding transferability of courses, please contact Recruitment & Undergraduate Admissions at 254-519-5438.

If A&M-Central Texas does not accept lower-division academic course credit earned by a student at another public institution of higher education in Texas, A&M-Central Texas will give written notice to the student and the other institution that the transfer of course credit is denied. The two institutions and the student shall attempt to resolve any dispute regarding the transfer of course credit in accordance with THECB guidelines. If the dispute is not resolved to the satisfaction of the student and the institution from which the credit was earned, the student may file a Transfer Dispute Resolution form (CB-TDR) with A&M-Central Texas. This must be submitted within 15 days of the date the student receives written notification of the denial of credit. A&M-Central Texas will forward a copy of the CB-TDR to the Commissioner of Higher Education, who will resolve the dispute. In this instance, the Commissioner gives written notice to the student and institutions involved.

Academic Fresh Start

Texas Senate Bill 1321 entitles residents of the state of Texas to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. Under this bill, a student can request that all coursework taken ten or more years prior to the planned enrollment be ignored for admission purposes.

Applicants who elect to apply for admission under this law, and who are admitted as students, will not receive any course credit for courses undertaken ten or more years prior to enrollment. Either all credit hours from ten or more years prior to enrollment are ignored or all are counted for admission purposes. Applicants interested in seeking an Academic Fresh Start should contact Recruitment & Undergraduate Admissions at the time of application and prior to an admission decision being made.

Please Note: Academic Fresh Start is tied to the admission process and may only be requested at the time of admission. Academic Fresh Start is irrevocable. Prerequisite courses ignored under Academic Fresh Start need to be retaken.
Credit by Examination

Undergraduate students at A&M-Central Texas may be awarded course credit for specified levels of achievement on institutionally approved, standardized examination programs, such as Advanced Placement (AP), College Level Examination Program (CLEP), ACT/SAT subject tests, and International Baccalaureate (IB) degree. Undergraduate students who meet the required minimum credit-granting score(s) (see below) will be assigned a letter grade of P (pass) for the corresponding course equivalent(s).

- It is the student’s responsibility to request and/or submit official score reports to the Office of Recruitment & Undergraduate Admissions.
- Credit by examination cannot be assigned a letter grade and is not counted in grade point average (GPA) calculations or for residency and honors purposes.
- Only lower-level course credit may be awarded.
- No more than 60 credits by examination may be applied to an undergraduate degree.
- Challenge examination credit granted by other institutions will not transfer to A&M-Central Texas.
- For additional information regarding applicability of these tests to specific degree programs, students should contact an academic advisor.

Undergraduate students who demonstrate superior achievement on DANTES Subject Standardized Tests (DSST), Excelsior College Examinations (UExcel), and the Defense Language Proficiency Test (DLPT) may also be considered for credit eligibility. Eligibility will be reviewed on a case-by-case basis. For more information, please contact the Office of Recruitment & Undergraduate Admissions.

Advanced Placement (AP)

The Advanced Placement program was created in cooperation with college and high school staff and faculty. The examination reflects mastery of the material generally agreed upon to be appropriate for introductory coursework at the college level. The tables below display the AP examinations that may be accepted for lower-division credit, the credit hours granted, and the equivalent course(s).

<table>
<thead>
<tr>
<th>Arts</th>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Art History</td>
<td>3</td>
<td>6</td>
<td>ARTS 1303; ARTS 1304</td>
</tr>
<tr>
<td></td>
<td>Music Theory</td>
<td>3</td>
<td>6</td>
<td>MUSI 1311; MUSI 1312</td>
</tr>
<tr>
<td></td>
<td>Studio Art 2-D Design</td>
<td>3</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td></td>
<td>Studio Art 3-D Design</td>
<td>3</td>
<td>3</td>
<td>ARTS 1312</td>
</tr>
<tr>
<td></td>
<td>Studio Art: Drawing</td>
<td>3</td>
<td>3</td>
<td>ARTS 1316</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English</th>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language 3 and Composition</td>
<td>6</td>
<td>ENGL 1301; ENGL 1302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature 3 and Composition</td>
<td>6</td>
<td>ENGL 1302; ENGL 2341</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History &amp; Social Sciences</th>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Government and Politics</td>
<td>3</td>
<td>GOVT 2304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HIST 2311; HIST 2312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>GEOG 1302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>ECON 2301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 2302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSYC 2301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Government and Politics</td>
<td>3</td>
<td>GOVT 2305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States History</td>
<td>3</td>
<td>HIST 1301; HIST 1302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>HIST 2321; HIST 2322</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math &amp; Computer Science</th>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 2413</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 2413; MATH 2414</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>COSC 1309</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>3</td>
<td>COSC 1301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH 1442</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sciences</th>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1406; BIOL 1407</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1411; CHEM 1412</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>ENVR 1401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics C: Electricity and Magnetism</td>
<td>3</td>
<td>PHYS 2426</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 1: Algebra-Based</td>
<td>3</td>
<td>PHYS 1401</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) for the College Board of Educational Testing Services provides examinations to measure achievement in specific college-level courses. Consistent with the credit-granting scores and semester hours recommended by the American Council on Education (ACE), the below tables display CLEP examinations that may be accepted for lower-division credit, the credit hours granted, and the equivalent course(s).

**World Languages & Cultures**

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>CHIN 1411; CHIN 1412</td>
</tr>
<tr>
<td>French Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>FREN 1411; FREN 1412</td>
</tr>
<tr>
<td>German Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>GERM 1411; GERM 1412</td>
</tr>
<tr>
<td>Italian Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>ITAL 1411; ITAL 1412</td>
</tr>
<tr>
<td>Japanese Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>JAPN 1411; JAPN 1412</td>
</tr>
<tr>
<td>Latin</td>
<td>3</td>
<td>8</td>
<td>LATI 1411; LATI 1412</td>
</tr>
<tr>
<td>Spanish Languages &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>SPAN 1411; SPAN 1412</td>
</tr>
<tr>
<td>Spanish Literature &amp; Culture</td>
<td>3</td>
<td>8</td>
<td>SPAN 2411; SPAN 2412</td>
</tr>
</tbody>
</table>

**Composition & Literature**

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 2326</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 2341</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>3</td>
<td>ENGL 1301; ENGL 1302</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>3</td>
<td>Lower-Level English Elective</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 2321</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMA 1301</td>
</tr>
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</table>

**History & Social Science**

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>GOVT 2305</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>50</td>
<td>3</td>
<td>HIST 1301</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>50</td>
<td>3</td>
<td>HIST 1302</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>PSYC 2314</td>
</tr>
<tr>
<td>Introduction to Education Psychology</td>
<td>50</td>
<td>3</td>
<td>PSYC 1300</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>SOCI 1301</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>6</td>
<td>Lower-Level Elective(s)</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>HIST 2311</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td>HIST 2312</td>
</tr>
</tbody>
</table>

**Science & Mathematics**

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1306; BIOL 1307</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>4</td>
<td>MATH 2413</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>6</td>
<td>CHEM 1311; CHEM 1312</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 1314</td>
</tr>
</tbody>
</table>
College Mathematics 50 6 MATH 1332; Lower-Level Math Elective

Natural Science 50 6 PHYS 1315; PHYS 1317

Pre-Calculus 50 3 MATH 2312

World Languages

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language Level 1</td>
<td>50</td>
<td>6</td>
<td>FREN 1311; FREN 1312</td>
</tr>
<tr>
<td>French Language Level 2</td>
<td>59</td>
<td>9</td>
<td>FREN 1311; FREN 1312; FREN 2311</td>
</tr>
<tr>
<td>German Language Level 1</td>
<td>50</td>
<td>6</td>
<td>GERM 1311; GERM 1312</td>
</tr>
<tr>
<td>German Language Level 2</td>
<td>60</td>
<td>9</td>
<td>GERM 1311; GERM 1312; GERM 2311</td>
</tr>
<tr>
<td>Spanish Language Level 1</td>
<td>50</td>
<td>6</td>
<td>SPAN 1311; SPAN 1312</td>
</tr>
<tr>
<td>Spanish Language Level 2</td>
<td>63</td>
<td>9</td>
<td>SPAN 1311; SPAN 1312; SPAN 2311</td>
</tr>
</tbody>
</table>

ACT/SAT Subject Tests

Course credit may be awarded to students who score high on the ACT/SAT subject tests listed below.

ACT/SAT Subject Test Credit and Course Equivalency Guide

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Subject Test - English</td>
<td>28</td>
<td>3</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>SAT Subject Test - English (Prior to March 2016)</td>
<td>620</td>
<td>3</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>SAT Subject Test - English (March 2016 and forward)</td>
<td>480</td>
<td>3</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>ACT Subject Test - Math</td>
<td>24</td>
<td>3</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>SAT Subject Test - Math (Prior to March 2016)</td>
<td>560</td>
<td>3</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>SAT Subject Test - Math (March 2016 and forward)</td>
<td>530</td>
<td>3</td>
<td>MATH 1314</td>
</tr>
</tbody>
</table>

International Baccalaureate (IB)

In compliance with SB111, A&M-Central Texas offers at least 24 hours of credit to all IB diploma candidates with subject exam scores of 4 or higher. Students with IB certificates or courses are evaluated on a subject-by-subject basis upon receipt of an IB transcript.

IB Credit and Course Equivalency Guide

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. Score Required</th>
<th>Semester Credit Hours</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology SL</td>
<td>4+</td>
<td>4</td>
<td>BIOL 1406</td>
</tr>
<tr>
<td>Biology HL</td>
<td>4+</td>
<td>8</td>
<td>BIOL 1406, BIOL 1407</td>
</tr>
<tr>
<td>Chemistry SL</td>
<td>4+</td>
<td>4</td>
<td>CHEM 1411</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>4+</td>
<td>8</td>
<td>CHEM 1411, CHEM 1412</td>
</tr>
<tr>
<td>Economics SL</td>
<td>4+</td>
<td>3</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>English SL or HL</td>
<td>4+</td>
<td>6</td>
<td>ENGL 1301, ENGL 1302</td>
</tr>
<tr>
<td>French SL or HL</td>
<td>4+</td>
<td>6</td>
<td>FREN 1411, FREN 1412</td>
</tr>
<tr>
<td>German SL or HL</td>
<td>4+</td>
<td>8</td>
<td>GERM 1411, GERM 1412</td>
</tr>
<tr>
<td>History SL or HL</td>
<td>4+</td>
<td>8</td>
<td>HIST 1301, HIST 1302</td>
</tr>
<tr>
<td>Music SL or HL</td>
<td>4+</td>
<td>3</td>
<td>MUSI 1311</td>
</tr>
<tr>
<td>Mathematical Studies SL</td>
<td>4+</td>
<td>3</td>
<td>MATH 1332</td>
</tr>
<tr>
<td>Mathematics SL</td>
<td>4+</td>
<td>3</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>4+</td>
<td>4</td>
<td>MATH 2401</td>
</tr>
<tr>
<td>Philosophy</td>
<td>4+</td>
<td>3</td>
<td>PHIL 1301</td>
</tr>
<tr>
<td>Physics SL</td>
<td>4+</td>
<td>8</td>
<td>PHYS 1401</td>
</tr>
<tr>
<td>Physics HL</td>
<td>4+</td>
<td>8</td>
<td>PHYS 1401, PHYS 1402</td>
</tr>
<tr>
<td>Psychology SL or HL</td>
<td>4+</td>
<td>3</td>
<td>PHYC 2301</td>
</tr>
<tr>
<td>Social and Cultural Anthropology</td>
<td>4+</td>
<td>3</td>
<td>ANTH 2351</td>
</tr>
<tr>
<td>Spanish SL or HL</td>
<td>4+</td>
<td>8</td>
<td>SPAN 1411, SPAN 1412</td>
</tr>
<tr>
<td>Theater Arts SL or HL</td>
<td>4+</td>
<td>3</td>
<td>DRAM 1310</td>
</tr>
</tbody>
</table>

Military Transcripts and Credit Evaluation

A&M-Central Texas awards evaluated credit for military education and learning experiences at the request of the student. An evaluated educational plan will be provided within 60 days after admission and the receipt of all official transcripts (including the Joint Services Transcript or Community College of the Air Force Transcript). The military credit evaluation process is initiated at the time the university receives the Joint Services Transcript or Community College of the Air Force Transcript.

Military Service Credit

An institution of higher education shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted under Texas Education Code § 51.3042, course credit for all physical education courses required by the institution (4CH for an undergraduate degree) and for additional semester credit hours,
not to exceed 12, that may be applied to satisfy any elective course requirements for the student’s degree program for courses outside the student’s major or minor if the student:

• graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense,
• received an honorable discharge as a former member of the armed forces of the United States, and
• completed a minimum of two years of service in the armed services or was discharged because of a disability.

Please Note: To have credit awarded, students must provide proof of eligibility. Careful consideration should be given to the total effect of the additional course credit on degree progress and other institutional rules.

Other Military Coursework
Other military coursework may be considered for transfer credit. Evaluations will be completed after enrollment, and transfer credit is subject to approval by the student's major department/school.

Acceptable forms of documentation that may be submitted include:

1. College Credit for Heroes (CCH) Transcript: Go to https://www.collegecreditforheroes.org/ and send your official transcript to Office of Recruitment & Undergraduate Admissions at A&M-Central Texas.

The university uses the American Council on Education (ACE) guidelines in the evaluation of these transcripts. Military students may also be awarded credit for specified levels of achievement on certain Credit By Examinations, which are typically taken during or shortly after time served in the military. Credit awarded for military education or experience may not be used for admission purposes. A&M-Central Texas grants credit for the lower- and upper-division baccalaureate category but does not award credit for vocational or graduate-level work. Students with technical credit based on military experience may only apply such credits to the Bachelor of Arts in Applied Science (B.A.A.S.) degree options.

Life Experience Credit
Texas A&M University-Central Texas recognizes that each student has different educational needs, goals, and experiences. There are many areas where an individual’s skills and knowledge can be developed through vocational, military, and technical training; experiences accumulated in the workplace; as well as classes completed at other colleges and universities. A&M-Central Texas recognizes nontraditional learning experiences and may award college credit in cases where such credit is deemed appropriate.

Nontraditional learning experiences considered applicable toward a degree at A&M-Central Texas may include:

• Military Occupational Specialties (MOSs), ratings, Military Service Schools, and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
• Vocational training acquired at a regionally or nationally accredited institution or recommended by ACE.
• Credit by examination for prior learning experience.

All students, including military and former military personnel, are eligible for credit consideration based on documentation of their prior learning experiences. While this credit may not be used for admission purposes, transfer students with life experience credit are encouraged to explore the Bachelor of Applied Arts and Sciences (B.A.A.S.) (http://catalog.tamuct.edu/undergraduate-programs/baas-business-management).

Students with an Associate of Applied Science degree in Nursing (or comparable credential) are encouraged to consider the Bachelor of Science in Nursing, which is an RN to B.S.N. program. Students with an Associate of Applied Degree in Aviation Science (or comparable credential) are encouraged to consider the Bachelor of Science in Aviation Science-Professional Pilot program.

For additional information regarding the military credit evaluation process, please see the Military Transcripts and Credit Evaluation (http://tamuct-preview.courseleaf.com/undergraduate-information/military-credit-evaluation) in the catalog.

Undergraduate Grading System
Final grades in all courses will be available at the end of each semester on WarriorWeb. Students can view and print copies of their final grades on WarriorWeb. The undergraduate student’s term grade in any subject shall be designated as one of the following letters:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, 4 quality points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>Good, 3 quality points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>Fair, 2 quality points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>Passing, 1 quality point per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>Failing, 0 quality points per semester hour</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (under exceptional circumstances, see below)</td>
</tr>
<tr>
<td>IP</td>
<td>In-progress (used for non-completed thesis coursework)</td>
</tr>
<tr>
<td>Q</td>
<td>Withdrawal from course, no grade designated</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from university, no grade designated</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal failing from university (included in GPA)</td>
</tr>
<tr>
<td>*P</td>
<td>Pass</td>
</tr>
<tr>
<td>*S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>NG</td>
<td>No credit</td>
</tr>
</tbody>
</table>

The lowest passing grade is a "D." Students should consider that some universities and colleges do not accept a "D" in transfer. A grade of "D" is not considered passing for developmental courses at A&M-Central Texas.
If a course is repeated at this institution, only the best grade in the course is counted in computing the GPA.

The grade "I" shall be recorded for a student only in case of extraordinary circumstances. This entry is used rarely when the instructor and his/her department chair have concurred that the incomplete entry is justified. A grade of "I" must be made up by the last day that course grades are due to the Registrar during the next long semester, and in all cases before registering for the next sequential course. Should this grade not be reported to the Registrar within the prescribed time limit, it automatically becomes an "F."

A student who drops a course on or before the census date receives no grade, and the course will not be listed on that student’s permanent record.

Grade Point Average
The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of semester hours included for quality points.

Grade Forgiveness
An undergraduate student enrolled at A&M-Central Texas may choose to exercise the following forgiveness option:

- Grades received for any one entire semester of coursework taken at A&M-Central Texas more than five (5) years before a student’s current enrollment at A&M-Central Texas may be excluded for computation in the total grade point average (GPA) if the student files a request with the Associate Provost and Associate Vice President for Academic Affairs and Undergraduate Studies. This option may be exercised one time only.

When a student has exercised the forgiveness option, grades for the semester selected by the student will be deleted in computing the total institution GPA. All courses and grades will continue to appear on the student’s transcript. These courses and grades will be counted toward restrictions in total number of withdrawals, as well as calculations of fees for repeated courses and fees resulting from excess hours beyond the degree, etc. In applying the option, all grades from the chosen semester are deleted from the GPA, not just low or failing grades. Also, no classes taken in the semester being forgiven may be counted on the student’s degree plan. A student seeking to exercise this option must be enrolled at A&M-Central Texas at the time he/she requests the forgiveness option.

International Students

International Admission
Along with the general undergraduate admission requirements (p. 22), international applicants must meet the minimum English language proficiency requirements through one of the following ways:

- Test of English as a Foreign Language (TOEFL) minimum score of 69 (Internet-based test) or 520 (paper-based test) or 190 (computer-based test),
- International English Language Test (IELTS) minimum score of 6, or
- Completion of six semester credit hours of English composition with a grade of C or better in each course.

Materials Needed for Application
1. The State of Texas Common Application for Public Universities,\textsuperscript{1} available at the following location: www.applytexas.org (http://www.applytexas.org) (application is submitted electronically),
2. Official transcripts from colleges previously\textsuperscript{2} attended,
3. Application fee $130 nonrefundable, and
4. Affidavit of Support and documented evidence of financial solvency (financial statement documentation).

Applications cannot be processed until all materials are received. Other documents may be requested as needed. The application and all requested materials must be submitted by the required admission deadline (p. 24).

Additional Information
Applications cannot be processed and an I-20 cannot be issued until all materials are received and the applicant is admitted to the university. To obtain a visa from the American Embassy located in the applicant’s country, a prospective student must have documented evidence of financial solvency. A sponsor is obligated to endorse all expenditures for the applicant during the entire course of study. Check with the American Embassy for further details.

International applicants must submit two passport-style color photos taken within six months of application. The A&M System mandates that all international students have medical insurance with coverage in the United States. Students will be automatically enrolled and charged for health insurance as part of their matriculation.

1 Used by U.S. citizens and permanent residents to apply for undergraduate admission.
2 If courses were taken at a college or university outside of the United States, a course-by-course evaluation from an accredited foreign credentials evaluation service is required.

Readmission
Any student who has previously attended A&M-Central Texas and is returning after an absence of one or more long semesters is considered a returning student. Returning students who have not enrolled at any other college or university since last attending A&M-Central Texas will be readmitted to the university. Returning students who have enrolled at another college or university since last attending A&M-Central Texas must meet all general admission requirements.

Regardless of the reason for the absence, returning students must follow the below steps in order to be considered for readmission to the university:

1. Complete and submit an undergraduate application via applytexas.org.
2. Pay the $30 nonrefundable application fee via your electronic application or pay by cash, check, money order, or credit card to the Business Office.
3. Submit official transcripts from every institution since last enrolled at A&M-Central Texas.

Readmission after Academic Suspension
Students who leave the university due to academic suspension may reapply and be readmitted post suspension. If admitted, returning students must meet with the Undergraduate Academic Advising Office.
If the full length of suspension has elapsed, then the returning student’s academic standing is updated to “warning,” and the student will be permitted to continue enrollment. Returning students who have reapplied without serving the full length of the suspension must petition to re-enroll in coursework by following the general suspension appeal process. Admission after suspension is not a guarantee of enrollment, and a refund of the application fee will not be granted should the suspension appeal be denied.

Requirements for a Baccalaureate Degree

General Requirements

The following general requirements for graduating with a baccalaureate degree must be met by all students. Additional requirements may exist for individual programs. The final responsibility for meeting all degree requirements rests with the student.

1. Students must satisfactorily complete 120 credit hours of degree applicable coursework. Higher credit hour requirements may exist for individual programs.
2. Students must earn a minimum institutional GPA of 2.00 in all coursework taken at A&M-Central Texas, and a minimum cumulative GPA of 2.00 in all coursework, including coursework transferred from another institution. The student must also be in good academic standing with the university.
3. Students must satisfactorily complete at least 45 credit hours of upper-level (junior and senior) coursework. The following programs incorporate a high volume of technical/vocational (Workforce Education) and have a reduced upper-level credit minimum: Aviation Science (B.S.) – 43 credit hours; Business Management (B.A.A.S.) – 42 credit hours; and Nursing (B.S.N.) – 30 credit hours.

Residence Requirements

Residence is satisfied only by official enrollment in and completion of coursework applied toward the degree requirements.

1. A minimum of 25% of coursework required for the degree must be completed with A&M-Central Texas (i.e. 30 hours of a degree that requires 120 hours). The work completed at A&M-Central Texas and counted toward the degree must include at least 24 upper-level hours (3000 or 4000 level courses), and 12 of these advanced hours must be in the subject in which the student intends to major.
2. A maximum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.

Writing Intensive Program

To satisfy this requirement, students must have credit for four writing intensive (WI) courses. Two of these four courses must be upper-level institutional WI courses within the major or designed for the degree plan. The remaining WI requirement should be met through Communication foundational component area general education courses.

Application for Degree

A candidate for a degree must apply for the degree by submitting an “Application for Graduation”—either paper-based or online through WarriorWeb—to the Registrar’s Office no later than the deadline for submission of the application for graduation, as specified in the university calendar. Deadlines for submitting an application for graduation are strictly enforced. A $50 graduation application processing fee is required at the time the application is submitted. Students who miss the Late Application Deadline will be charged a $20 late fee and will be eligible for conferment only. Students failing to meet degree requirements in the semester in which they have applied to graduate must reapply and re-pay the graduation application processing fee.

Funding Limit and 3-Peat Rules

Undergraduate Funding Limit Rules

Texas Education Code § 54.014 provides a limit to the number of hours an undergraduate Texas resident may attempt while paying in-state tuition rates. This legislation impacts new undergraduate students enrolling in a Texas state institution of higher education in fall 1999 or thereafter. Students who exceed the limit of attempted hours could be charged tuition not to exceed that of out-of-state tuition rates. A&M-Central Texas adopted a fee of $100 per credit hour for students who exceed attempted hours under the undergraduate funding limit rule.

If you are a Texas resident who enrolled in any Texas state institution of higher education BEFORE 1999, you are exempt from the Undergraduate Funding Limit Rule.

If you are a Texas resident who enrolled in any Texas state institution of higher education for the first time in fall 1999 or later, the following provisions apply to you:

45-Hour Rule

New undergraduate students who started fall 1999 through summer 2006 and attempt 45 or more semester credit hours beyond the hours required to complete their degree will be charged an additional $100 per credit hour for these excess hours. Any student who is being charged additional tuition rates under the 45-hour rule and who wishes to appeal must file an appeal for each applicable semester. The appeal form and procedures may be obtained by contacting the Registrar’s Office.

30-Hour Rule

New undergraduate students who started fall 2006 and thereafter and attempt 30 or more semester credit hours beyond the hours required to complete their degree will be charged an additional $100 per credit hour for these excess hours. Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours.

Please note that all hours in which a student was enrolled at any Texas state institution of higher education, community college, or four-year institution, are counted toward the 45 or 30 semester credit hour cap, whether or not the hours are accepted for transfer at A&M-Central Texas.

3-Peat Rule

Effective fall 2002, Texas Higher Education Coordinating Board (THECB) Rules (Chapter 13, Subchapter B, § 13.25) provide a limit to the number of times that a student may attempt a particular course. A student attempting a non-repeatable course more than two times at A&M-Central Texas will be subject to an additional fee of $100 per credit hour for the repeated course, in addition to the in-state tuition rate. This rule includes not only courses completed more than two times, but also courses the student dropped or from which the student withdrew after the official semester census date.
6-Drop Rule

Beginning with the fall 2007 academic term, and applying to all students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses. This includes courses dropped at another two- or four-year Texas public college or university (S.B. 2183, 80th Regular Session, Texas Legislature; THECB Regulation, Chapter 4, Section 4.10(a)). Once a student has accumulated six (Q) drops, the student will no longer be eligible to drop additional courses.
UNDERGRADUATE PROGRAMS

A&M-Central Texas welcomes interest from eligible undergraduate students throughout the year.

Visit the How to Apply (p. 22) web page to begin.

A&M-Central Texas offers the following undergraduate degrees and minors:

Bachelor of Applied Arts and Science (B.A.A.S.)
- Business Management (p. 40)
- Criminal Justice (p. 42)
- Information Technology (p. 43)

Bachelor of Arts (B.A.)
- English (p. 44)
- History (p. 45)

Bachelor of Business Administration (B.B.A.)
- Accounting (p. 47)
- Computer Information Systems (p. 48)
- Finance (p. 49)
- Human Resource Management (p. 50)
- Management (p. 51)
- Marketing (p. 52)

Bachelor of Music (B.Mus.)
- Music (p. 53)

Bachelor of Science (B.S.)
- Aviation Science-Aviation Management (p. 54)
- Aviation Science-Professional Pilot (p. 55)
- Biology (p. 55)
- Computer Information Systems (p. 57)
- Computer Science (p. 58)
- Criminal Justice (p. 59)
- Exercise Physiology and Human Performance (p. 60)
- Interdisciplinary Studies (p. 60)
- Liberal Studies (p. 64)
- Mathematics (p. 65)
- Political Science (p. 68)
- Psychology (p. 69)
- Sociology (p. 72)

Bachelor of Science in Nursing (B.S.N.)
- Nursing (p. 66)

Bachelor of Social Work (B.S.W.)
- Social Work (p. 70)

Undergraduate Minors
- Minors (p. 73)

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

B.A.A.S. Business Management Overview
The Bachelor of Applied Arts and Sciences (B.A.A.S.) incorporates students' vocational and technical training into their degree program. The intent of the B.A.A.S. degree is to encourage students with an Associates of Applied Science (A.A.S.) or comparable degrees, certificate programs, other vocational training, and military education to continue their education to the completion of a baccalaureate degree.

Eligibility
A student must have completed a minimum of 12 semester credit hours (or the equivalent) of technical and vocational training from a technical school, junior college, military school, or a combination of those learning experiences. The Interdisciplinary Degree Program (IDP) committee may consider all such training from regionally and nationally accredited schools and credit recommendations made by the American Council on Education (ACE), from which Joint Services Transcript credit recommendations are made.

The IDP committee determines both program eligibility and acceptance of technical, vocational, and training credits. Eligibility determinations are only made after the student has enrolled in at least 6 credit hours with A&M-Central Texas.

Although the completion of a community college level credential, such as the A.A.S. or a certificate, is not required, it is strongly encouraged to ensure that students have received adequate training in their occupational specialization area.

The IDP may recommend 1 semester credit hour for every 15 contact hours of technical training.

Restrictions
Students in the B.A.A.S. degree may not declare a minor in a field related to their “occupational specialization.”

Vocational and technical training approved for use toward a student’s major may only be used for that specific program and will not apply to another program should the student change majors or decide to pursue a second baccalaureate degree after graduation. However, all coursework of this type will remain a permanent part of the student record after it is articulated.
**Occupational Specialization**

The occupational specialization uses 30 semester credit hours (or the equivalent) of lower-division technical and vocational training or coursework and may incorporate academic credits as needed, provided the student meets the minimum eligibility requirements and all credits directly relate to the student’s major.

Non-training ACE credit recommendations, such as those based on a student’s Military Occupational Specialty (MOS), may be considered, provided the minimum training requirements for eligibility are met.

Upper-level courses, such as those taught at A&M-Central Texas, may not be used to meet this requirement.

<table>
<thead>
<tr>
<th>Occupational Specialty (Maximum of 30 Semester Credit Hours)</th>
<th>Initial Qualification (Minimum 12 Semester Credit Hours)</th>
<th>Remaining Occupational Specialty Credit (Maximum of 18 Semester Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Course Guide Manual (ACGM)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Workforce Education Course Manual (WECM)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Work Experience (Civilian)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Non-Traditional Education:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Council of Education Recommended (ACE) and Joint Services Transcript (JST)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military Courses Section (AR/NV)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Military Experience Section (MOS/ NEC)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**B.A.A.S. Business Management**

The current B.A.A.S. degree major offering is Business Management. Although this major is in the business field, interested students from non-business backgrounds are encouraged to apply if they wish to receive more advanced business training to acquire management skills for their career.

**Common Courses (111 Credits)**

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Communication-010</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-020</td>
<td></td>
</tr>
</tbody>
</table>

**Select three hours of Mathematics                      | 3  |
**Natural Sciences-030                                    | 3  |
**Select six hours of Natural Science                     | 6  |
**Humanities-040                                          | 3  |
**Select three hours of Humanities                        | 3  |
**Visual and Performing Arts-050                          | 3  |
**Select three hours of Visual and Performing Arts        | 3  |
**U.S. History-060                                       | 3  |
**HIST 1301 United States History I                       | 3  |
**HIST 1302 United States History II                      | 3  |
**Government-070                                          | 3  |
**GOVT 2305 Federal Government                            | 3  |
**GOVT 2306 Texas Government                              | 3  |
**Social and Behavioral Sciences-080                      | 3  |
**ECON 2301 Principles of Macroeconomics                  | 3  |
**University Option-090                                   | 3  |
**ECON 2302 Principles of Microeconomics                  | 3  |
**or PSYC 2301 General Psychology                         | 3  |

**Select one of the following**

<table>
<thead>
<tr>
<th>SPCH 1311 Introduction to Speech Communication</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>or SPCH 1315 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or SPCH 1321 Business &amp; Professional Communication</td>
<td></td>
</tr>
</tbody>
</table>

**Occupational Specialization**

Approved Technical, Vocational, or Military Training.  

**Major Course Requirements**

<table>
<thead>
<tr>
<th>ACCT 2301 Principles of Financial Accounting</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2302 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 3301 Business Communications and Research</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 3311 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 3332 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 3344 Introduction to the Global Business Environment</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 4301 Business Ethics and Corporate Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3301 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3302 Personnel and Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3301 Financial Management I</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 3301 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4350 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 4359 Business Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration Requirements (See Below)**

| Total Semester Credit Hours                             | 120 |

1 Refer to the General Education Requirements for more information.
2 This section has the following considerations:
   • May consist of technical or military credit.
   • No student will be considered for the B.A.A.S. who has less than 12 semester credit hours in the combination of technical, vocational, or military training (12 hours must be technical/vocational training if no military training).
   • With the qualifying 12 semester credit hours, a student may include academic electives up to the maximum 30 semester credit hours.
   • A maximum of 30 semester credit hours will be allowed
3 Should be taken in the last semester.
Concentration Requirements

Business Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MGMT 3350</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4321</td>
<td>Production and Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4325</td>
<td>Leadership Theory and Practice</td>
<td>3</td>
</tr>
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</table>

Total Semester Credit Hours 9

Entrepreneurship

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MGMT 3310</td>
<td>Entrepreneurship I</td>
<td>3</td>
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<tr>
<td>MGMT 4310</td>
<td>Entrepreneurship II</td>
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Select one of the following

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<th>Course Title</th>
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<tbody>
<tr>
<td>MGMT 4303</td>
<td>Wage and Salary Administration</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 4304 Recruitment and Selection of Human Resources</td>
<td>3</td>
<td></td>
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<tr>
<td>or MGMT 4305 Human Resource Development</td>
<td>3</td>
<td></td>
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<tr>
<td>or MKTG 3316 Consumer Behavior</td>
<td>3</td>
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<tr>
<td>or MKTG 3318 Promotional Strategy</td>
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</tbody>
</table>

Total Semester Credit Hours 9

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Demonstrate proficiency in written communications
2. Demonstrate proficiency in oral presentations
3. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks
4. Design and defend a reasoned resolution to an ethical challenge
5. Identify the differences in business environment between countries may impact business decisions
6. Exhibit cross-cultural competencies that will aid in working with people from different cultures
7. Demonstrate knowledge proficiency in the core business disciplines
8. Integrate knowledge across multiple business disciplines
9. Demonstrate how technology can support business decision-making

B.A.A.S. in Criminal Justice

Note: This degree is pending approval by our regional accreditor, the Southern Association of Colleges and Schools – Commission on Colleges. Contact the Associate Provost for additional information regarding the status of our regional accreditation.

The B.A.A.S. in Criminal Justice is a transfer pathway for students with an Associate of Applied Science degree. Students may complete the program by obtaining credit for the relevant program coursework, up to 33 hours, for certifications, non-academic training in the field, and industry training.

The B.A.A.S. in Criminal Justice, in conjunction with students’ experience, provides skills in law enforcement, social perceptiveness, decision-making and problem-solving, writing, and speaking. Graduates can acquire positions with law enforcement agencies, the police force, and correctional facilities, among other related fields. The program combines skills learned in the classroom with the field experience many pursuing a criminal justice degree already possess. The degree program is a practical, streamlined way for students to simultaneously advance both their education and their career, or to use their past experiences to enhance a new career field.

Degree Requirements

General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>Texas Government</td>
<td>3</td>
</tr>
</tbody>
</table>

American History

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1311</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 1315 Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or SPCH 1321 Business &amp; Professional Communication</td>
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<td></td>
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</table>

Any Core Component (090) 3

Component Area Option (090) 33

Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SOCI 3303</td>
<td>Race and Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 3305</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 3310</td>
<td>Criminal Justice Supervision and Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 3315</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4312</td>
<td>Criminal Justice Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4315</td>
<td>Criminal Justice Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4316</td>
<td>Methods of Criminal Justice Research</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 4395</td>
<td>Criminal Justice Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Upper-Level Criminal Justice Electives (3000-4000) 12

Upper-Level Electives (3000-4000) 9

Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

2 For the Occupational Specialization credits, students must have a minimum of 12 semester credit hours consisting of technical, vocational, and military training and may include academic electives to complete the maximum allowable 33 semester credit hours.
Course Schedule Information

The Course Information page includes a complete list of courses and course descriptions. See the courses offered this semester using the Online Course Schedule.

Program Student Learning Outcomes

Upon Completion of the program, students will be able to:

1. Explain concepts, major criminological theories, empirical findings, and trends in Criminal Justice
2. Apply legal and ethical principles to the practice of Criminal Justice
3. Describe the structure and functioning of institutions in Criminal Justice
4. Identify the racial and ethnic issues associated with the practice of Criminal Justice
5. Writing appropriately for upper-level coursework and criminal justice occupations

B.A.A.S. in Information Technology

Note: This degree is pending approval by our regional accreditor, the Southern Association of Colleges and Schools – Commission on Colleges. Contact the Associate Provost for additional information regarding the status of our regional accreditation.

The B.A.A.S. in Information Technology is a transfer pathway for students with an Associate of Applied Science degree. Students may complete the program by obtaining credit for the relevant program coursework, up to 33 hours, for certifications, non-academic training in the field, and industry training.

Degree Requirements

General Education

Communication-010

ENGL 1301 Composition I 3
ENGL 1302 Composition II 3

Mathematics-020

EN 1303 Trigonometry 3

Life and Physical Sciences-030

BIO 1301 Biology 3

Language, Philosophy, and Culture-040

ENGL 1311 Introduction to Literature 3

Creative Arts-050

ART 1301 Introduction to Art 3

American History-060

HIST 1301 United States History I 3
HIST 1302 United States History II 3

Government and Political Science-070

GOVT 2301 United States Government I 3
GOVT 2302 United States Government II 3

Social and Behavioral Sciences-080

PSY 2301 Psychology 3

Component Area Option-090

ECON 2302 Principles of Microeconomics 3

SPCH 1311 Introduction to Speech Communication 3

or SPCH 1315 Public Speaking 3

or SPCH 1321 Business & Professional Communication 3

Occupational Specialization 2 33

B.A.A.S. in Information Technology

Note: This degree is pending approval by our regional accreditor, the Southern Association of Colleges and Schools – Commission on Colleges. Contact the Associate Provost for additional information regarding the status of our regional accreditation.

The B.A.A.S. in Information Technology is a transfer pathway for students with an Associate of Applied Science degree. Students may complete the program by obtaining credit for the relevant program coursework, up to 33 hours, for certifications, non-academic training in the field, and industry training.

Degree Requirements

General Education

Communication-010

ENGL 1301 Composition I 3
ENGL 1302 Composition II 3

Mathematics-020

EN 1303 Trigonometry 3

Life and Physical Sciences-030

BIO 1301 Biology 3

Language, Philosophy, and Culture-040

ENGL 1311 Introduction to Literature 3

Creative Arts-050

ART 1301 Introduction to Art 3

American History-060

HIST 1301 United States History I 3
HIST 1302 United States History II 3

Government and Political Science-070

GOVT 2301 United States Government I 3
GOVT 2302 United States Government II 3

Social and Behavioral Sciences-080

PSY 2301 Psychology 3

Component Area Option-090

ECON 2302 Principles of Microeconomics 3

SPCH 1311 Introduction to Speech Communication 3

or SPCH 1315 Public Speaking 3

or SPCH 1321 Business & Professional Communication 3

Occupational Specialization 2 33

Course Schedule Information

The Course Information page includes a complete list of courses and course descriptions. See the courses offered this semester using the Online Course Schedule.

Program Student Learning Outcomes

Upon Completion of the program, students will be able to:

1. Demonstrate the ability to orally communicate effectively on technical and non-technical subjects in information technology
2. Demonstrate the ability to write effectively on technical and non-technical subjects in information technology
3. Work well independently and as a part of diverse teams
4. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives and produce a well-reasoned resolution
5. Analyze business requirements and design appropriate Information technology solutions
6. Identify and evaluate Information technology solutions for business situations and select optimal solutions to meet the organization's needs
7. Demonstrate an ability to apply general knowledge and skill related to data communications and infrastructure solutions to an organization's Information technology needs
8. Demonstrate an ability to apply general knowledge and skills related to software application solutions to an organization's Information technology needs
9. Demonstrate an ability to apply general knowledge and skills related to database solutions to an organization's Information technology needs
**B.A. English**

**Common Courses (42 Credits)**

Courses that are common to both concentrations may be applied to both. At least 120 hours are required for the degree.

**General Education Requirements**

- Communication-010
  - ENGL 1301 Composition I 3
  - ENGL 1302 Composition II 3
- Natural Sciences-030
  - Select six hours of Natural Science 6
- U.S. History-060
  - HIST 1301 United States History I 3
  - HIST 1302 United States History II 3
- Political Science-070
  - GOVT 2305 Federal Government 3
  - GOVT 2306 Texas Government 3
- Social and Behavioral Sciences-080
  - Select three hours of Social and Behavioral Sciences 3

**Required Courses in the Major**

- ENGL 3305 Critical Analysis of Lit 3
- ENGL 3330 Advanced Composition 3
- ENGL 4300 Shakespeare 3
- ENGL 4311 History of Rhetoric 3

Choose one of the following

- ENGL 4316 Literary Authors 3
  - or ENGL 4317 Literary Themes 3
  - or ENGL 4318 Literary Period 3
  - or ENGL 4319 Literary Genres 3

**Concentration Requirements (See Below)**

**Total Semester Credit Hours** 120

1 Refer to General Education Requirements for more information.

**Concentration Requirements**

### Without Teacher Certification Preparation

**Concentration General Education Requirements**

- Mathematics-020 2
  - MATH 1314 College Algebra 3
- Humanities-040 2
  - Sophomore English 3
- Visual and Performing Art-050
- Select one of the following
  - MUSI 1310 American Music 3
  - or HUMA 1315 Fine Arts Appreciation 3
  - or DRAM 1310 Introduction to Theatre 3
- University Option-090 3
- Sophomore English 3
- LANG 1311 Foreign Language I 3

**Language Requirements**

- LANG 1312 Foreign Language II 3
- LANG 2311 Intermediate Language I 3
- LANG 2312 Intermediate Language II 3

**Required Courses in the Concentration**

- ENGL 3303 Western Literature I 3
- ENGL 3304 Western Literature II 3
- ENGL 3320 Advanced Grammars 3
- ENGL 3306 Readings in Adolescent Lit 3
- ENGL 4360 Adv Studies in Secondary Engl 3
- EDUC 3325 Fundamentals of Bilingual and English as a Second Language Education 3
- EDUC 4340 Technology Application and Integration for Classroom Teachers 3
- SPED 3361 Survey Exceptional Learners 3

**Required Courses for Professional Development**

Choose one of the following

- PSYC 3303 Educational Psychology 3
  - or TECA 1354 Child Growth & Development 3
  - or PSYC 2308 Child Psychology 3
- READ 3335 Content Area Reading 3
- EDUC 3320 Professional Development in Learner Centered Schools 4
- EDUC 3330 Professional Development II: Effective Instruction 3
- EDUC 4330 Professional Development III 3
- EDUC 4335 Issues in Professional Development 3
- EDUC 4691 Clinical Teaching 6

Any Math course that meets the 020 core component area higher than or equal to MATH 1314 at a Texas public institution may be used to fill this area.

6 hours in upper-level Linguistics can be substituted for 6 hours of Foreign Language.

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**With 7th-12th Grade Teacher Certification Preparation**

Program faculty advisement is required prior to enrolling in secondary teacher certification preparation courses.

**Concentration General Education Requirements**

- Mathematics-020 2
  - MATH 1314 College Algebra 3
- Humanities-040 2
  - Sophomore English 3
- Visual and Performing Art-050
- Select one of the following
  - MUSI 1310 American Music 3
  - or HUMA 1315 Fine Arts Appreciation 3
  - or DRAM 1310 Introduction to Theatre 3
- University Option-090 3
- Sophomore English 3
- LANG 1311 Foreign Language I 3

**Language Requirements**

- LANG 1312 Foreign Language II 3
- LANG 2311 Intermediate Language I 3
- LANG 2312 Intermediate Language II 3

**Required Courses in the Concentration**

- ENGL 3303 Western Literature I 3
- ENGL 3304 Western Literature II 3
- ENGL 3320 Advanced Grammars 3
- ENGL 3306 Readings in Adolescent Lit 3
- ENGL 4360 Adv Studies in Secondary Engl 3
- EDUC 3325 Fundamentals of Bilingual and English as a Second Language Education 3
- EDUC 4340 Technology Application and Integration for Classroom Teachers 3
- SPED 3361 Survey Exceptional Learners 3

**Required Courses for Professional Development**

Choose one of the following

- PSYC 3303 Educational Psychology 3
  - or TECA 1354 Child Growth & Development 3
  - or PSYC 2308 Child Psychology 3
- READ 3335 Content Area Reading 3
- EDUC 3320 Professional Development in Learner Centered Schools 4
- EDUC 3330 Professional Development II: Effective Instruction 3
- EDUC 4330 Professional Development III 3
- EDUC 4335 Issues in Professional Development 3
- EDUC 4691 Clinical Teaching 6

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Any Level Electives 18
300-400 Level Electives 15

**Total Semester Credit Hours** 78
Additional Electives

Any Level Electives 6

Total Semester Credit Hours 78

2 Course must be completed with a "C" or better.
3 6 hours in upper-level Linguistics can be substituted for 6 hours of Foreign Language.
4 A formal application for admission to the Teacher Education Program should be made by the student during course.

Admission Requirements to the Teacher Education Program include:

• Complete the following courses with a C grade or better:
  • Twelve hours of English
  • College Algebra course
  • Education Psychology course

• Complete 60 credit hours of overall course work
• Complete 15 hours of course work related to Field of Study with at least a C grade and 2.75 GPA
• Meet Texas Higher Education Assessment (THEA) requirements
• Complete professional interview and writing sample
• Complete content screening instrument

For further information contact Educator Preparation services (https://www.tamuct.edu/educator-preparation-services).

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Perform critical reading and analysis.
2. Engage in scholarly research.
3. Create effective composition for varied audiences.
4. Create effective teaching moments using disciplinary texts.

B.A. History

Common Courses (45 Credits)

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

General Education Requirements 1

Communication-010 2
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Natural Sciences-030 6
Select six hours of Natural Sciences
U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3

Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080
HIST 2311 Western Civilization I 3

Language Requirement 3
LANG 1311 Foreign Language I 3
LANG 1312 Foreign Language II 3
LANG 2311 Intermediate Language I 3
LANG 2312 Intermediate Language II 3

Required Courses in the Major
HIST 3300 Historian's Craft 3
HIST 4382 Historical Method 3

Concentration Requirements (See Below) 75
Total Semester Credit Hours 120

1 Refer to General Education Requirements for more information.
2 Students in teacher certification preparation programs need to pass these courses with a "C" or better.
3 All 12 hours must be from the same language; CLEP, Defense Language Certification.

Concentration Requirements

Without Teacher Certification Preparation

Concentration General Education Requirements
Mathematics-020
Select three credits in Mathematics 3
Humanities-040
Select three hours in Humanities 3
Creative Arts-050
Select three hours of Creative Arts 3
University Options-090
HIST 2312 Western Civilization II 3
Select one of the following
SPCH 1311 Introduction to Speech Communication 3
or
SPCH 1315 Public Speaking
or
SPCH 1321 Business & Professional Communication

Required Courses in the Concentration
ENGL 3330 Advanced Composition 3
HIST 4395 History Senior Research Seminar 3

History Electives
Upper level History electives 21

Additional Electives
Any level electives 15
Upper-level electives 18
Total Semester Credit Hours 75

With 7th-12th Grade History Teacher Certification Preparation

Program faculty advisement is required prior to enrolling in secondary teacher certification preparation courses.

Concentration General Education Requirements
A formal application for admission to the Teacher Education Program should be made by the student during course.
Admission Requirements to the Teacher Education Program include:
• Complete the following courses with a C grade or better:
  • Twelve hours of English
  • College Algebra course
  • Education Psychology course
• Complete 60 credit hours of overall course work
• Complete 15 hours of course work related to Field of Study with at least a C grade and 2.75 GPA
• Meet Texas Higher Education Assessment (THEA) requirements
• Complete professional interview and writing sample
• Complete content screening instrument

For further information contact Educator Preparation services (https://www.tamuct.edu/educator-preparation-services).

With 7th-12th Grade Social Studies Teacher Certification Preparation
Program faculty advisement is required prior to enrolling in secondary teacher certification preparation courses.

Concentration General Education Requirements
Mathematics-020
MATH 1314  College Algebra  3
Humanities-040
Sophomore English  4  3
Visual and Performing Art-050
Choose one of the following
MUSI 1310  American Music  3
or HUMA 1315  Fine Arts Appreciation  3
or DRAM 1310  Introduction to Theatre  3

University Option-090
Sophomore English  4  3
HIST 2312  Western Civilization II  3

Required Courses in the Concentration
HIST 3322  History of Texas  3
or HIST 2301  Texas History  3
HIST 4381  Concepts of History Education  3
EDUC 3325  Fundamentals of Bilingual and English as a Second Language Education  3
EDUC 4340  Technology Application and Integration for Classroom Teachers  3
SPED 3361  Survey Exceptional Learners  3

Professional Development
Choose one of the following
PSYC 3303  Educational Psychology  3
or TECA 1354  Child Growth & Development  3
or PSYC 2308  Child Psychology  3
READ 3335  Content Area Reading  3
EDUC 3320  Professional Development in Learner Centered Schools  5  3
EDUC 3330  Professional Development II: Effective Instruction  3
EDUC 4330  Professional Development III  3
EDUC 4335  Issues in Professional Development  3
EDUC 4691  Clinical Teaching  6

Political Science Electives
Upper-level Political Science Elective  3

Advanced History Electives
Upper-level History Electives  18

Total Semester Credit Hours  75

4 Courses must be completed with a “C” or better.
EDUC 3320 Professional Development in Learner Centered Schools 3
EDUC 3330 Professional Development II: Effective Instruction 3
EDUC 4330 Professional Development III 3
EDUC 4335 Issues in Professional Development 3
EDUC 4691 Clinical Teaching 6

**Advanced Political Science Elective**
Upper-level Political Science Elective 3

**Advanced History Electives**
Upper-level History Electives 12

Total Semester Credit Hours 75

4 Courses must be completed with a "C" or better.
5 A formal application for admission to the Teacher Education Program should be made by the student during course.

Admission Requirements to the Teacher Education Program include:
- Complete the following courses with a C grade or better:
  - Twelve hours of English
  - College Algebra course
  - Education Psychology course
  - Complete 60 credit hours of overall course work
  - Complete 15 hours of course work related to Field of Study with at least a C grade and 2.75 GPA
  - Meet Texas Higher Education Assessment (THEA) requirements
  - Complete professional interview and writing sample
  - Complete content screening instrument

For further information contact Educator Preparation services (https://www.tamuct.edu/educator-preparation-services).

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**Program Level Student Learning Outcomes**

1. Analyze, synthesize, and evaluate academic content within the discipline of history.
2. Know the historical development of the discipline and the philosophical approaches to history that have developed over time.
3. Demonstrate appropriate style and grammar, as well as organizational and analytical ability in their written work.
4. Conduct and report research that analyzes, synthesizes, and evaluates historical content.

**B.B.A. Accounting**

**General Education Requirements**

Communication-010
ENGL 1301 Composition I 3

ENGL 1302 Composition II 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
Select six hours of Natural Science 6
Humanities-040
Select three hours of Humanities 3
Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3
U.S. History-060

HIST 1301 United States History I 3
HIST 1302 United States History II 3

Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3

Social and Behavioral Sciences-080
ECON 2301 Principles of Macroeconomics 3

University Option-090
ECON 2302 Principles of Microeconomics 3

Select one of the following
- SPCH 1311 Introduction to Speech Communication 3
- or SPCH 1315 Public Speaking
- or SPCH 1321 Business & Professional Communication

**Major Course Requirements**

ACCT 2301 Principles of Financial Accounting 3
ACCT 2302 Principles of Managerial Accounting 3
ACCT 3302 Cost Accounting 3
ACCT 3303 Intermediate Accounting I 3
ACCT 3304 Intermediate Accounting II 3
ACCT 3305 Governmental Accounting 3
ACCT 3307 Writing for Accountants 3
ACCT 3310 Accounting Information Systems 3
ACCT 4301 Intermediate Accounting III 3
ACCT 4303 Advanced Accounting 3
ACCT 4305 Federal Tax Accounting I 3
ACCT 4306 Federal Tax Accounting II 3
ACCT 4324 Auditing 3
ACCT 4350 Management Information Systems 3
FIN 3300 Introduction to Financial Planning 3
FIN 3301 Financial Management I 3
BUSI 3332 Legal Environment of Business 3
BUSI 4359 Business Strategy 3
MGMT 3301 Principles of Management 3
MKTG 3301 Marketing 3

Choose one of the following

- BUSI 3311 Business Statistics 3
- or MATH 3300 Principles of Statistics

**Choose one of the following**

- FIN 4301 International Financial Management 3
- or BUSI 3344 Introduction to the Global Business Environment
- or ECON 4301 International Economics

**Additional Electives**
Any level electives 9

**Upper-Level COBA elective** 3

**Total Semester Credit Hours** 120

1 Refer to General Education Core Requirements for more information.

### Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

### Program Level Student Learning Outcomes

1. Demonstrate proficiency in written communications.
2. Demonstrate proficiency in oral presentations.
3. Identify how the differences in business environment between countries may impact business decisions.
4. Exhibit cross-cultural competencies that aid in working with people from different cultures.
5. Demonstrate knowledge proficiency in the core business disciplines.
6. Integrate knowledge across multiple business disciplines.
7. Demonstrate how technology can support business decision-making.
8. Demonstrate knowledge of and the ability to apply Generally Accepted Accounting Principles (GAAP).
10. Demonstrate knowledge of and the application of Generally Accepted Auditing Standards (GAAS).
11. Demonstrate the application of technology used in the accounting profession.

### B.B.A. Computer Information Systems

**General Education Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tr>
<td>Communication-010</td>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-020</td>
<td></td>
<td>Select three hours of Mathematics</td>
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</tr>
<tr>
<td>Natural Sciences-030</td>
<td></td>
<td>Select six hours of Natural Sciences</td>
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<tr>
<td>Humanities-040</td>
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<td>Select three hours of Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Visual and Performing Art-050</td>
<td></td>
<td>Select three hours of Visual and Performing Arts</td>
<td>3</td>
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</tbody>
</table>

**U.S. History-060**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>United States History II</td>
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</tbody>
</table>

**Political Science-070**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>GOVT 2305</td>
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<tr>
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<td>ECON 2301</td>
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<td>University Option-090</td>
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<td>ECON 2302</td>
<td>Principles of Microeconomics</td>
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Select one of the following

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<tr>
<td>SPCH 1311</td>
<td>Introduction to Speech Communication</td>
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<td>or SPCH 1315</td>
<td>Public Speaking</td>
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<tr>
<td>or SPCH 1321</td>
<td>Business &amp; Professional Communication</td>
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**Major Course Requirements**

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<tbody>
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<td>Principles of Managerial Accounting</td>
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<tr>
<td>CIS 3347</td>
<td>Data Communications and Infrastructure</td>
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<td>CIS 3365</td>
<td>System Analysis and Design</td>
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<td>CIS 4301</td>
<td>Database Theory and Practices</td>
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<td>CIS 4350</td>
<td>Management Information Systems</td>
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<td>MKTG 3301</td>
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<tr>
<td>CIS 4341</td>
<td>Information Technology Security and Risk Management</td>
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<td>CIS 3302</td>
<td>Introduction to Business Analytics</td>
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<td>CIS 4351</td>
<td>IS Project Management</td>
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<td>CIS 3360</td>
<td>Ethics in Computing</td>
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<tr>
<td>or COSC 1309</td>
<td>Programming Logic &amp; Design</td>
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<tr>
<td>or BCIS 1309</td>
<td>Intro to Program Logic &amp; Design</td>
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<tbody>
<tr>
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<td>Computer Technology and Impact</td>
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<tr>
<td>or COSC 1301</td>
<td>Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>or BCIS 1301</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<td>C++ Programming</td>
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<td>or CIS 3331</td>
<td>Visual Basic Programming</td>
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<td>or CIS 3332</td>
<td>Java Programming</td>
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<td>or COSC 1320</td>
<td>C Programming I</td>
<td>3</td>
</tr>
<tr>
<td>or COSC 1315</td>
<td>Fundamentals of Programming</td>
<td>3</td>
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<tr>
<td>BUSI 3344</td>
<td>Introduction to the Global Business Environment</td>
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<tr>
<td>BUSI 3311</td>
<td>Business Statistics</td>
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</table>

**Concentration Requirements (See Below)** 15

**Total Semester Credit Hours** 120

1 Refer to General Education Core Requirements for more information.
## Concentration Requirements

### Without Concentration

**Computer Information Systems Electives**

- Any level CIS electives: 3
- Upper-level CIS electives: 6

**Electives**

- Any level electives: 6

**Total Semester Credit Hours**: 15

### With a Concentration in Business Analytics

- CIS 3306: Data Visualization: 3
- CIS 4302: Advanced Business Analytics: 3
- CIS 4303: Data Mining: 3
- CIS 4352: Structured Query Language: 3
- Upper-level CIS elective: 3

**Total Semester Credit Hours**: 15

### With a Concentration in Cybersecurity

- CIS 4342: Computer Security Principles and Practices: 3
- CIS 4345: Network and Systems Security: 3
- CIS 4346: Applied Security: 3
- CIS 4348: Security Trends and Malware Analysis: 3
- CIS 3361: Introduction to Computer Forensics: 3

**Total Semester Credit Hours**: 15

### With a Concentration in Management and Networking

- CIS 3305: Operating Systems Theory and Practice: 3
- CIS 4335: UNIX Systems Administration and Programming: 3
- CIS 4345: Network and Systems Security: 3
- CIS 4376: Network Administration: 3
- CIS 4378: Comprehensive Networking: 3

**Total Semester Credit Hours**: 15

### With a Concentration in Software and Database Design

- CIS 3340: Advanced C++ Programming: 3
  - or CIS 3341: Advanced Visual Basic Programming
  - or CIS 3342: Advanced Java Programming
  - or CIS 3343: C# Programming for Windows and the Web
- CIS 3351: Data Structures: 3
- CIS 4340: Algorithm Design and Analysis: 3
- CIS 4352: Structured Query Language: 3
- CIS 4379: Software Engineering for E-Business: 3

**Total Semester Credit Hours**: 15

## Program Level Student Learning Outcomes

1. Students will be able to demonstrate proficiency in written communications.
2. Students will be able to demonstrate proficiency in oral presentations.
3. Students will be able to evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives.
4. Students will be able to produce a well-reasoned resolution to an ethical challenge.
5. Students will identify how the differences in business environment between countries may impact business decisions.
6. Students will be able to exhibit cross cultural competencies that will aid in working with people from different cultures.
7. Students will be able to demonstrate knowledge proficiency in the core business disciplines.
8. Students will be able to integrate knowledge across multiple business disciplines.
9. Students will be able to demonstrate how technology can support business decision making.
10. Students will be able to analyze business information systems problems and design appropriate solutions.
11. Students will be able to evaluate alternative solutions and select the most appropriate to apply to information needs of organizations.
12. Students will be able to evaluate, design, develop, and implement networking solutions to organization-wide Information System's needs.
13. Students should demonstrate an ability to apply general knowledge and skills related to IT security and risk management in an organization's Information System's needs.
14. Students will be able to evaluate, design, develop, and implement software application solutions to organization-wide Information System's needs.
15. Students will be able to evaluate, design, develop, and implement database solutions to organization-wide Information System's needs.

## B.B.A. Finance

### General Education Requirements

1. Communication-010
   - ENGL 1301: Composition I: 3
   - ENGL 1302: Composition II: 3

2. Mathematics-020
   - MATH 1314: College Algebra: 3
   - or MATH 1324: Mathematics for Business & Social Sciences

3. Natural Sciences-030
   - Select six hours of Natural Science: 6

4. Humanities-040
   - Select three hours of Humanities: 3

5. Visual and Performing Art-050
   - Select three hours of Visual and Performing Arts: 3

6. U.S. History-060
   - HIST 1301: United States History I: 3
   - HIST 1302: United States History II: 3

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
Program Level Student Learning Outcomes

1. Demonstrate proficiency in written communications.
2. Demonstrate proficiency in oral presentations.
3. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives.
4. Produce a well-reasoned resolution to an ethical challenge.
5. Identify how the differences in business environments between countries may impact business decisions.
6. Exhibit cross-cultural competencies that aid in working with people from different cultures.
7. Demonstrate knowledge proficiency in the core business disciplines.
8. Integrate knowledge across multiple business disciplines.
9. Demonstrate how technology can support business decision-making.
10. Demonstrate fundamental knowledge of financial concepts and institutions.
11. Perform financial analysis and demonstrate knowledge of evaluation methods.
12. Compare and contrast various valuation models.
13. Analyze the dynamics of the risk return tradeoff.

B.B.A. Human Resource Management

General Education Requirements

Communication-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
Select six hours of Natural Science 6
Humanities-040
Select three hours of Humanities 3
Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3
U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3
Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080
PSYC 2301 General Psychology 3
University Option-090
ECON 2301 Principles of Macroeconomics 3
Select one of the following
SPCH 1311 Introduction to Speech Communication 3

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
or SPCH 1315  Public Speaking
or SPCH 1321  Business & Professional Communication

Major Course Requirements

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<td>3</td>
</tr>
<tr>
<td>ACCT 2302</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2302</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>BCIS 1301</td>
<td>Microcomputer Applications (or higher with spreadsheet component)</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3301</td>
<td>Financial Management I</td>
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<td>BUSI 3301</td>
<td>Business Communications and Research</td>
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<td>BUSI 3311</td>
<td>Business Statistics</td>
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<td>Introduction to the Global Business Environment</td>
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<td>Employment Law</td>
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<td>MGMT 3302</td>
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<td>Wage and Salary Administration</td>
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<td>Recruitment and Selection of Human Resources</td>
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<td>Human Resource Development</td>
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<td>MGMT 3303</td>
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<td>or MGMT 4325 Leadership Theory and Practice</td>
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<tr>
<td>or MGMT 4302 Productive Relationships</td>
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<tr>
<td>or MGMT 4384 Management Internship</td>
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Advanced Business Electives

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Course Information and Schedule

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Program Level Student Learning Outcomes

1. Demonstrate proficiency in written communications.
2. Demonstrate proficiency in oral presentations.
3. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives.
4. Design and defend a well-reasoned resolution to an ethical challenge.
5. Identify how the differences in business environment between countries may impact business decisions.
6. Exhibit cross-cultural competencies that aid in working with people from different cultures.
7. Demonstrate knowledge proficiency in the core business disciplines.
8. Integrate knowledge across multiple business disciplines.
9. Demonstrate how technology can support business decision-making.
10. Demonstrate knowledge proficiency in the core human resource management (HRM) functions.

B.B.A. Management

General Education Requirements

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Communication-010

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<td>ENGL 1302</td>
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Mathematics-020

Select three hours of Mathematics                             | 3            |

Natural Sciences-030

Select six hours of Natural Science                            | 6            |

Humanities-040

Select three hours of Humanities                               | 3            |

Visual and Performing Arts-050

Select three hours of Visual and Performing Arts               | 3            |

U.S. History-060

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University Option-090

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BUSI 4301 Business Ethics and Corporate Social Responsibility 3
BUSI 4359 Business Strategy 3
MGMT 3301 Principles of Management 3
MGMT 3302 Personnel and Human Resource Management 3
MGMT 3350 Organizational Behavior 3
MGMT 4321 Production and Operations Management 3
MGMT 4325 Leadership Theory and Practice 3
MKTG 3301 Marketing 3

**Advanced Management Electives**
Upper-level Management electives 9

**Advanced Business Electives**
Upper-level Business electives 9

**Electives**
Any level electives 6

Total Semester Credit Hours 120

---

**Course Information and Schedule**

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**Program Level Student Learning Outcomes**

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2. Demonstrate proficiency in oral presentations.

3. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives.

4. Produce a well-reasoned resolution to an ethical challenge.

5. Identify how the differences in business environment between countries may impact business decisions.

6. Exhibit cross-cultural competencies that aid in working with people from different cultures.

7. Demonstrate knowledge proficiency in the core business disciplines.

8. Integrate knowledge across multiple business disciplines.

9. Demonstrate how technology can support business decision-making.

10. Demonstrate knowledge proficiency in the principles of management.

11. Demonstrate comprehension of leadership principles.

---

**B.B.A. Marketing**

**General Education Requirements**

**Communication-010**

ENGL 1301 Composition I 3

ENGL 1302 Composition II 3

Mathematics-020
Select three hours of Mathematics 3

Natural Sciences-030
Select six hours of Natural Science 6

Humanities-040
Select three hours of Humanities 3

Visual and Performing Arts-050
Select three hours of Visual and Performing Arts 3

U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3

Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3

Social and Behavioral Sciences-080
PSYC 2301 General Psychology 3

University Option-Wellness-090

ECON 2301 Principles of Macroeconomics 3

Select one of the following
SPCH 1311 Introduction to Speech Communication 3
or SPCH 1315 Public Speaking
or SPCH 1321 Business & Professional Communication

**Major Course Requirements**

ACCT 2301 Principles of Financial Accounting 3
ACCT 2302 Principles of Managerial Accounting 3
ECON 2302 Principles of Microeconomics 3
BCIS 1301 Microcomputer Applications (or higher with spreadsheet component) 3

FIN 3301 Financial Management I 3
BUSI 3301 Business Communications and Research 3
BUSI 3311 Business Statistics 3
BUSI 3332 Legal Environment of Business 3
BUSI 3344 Introduction to the Global Business Environment 3
BUSI 4301 Business Ethics and Corporate Social Responsibility 3

BUSI 4359 Business Strategy 3
MGMT 3301 Principles of Management 3
MGMT 3302 Personnel and Human Resource Management 3
MGMT 3350 Organizational Behavior 3
CIS 4350 Management Information Systems 3

MKTG 3301 Marketing 3
MKTG 3316 Consumer Behavior 3
MKTG 3318 Promotional Strategy 3
MKTG 3320 Marketing Research 3
MKTG 4302 Services Marketing 3
MKTG 4305 Digital and Internet Marketing 3
MKTG 4316 Marketing Management 3

**Advanced Marketing Electives**
Upper-level marketing electives 3

**Advanced Business Electives**
Upper-level business electives 3

---

1 Refer to General Education Core Requirements for more information.
## Course Information and Schedule

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## Program Level Student Learning Outcomes

1. Demonstrate proficiency in written communications
2. Demonstrate proficiency in oral presentations
3. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives
4. Produce a well-reasoned resolution to an ethical challenge
5. Identify how the differences in business environment between countries may impact business decisions
6. Exhibit cross-cultural competencies that aid in working with people from different cultures
7. Demonstrate knowledge proficiency in the core business disciplines
8. Integrate knowledge across multiple business disciplines
9. Demonstrate how technology can support business decision-making
10. Demonstrate proficiency in the principles of marketing
11. Exhibit an understanding of the consumer buying process
12. Demonstrate proficiency in marketing research techniques

## Bachelor of Music

The Bachelor of Music provides student-centered, high-quality, rigorous instruction to build a complete musician in the areas of performance, musicianship, history and theory, and education. The degree offers flexibility with elective courses to pursue innovative music careers of the future. Students serve as ambassadors of music in the community and graduates are prepared for graduate study in Music and the pursuit of music careers or careers in music related fields.

## Degree Requirements

### General Education

<table>
<thead>
<tr>
<th>Category</th>
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<th>Credits</th>
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### Language, Philosophy, and Culture-040

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### Major Lower-Level Courses

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### Major Upper-Level Courses

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</tr>
</tbody>
</table>
Concentration (See Below) 8
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

**Instrumental Concentration Requirements**

**Major Upper-Level Requirements**

- MUSI 3129 Intermediate & Advanced Band Repertoire 1
- MUSI 3130 Intermediate & Advanced Orchestra Repertoire 1
- MUSI 3134 Brass Class 1
- MUSI 3138 String Class 1
- MUSI 3135 Vocal Class (Instrumental Majors) 1
- MUSI 4327 Instrumental & Marching Methods 3
  or MUSI 4328 Sec Orchestra & Guitar Methods
- MUSI 3133 Woodwind Class 1

Total Semester Credit Hours 8

**Vocal Concentration Requirements**

**Major Upper-Level Requirements**

- MUSI 3161 Diction for Singers 1
- MUSI 3259 Choral Repertoire 2
- MUSI 3162 Opera Workshop 1
- MUSI 4312 Vocal Pedagogy 3
- MUSI 3161 Diction for Singers 1

Total Semester Credit Hours 8

**COURSE INFORMATION AND SCHEDULE**

The Course Information (http://catalog.tamuct.edu/course-information/tamuct) page includes a complete list of courses and course descriptions. See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**PROGRAM LEVEL STUDENT LEARNING OUTCOMES**

Upon completion of the program, undergraduate students will be able to:

1. Exhibit growth in solo performance skills, culminating in the ability to plan and perform a full senior recital
2. Demonstrate skilled musicianship and teamwork as part of a performing ensemble
3. MUHave a thorough working knowledge of music history and theory
4. Assist others in acquiring knowledge and skills in music
5. Be proficient in current technology in music software and applications
6. Be ambassadors of music in the community and build contacts outside of the University prior to graduation

**B.S. Aviation Science - Aviation Management**

**General Education Requirements**

Communication 0-10

- ENGL 1301 Composition I 3
- ENGL 1302 Composition II 3
- Mathematics 0-20
- Select three hours of Mathematics 3
- Natural Sciences 0-30
- Select six hours of Natural Sciences 6
- Humanities 0-40
- Select three hours of Humanities 3
- Visual and Performing Art 0-50
- Select three hours of Visual and Performing Arts 3
- U.S. History 0-60
- HIST 1301 United States History I 3
- HIST 1302 United States History II 3
- Political Science 0-70
- GOVT 2305 Federal Government 3
- GOVT 2306 Texas Government 3
- Social and Behavioral Sciences 0-80
- ECON 2301 Principles of Macroeconomics 3
- University Option 0-90
- ECON 2302 Principles of Microeconomics 3
- Select one of the following
- SPCH 1311 Introduction to Speech Communication 3
  or SPCH 1315 Public Speaking
  or SPCH 1321 Business & Professional Communication

**Major Course Requirements**

- ACCT 2301 Principles of Financial Accounting 3
- ACCT 2302 Principles of Managerial Accounting 3
- Select one of the following
- CIS 3300 Computer Technology and Impact 3
  or COSC 1301 Introduction to Computing
- AVSC 3304 Airport Management 3
- AVSC 3307 Aviation History 3
- AVSC 3321 Airline Management 3
- AVSC 3333 Airports and Environmental Impact 3
- AVSC 4301 Aviation Law 3
- AVSC 4308 Aviation Safety 3
- AVSC 4309 Aviation Security 3
- AVSC 4321 Certification of Airports 3
- AVSC 4333 General Aviation and Corporate Business Aviation 3
- AVSC 4396 Capstone - Aviation Management (Emergency Preparedness) 3
- FIN 3301 Financial Management I 3
- BUSI 3311 Business Statistics 3
- BUSI 3301 Business Communications and Research 3
- MKTG 3301 Marketing 3
- MGMT 3301 Principles of Management 3
- MGMT 3302 Personnel and Human Resource Management 3
- MGMT 4306 Employer and Labor Relations 3

**Aviation Electives**

Any level Aviation electives 6

**Electives**

Any level electives 6
Upper-level electives (Instructor Approved) 6
Total Semester Credit Hours 120

Refer to General Education Core Requirements for more information.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_schd).

Program Level Student Learning Outcomes
1. Explain the laws, regulations, and legal issues affecting the aviation industry.
2. Identify the issues affecting aviation safety and safety management.
3. Communicate proficiency in writing and oral presentations.
4. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks.
5. Demonstrate how technology can support business decision-making.
6. Identify the differences in business environment between countries that may impact business decisions.

B.S. Aviation Science - Professional Pilot

General Education Requirements
Communication-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
Select six hours of Natural Sciences 6
Humanities-040
Select three hours of Humanities 3
Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3
U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3
Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080
Select three hours of Social and Behavioral Sciences 3
University Option-090
Select one of the following
SPCH 1311 Introduction to Speech Communication 3
or SPCH 1315 Public Speaking

Required Lower Level Aviation Courses
AVSC 3301 Air Carrier Operations 3
AVSC 3302 Aviation Techniques of Instruction 3
AVSC 3303 Air Traffic Control 3
AVSC 3304 Airport Management 3
AVSC 3307 Aviation History 3
AVSC 4301 Aviation Law 3
AVSC 4302 Advanced Aircraft Systems 3
AVSC 4308 Aviation Safety 3
AVSC 4309 Aviation Security 3
AVSC 4395 Capstone – Professional Pilot (Crew Resource Management) 3
BUSI 3301 Business Communications and Research 3
MGMT 3301 Principles of Management 3
MGMT 3302 Personnel and Human Resource Management 3
MKTG 3301 Marketing 3
MKTG 4306 Employer and Labor Relations 3

Total Semester Credit Hours 120

Refer to General Education Core Requirements for more information.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_schd).

Program Level Student Learning Outcomes
1. Comprehend technical aspects of advanced aircraft systems.
2. Explain the laws, regulations, and legal issues affecting the aviation industry.
3. Identify the issues affecting aviation safety and safety management.
4. Communicate proficiency in writing and oral presentations.
5. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks.
6. Demonstrate management knowledge proficiency.

B.S. Biology

Common Courses (88 Credits)
Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.
General Education Requirements

Communications-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
MATH 2313 Calculus I 3
Natural Sciences-030
BIOL 1406 Biology for Science Majors I (Lecture + Lab) 2 4
BIOL 1407 Biology for Science Majors II (Lecture + Lab) 2 4
Humanities-040
Select three hours of Humanities 3
Visual and Performing Arts-050
Select three hours of Visual and Performing Arts 3
U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3
Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080
Select three hours of Social and Behavioral Sciences 3
University Option-090
CHEM 1411 General Chemistry I 2 4
Lower Major Requirements
BIOL 2421 Microbiology for Science Majors 2 4
CHEM 1412 General Chemistry II 2 4
CHEM 2423 Organic Chemistry I (Lecture + Lab) 2 4
CHEM 2425 Organic Chemistry II (Lecture + Lab) 2 4
PHYS 1401 College Physics I 4
Biology Major Courses
BIOL 3452 Principles of Genetics 2 4
BIOL 3380 Research Methods 2 3
BIOL 4380 Evolution 2 3
BIOL 4395 Biology Capstone 2 3
CHEM 4430 Biochemistry I 2 4
MATH 3350 Principles of Bio-Statistics 3
Additional Electives
Any level electives 6
Concentration Requirements (See Below) 32
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.
2 Courses must be completed with a "C" or better.

Concentration Requirements
With Biotechnology Concentration
BIOL 4451 Bioinformatics 2 4
BIOL 4470 Cell Biology 2 4
BIOL 4471 Molecular Biology 2 4
BIOL 4475 Proteomics 2 4
CHEM 3415 Analytical Chemistry 2 4
CHEM 4415 Instrumental Analysis 2 4
Choose eight hours from the following 2 8
BIOL 4372 Virology
or BIOL 4373 Immunology
or BIOL 4388 Special Topics in Biology
or CHEM 4431 Biochemistry II
Total Semester Credit Hours 32
2 Courses must be completed with a "C" or better.

With Organismal Biology Concentration
BIOL 3401 Ecology 2 4
BIOL 3315 Advanced Physiology 2 3
BIOL 3318 Animal Physiology 2 3
BIOL 3430 Botany 2 4
BIOL 3420 Entomology 2 4
or BIOL 3440 Invertebrate Zoology
BIOL 3445 Comparative Vertebrate Zoology 2 4
BIOL 4346 Animal Behavior 2 3
Choose seven credits from the following 2 7
BIOL 3420 Entomology 1-4
or BIOL 3440 Invertebrate Zoology
or BIOL 4470 Cell Biology
or BIOL 4471 Molecular Biology
or BIOL 4372 Virology
or BIOL 4373 Immunology
or BIOL 4389 Special Topics in Biology
or CHEM 4431 Biochemistry II
Total Semester Credit Hours 33-36
2 Courses must be completed with a "C" or better.

With Ecology / Conservation Concentration
BIOL 3401 Ecology 2 4
BIOL 3440 Invertebrate Zoology 2 4
BIOL 3430 Botany 2 4
BIOL 4301 Conservation Biology 2 3
BIOL 4302 Restoration Ecology 2 3
BIOL 4346 Animal Behavior 2 3
CHEM 4431 Biochemistry II 2 4
Choose seven credits from the following 2 7
BIOL 3318 Animal Physiology 1-4
or BIOL 3420 Entomology
or BIOL 3445 Comparative Vertebrate Zoology
or BIOL 4470 Cell Biology
or BIOL 4389 Special Topics in Biology
Total Semester Credit Hours 33-36
2 Courses must be completed with a "C" or better.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.
See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Entry Requirements
Students will be admitted into the Biology major by the faculty once the application criteria are met. To be accepted into the Biology program, students must:

- Have an overall GPA of 2.75 or higher.

Program Level Student Learning Outcomes
1. Explain biological concepts across sub disciplines.
2. Implement research methodology as it applies across the various biological subdisciplines.
3. Critically evaluate scientific research in the biological sciences.
4. Demonstrate strong communication skills.

B.S. Computer Information Systems

Common Courses (105 Credits)
Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

General Education Requirements 1
Communication-010
ENGL 1301  Composition I  3
ENGL 1302  Composition II  3
Mathematics-020
Select three hours of Mathematics  3
Natural Sciences-030
Select six hours of Natural Sciences  6
Humanities-040
Select three hours of Humanities  3
Visual and Performing Arts-050
Select three hours of Visual and Performing Arts  3
U.S. History-060
HIST 1301 United States History I  3
HIST 1302 United States History II  3
Political Science-070
GOVT 2305 Federal Government  3
GOVT 2306 Texas Government  3
Social and Behavioral Sciences-080
Select three hours of Social and Behavioral Sciences  3
University Option-090
ECON 2302 Principles of Microeconomics  3
Select one of the following
SPCH 1311  Introduction to Speech Communication  3
 or SPCH 1315  Public Speaking
 or SPCH 1321  Business & Professional Communication

Major Course Requirements
CIS 3360  Ethics in Computing  3
CIS 3431  IS Project Management  3
CIS 3434  Information Technology Security and Risk Management  3
CIS 3315  Web Site Development and Design  3
CIS 4360  Strategic Information Systems  3
CIS 3347  Data Communications and Infrastructure  3
CIS 3365  System Analysis and Design  3
CIS 4301  Database Theory and Practices  3
CIS 4350  Management Information Systems  3
BUSI 3311  Business Statistics  3
MGMT 3301  Principles of Management  3
Select one of the following  3
CIS 3300  Computer Technology and Impact  3
 or COSC 1301  Introduction to Computing
Select one of the following  3
CIS 3330  C++ Programming  3
 or CIS 3331  Visual Basic Programming
 or CIS 3332  Java Programming
 or COSC 1320  C Programming I
 or COSC 1315  Fundamentals of Programming
Select one of the following  3
CIS 3303  Programming Logic and Design  3
 or COSC 1309  Programming Logic & Design
 or BCIS 1309  Intro to Program Logic & Design

Computer Information Systems Electives
Any level CIS electives  6
Upper-level CIS elective  3

Electives
Any level electives  12
Concentration Requirements (See Below)  15
Total Semester Credit Hours  129

1  Refer to General Education Core Requirements for more information.

Concentration Requirements
Without Concentration
Advanced CIS or CS Electives  15
Total Semester Credit Hours  15

With a Concentration in Business Analytics
CIS 3302  Introduction to Business Analytics  3
CIS 3306  Data Visualization  3
CIS 4302  Advanced Business Analytics  3
CIS 4303  Data Mining  3
CIS 4352  Structured Query Language  3
Total Semester Credit Hours  15

With a Concentration in Cybersecurity
CIS 4342  Computer Security Principles and Practices  3
CIS 4345  Network and Systems Security  3
CIS 4346  Applied Security  3
CIS 4348  Security Trends and Malware Analysis  3
With a Concentration in Management and Networking

CIS 3361  Introduction to Computer Forensics  3
Total Semester Credit Hours  15

With a Concentration in Management and Networking and Database Design

CIS 3305  Operating Systems Theory and Practice  3
CIS 4335  UNIX Systems Administration and Programming  3
CIS 4345  Network and Systems Security  3
CIS 4376  Network Administration  3
CIS 4378  Comprehensive Networking  3
Total Semester Credit Hours  15

With a Concentration in Software Engineering and Database Design

CIS 3340  Advanced C++ Programming  3
or CIS 3341  Advanced Visual Basic Programming  3
or CIS 3342  Advanced Java Programming  3
or CIS 3343  C# Programming for Windows and the Web  3
CIS 3351  Data Structures  3
CIS 4340  Algorithm Design and Analysis  3
CIS 4352  Structured Query Language  3
CIS 4379  Software Engineering for E-Business  3
Total Semester Credit Hours  15

Program- Level Student Learning Outcomes

1. Graduates should demonstrate ability to write effectively on technical and non-technical subjects in computer information systems.
2. Graduates should demonstrate ability to orally communicate effectively on technical and non-technical subjects in computer information systems.
3. Graduates should be able to work well as a part of diverse team.
4. Graduates should be able to analyze business requirements and design appropriate Information Systems solutions.
5. Graduates should be able to evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives and produce a well-reasoned resolution.
6. Graduates should be able to identify and evaluate Information Systems solutions for business situations and select optimal solutions to meet the organization’s needs.
7. Graduates should demonstrate an ability to apply general knowledge and skills related to data communications and infrastructure solutions to an organization’s Information System’s needs.
8. Graduates should demonstrate an ability to apply general knowledge and skills related to IT security and risk management in an organization’s Information System’s needs.
9. Graduates should demonstrate an ability to apply general knowledge and skills related to software application solutions to an organization’s Information System’s needs.
10. Graduates should demonstrate an ability to apply general knowledge and skills related to database solutions to an organization’s Information System’s needs.

Business Analytics Concentration

1. Graduates should demonstrate a depth of knowledge and skills relating to the application of Business Analytics.

Information Technology Security Concentration

1. Graduates should demonstrate a depth of knowledge and skills relating to the application of Information Technology Security.

Management and Networking Concentration

1. Graduates should demonstrate a depth of knowledge and skills relating to the application of Networking and Management.

Database and Software Engineering Concentration

1. Graduates should demonstrate a depth of knowledge and skills relating to the application of Software Engineering and Database technologies.

B.S. Computer Science

General Education Requirements

Communication-010
ENGL 1301  Composition I  3
ENGL 1302  Composition II  3
Mathematics-020
MATH 2413  Calculus I  4
Natural Sciences-030
PHYS 2325  University Physics I (PHYS 2125 Lab Required)  4
or PHYS 2425  University Physics I
PHYS 2326  University Physics II (PHYS 2126 Lab Required)  4
or PHYS 2426  University Physics II
Humanities-040
Select three hours of Humanities  3
Visual and Performing Arts-050
Select three hours of Visual and Performing Arts  3
U.S. History-060
HIST 1301  United States History I  3
HIST 1302  United States History II  3
Political Science-070
GOVT 2305  Federal Government  3
GOVT 2306  Texas Government  3
Social and Behavioral Sciences-080
Select three hours of Social and Behavioral Sciences  3
University Option-090
MATH 2314  Calculus II  3

Major Course Requirements

COSC 1315  Fundamentals of Programming  3
COSC 1336  Programming Fundamentals I  3
COSC 1337  Programming Fundamentals II  3
Select one of the following
MATH 3300 Principles of Statistics 3
or MATH 1342 Elementary Statistical Methods
Select one of the following
MATH 3310 Discrete Mathematics 3
or MATH 2305 Discrete Mathematics
COSC 3343 Computer Architecture 3
COSC 3351 Data Structures 3
COSC 3380 Operating Systems 3
COSC 4301 Database Theory and Practices 3
COSC 4340 Analysis of Algorithms 3
COSC 4341 Information Technology Security and Risk Management 3
COSC 4378 Computer Networks 3
CIS 3360 Ethics in Computing 3
CIS 4379 Software Engineering for E-Business 3
Select one of the following
CIS 3330 C++ Programming 3
or CIS 3332 Java Programming
or CIS 3343 C# Programming for Windows and the Web
or CIS 3342 Advanced Java Programming
or CIS 3340 Advanced C++ Programming
Select one of the following
MATH 3360 Numerical Analysis I 3
or MATH 3332 Linear Algebra
Electives
Any level electives 6
3000-4000 level electives (faculty approval required) 24
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

A student may need to take foundation courses such as algebra, trigonometry, or pre-calculus before taking the required calculus courses. A student may apply up to 6 hours of these foundation courses as electives in the Lower-level Course Requirements.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Graduates should demonstrate ability to write effectively on technical and non-technical subjects in computer information systems.
2. Graduates should demonstrate ability to orally communicate effectively on technical and non-technical subjects in computer information systems.
3. Graduates should be able to work well as a part of diverse team.
4. Graduates should be able to analyze business situations and design appropriate computer science solutions.
5. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks/perspectives and produce a well-reasoned resolution.
6. Graduates should be able to evaluate computer science solutions for business situations and select "best" alternative.
7. Graduates should demonstrate a competency of theories, terms, and skills in order to address complex software development design problems.
8. Graduates should demonstrate an ability to apply general knowledge and skills related to IT security and risk management in an organization's Information System's needs.
9. Graduates should demonstrate a knowledge of current technology in computer science.

B.S. Criminal Justice
General Education Requirements

Communication-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
Select six hours of Natural Sciences 6
Humanities-040
Select three hours of Humanities 3
Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3
U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3
Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080
Select three hours of Social and Behavioral Sciences 3
University Options-090
Select three hours that meet one of the core component areas above 3
Select one of the following
SPCH 1311 Introduction to Speech Communication 3
or SPCH 1315 Public Speaking
or SPCH 1321 Business & Professional Communication

Course Requirements
CRIJ 1301 Introduction to Criminal Justice 3
CRIJ 1306 Court Systems & Practices 3
CRIJ 2328 Police Systems & Practices 3
CRIJ 1310 Fundamentals of Criminal Law 3
CRIJ 2313 Correctional Systems & Practices 3
CRIJ 3305 Criminology 3
CRIJ 3310 Criminal Justice Supervision and Management 3
CRIJ 3315 Criminal Evidence 3
CRIJ 4312 Criminal Justice Ethics 3
CRIJ 4316 Methods of Criminal Justice Research 3
CRIJ 4395 Criminal Justice Senior Seminar 3
B.S. Exercise Physiology and Human Performance

General Education Requirements

Communication-010
ENGL 1301 Composition I 3
Select three hours of Communication 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
BIOL 2401 Anatomy and Physiology I 4
BIOL 2402 Anatomy and Physiology II 4
Humanities-040
Select three hours of Humanities 3
Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3

Additional Electives
Prescribed upper-level electives 18
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Articulate the fundamental principles of exercise science and nutrition.
2. Prescribe individualized exercise and nutritional interventions.
3. Analyze current trends in exercise science.

B.S. Interdisciplinary Studies

Teacher Certification Preparation Program

Teacher Education, one of the major programs at Texas A&M University-Central Texas (A&M-Central Texas), emphasizes broad general education
as a foundation for mastery of teaching skills and specialized knowledge in an academic discipline. The primary purpose of teacher education is to prepare highly qualified teachers for employment in Texas and the nation. The goal of the Teacher Education Program is to develop teachers who:

1. Possess appropriate knowledge and abilities in specific content areas or teaching fields;
2. Communicate effectively with students, parents, and other professionals;
3. Apply the principles of instructional planning in the development of curriculum;
4. Use effective teaching practices;
5. Formally and informally evaluate student performance and use results of such assessment in the instructional decision-making process;
6. Promote critical thinking and participatory citizenship;
7. Are skilled in the use of instructional technology;
8. Are proficient in mathematical skills;
9. Operate within the legal guidelines and uphold the ethics of the teaching profession;
10. Demonstrate concern for students’ general welfare; and
11. Are committed to continued professional growth and development.

Admissions Standards for the Teacher Certification Preparation Program
The Educator Preparation Council will only consider applicants who meet the following minimum academic standards:

1. Minimum 2.75 GPA overall or in the last 60 hours
2. Minimum 2.75 GPA in degree major and concentration
3. Completion or concurrent enrollment in the following courses:
   a. 42 semester credit hours (SCH) of general education core requirements in the degree plan
   b. PSYC 3303 Educational Psychology or PSYC 2308 Child Psychology or FCS 3300 Child Development (may be included in 42 SCH core requirements)
   c. All English requirements in the degree plan
   d. All Science requirements in the degree plan
   e. MATH 3303 Concepts of Elementary Math I and MATH 3305 Concepts of Elementary Math II (when prescribed in the degree plan)
   f. EDUC 3320 Professional Development in Learner Centered Schools
4. Completion of a minimum of 9 SCH (12 SCH for secondary) in concentration for the degree plan
5. No grade lower than a "C" in the degree major and concentration courses
6. Demonstration of basic skills in reading, written communication, and mathematics by meeting the requirements of the Texas Success Initiative
7. Demonstration of content mastery with a score of 80% on Certify Teacher (EC-6 must score 80% on every subject)
8. Successful completion of professional interview measuring knowledge, experience, skills, and aptitude with a combined minimum score of 45
9. Successful completion of ACCUPLACER with an Essay score of 6 or an Essay score of 5 and a Sentence Skills score of 80
10. Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom based on the interview

International Admissions
All applicants for Teacher Certification must demonstrate English Language Proficiency before admission.

- Completion of an undergraduate or graduate degree at an accredited Institution of Higher Education in the United States or from a country in which English is the official language, or
- Verification of satisfactory score on the Test of English as a Foreign Language-Internet Based Test (TOEFL iBT). Applicants must take all four portions and score at or above: Listening - 22, Speaking - 24, Reading - 22, and Writing - 21.

Graduates from foreign universities and colleges must submit an original Foreign Credential Review from one of the following TEA Approved Foreign Credential Evaluation Services (http://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services).

Criminal History Information
TEA conducts a national criminal history check on all applicants for certification. Texas Education Code (TEC) §22.0831 states, "The board shall review the national criminal history record information of a person who has not previously submitted fingerprints to the department or been subject to a national criminal history record information review."

The State Board of Educator Certification (SBEC) may require disclosure of previous arrest, conviction, and/or deferred adjudication. SBEC may refuse to issue an educator certificate to a person who has been convicted of a felony or misdemeanor for a moral turpitude crime which relates to the teaching function. Pursuant to TEC §22.083 the SBEC may refuse to confer state certification based on such criminal history information.

Pursuant to TEC §22.083 a school district or private school may access any criminal history information pertaining to teachers and teacher candidates held by any law enforcement or criminal justice agency. A school district or private school may refuse to provide a placement for field experience or employ a candidate based on the candidate’s criminal history. A school district or private school must report to the SBEC if the school district or private school obtains or has knowledge that a candidate, applicant, or holder of an educator certificate has a criminal history.

A&M-Central Texas highly suggests candidates who have been the subject of an arrest, for any reason whatsoever, contact SBEC as soon as possible to discuss their eligibility to be certified in Texas. Contact the SBEC at (512) 936-8400 Option 3 (Fingerprinting) and Option 6 (Investigations).

Candidates with a conviction or deferred adjudication for a felony or misdemeanor offense are required to obtain a Preliminary Criminal History Evaluation (https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs), which is a non-mandatory, non-binding evaluation of an individual’s self-reported criminal history. In addition, the agency obtains the candidate's name-based Texas criminal history information. The service is provided...
to the requester for a nonrefundable fee. The requester will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

For more information please visit: https://www.tamuct.edu/educator-preparation-services/forms.html

## Common Courses (81 Credits)

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

### General Education Requirements

1. **Communication-010**
   - ENGL 1301 Composition I \(^2\) 3
   - ENGL 1302 Composition II \(^2\) 3
2. **Mathematics-020**
   - MATH 1314 College Algebra 3
3. **Natural Sciences-030**
   - Choose one of the following
     - PHYS 1405 Elementary Physics I 4
     - PHYS 1415 Physical Science I (Lecture + Lab) 4
   - Any Lab Science \(^3\) 4
4. **Humanities-040**
   - Sophomore English \(^2\) 3
5. **Visual and Performing Arts-050**
   - EDUC 3360 The Arts for Educators 3
6. **U.S. History-060**
   - HIST 1301 United States History I 3
   - HIST 1302 United States History II 3
7. **Political Science-070**
   - GOVT 2305 Federal Government 3
   - GOVT 2306 Texas Government 3
8. **University Option-090**
   - Any Biology with Lab \(^3\) 4

### Required Courses in the Major

- **MATH 3303** Concepts of Elementary Math I 3
- **MATH 3305** Concepts of Elementary Math II 3

### Reading Courses

- **READ 3320** Fundamentals of Teaching Reading 3
- **READ 4304** Reading and Writing Across the Curriculum 3
- **READ 4305** Implement Classroom Reading Instruction 3

### Teacher Certification Preparation Courses

- **SPED 3361** Survey Exceptional Learners 3
- **EDUC 3320** Professional Development in Learner Centered Schools 3
- **EDUC 3325** Fundamentals of Bilingual and English as a Second Language Education 3
- **EDUC 3330** Professional Development II: Effective Instruction 3
- **EDUC 4304** Early Childhood Environments Professional Development III 3
- **EDUC 4335** Issues in Professional Development 3
- **EDUC 4691** Clinical Teaching 6
- **READ 3335** Content Area Reading 3

### Concentration Requirements

#### With Early Childhood - 6th Grade Core Subjects with English as a Second Language Teacher Certification Preparation

---

**Concentration General Education Requirements**

- Social and Behavioral Sciences-080
- PSYC 3303 Educational Psychology 3
- MATH 4305 Concepts of Elem Math III 3
- HLTH 3351 Principles of Health and Fitness for Children 3
- EDUC 3340 Mathematics Instruction for Classroom Teachers 3
- EDUC 3350 Science Instruction for Classroom Teachers 3
- EDUC 4320 Social Studies Instruction for Teachers 3
- EDUC 4325 History for Educators 3
- EDUC 4340 Technology Application and Integration for Classroom Teachers 3

**Required Courses in the Concentration**

1. **Core Subjects**
   - Choose one of the following
     - ECON 2301 Principles of Macroeconomics 3
     - ECON 2302 Principles of Microeconomics 3
   - Choose one of the following
     - TEC 1303 Families, School, & Community 3
     - EDUC 2301 Introduction to Special Populations 3

2. **Additional Courses for Degree / Certification**
   - EDUC 1301 Introduction to the Teaching Profession 3
   - Choose one of the following
     - ENGL 3320 Advanced Grammars 3
     - ENGL 3330 Advanced Composition 3

**Total Semester Credit Hours** 39

---

**Note**: English as a Second Language certification requires Educator Preparation Services approval.

#### With Early Childhood - 6th Grade Core Subjects with Instrumental Music Teacher Certification Preparation

---

**Concentration General Education Requirements**

- Social and Behavioral Sciences-080
- PSYC 3303 Educational Psychology 3

**Required Courses in the Concentration**

- MUSI 3263 Form & Analysis 2
- MUSI 3137 Percussion 1
- MUSI 3343 Computer Assisted Electronic Music 3
- MUSI 3264 Orchestration 2
- MUSI 4105 Beginning Conducting 1
- MUSI 4207 Advanced Conducting 2

**Total Semester Credit Hours** 39

---

**Note**: Instrumental Music Teacher Certification requires Educator Preparation Services approval.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 4326</td>
<td>Elementary Music Methods</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 4095</td>
<td>Senior Recital</td>
<td>0</td>
</tr>
</tbody>
</table>

**Instrumental Area**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MUSI 3135</td>
<td>Vocal Class (Instrumental Majors)</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3133</td>
<td>Woodwind Class</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3134</td>
<td>Brass Class</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3138</td>
<td>String Class</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3129</td>
<td>Intermediate &amp; Advanced Band Repertoire</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 4327</td>
<td>Instrumental &amp; Marching Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional courses for Degree / Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3320</td>
<td>Advanced Grammars</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 3330</td>
<td>Advanced Composition</td>
<td></td>
</tr>
<tr>
<td>EDUC 1301</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>Any Level Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Any Level Music Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 39

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**With Early Childhood - 6th Grade Core Subjects**

**with Vocal Music Teacher Certification Preparation**

**Concentration General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 3303</td>
<td>Educational Psychology</td>
<td>3</td>
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</tbody>
</table>

**Required courses in the Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 3263</td>
<td>Form &amp; Analysis</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 3137</td>
<td>Percussion</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3343</td>
<td>Computer Assisted Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 3264</td>
<td>Orchestration</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 4105</td>
<td>Beginning Conducting</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 4207</td>
<td>Advanced Conducting</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 4326</td>
<td>Elementary Music Methods</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 4095</td>
<td>Senior Recital</td>
<td>0</td>
</tr>
<tr>
<td>MUSI 3161</td>
<td>Diction for Singers</td>
<td>1</td>
</tr>
</tbody>
</table>

**Vocal Area**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 3259</td>
<td>Choral Repertoire</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 3162</td>
<td>Opera Workshop</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 4312</td>
<td>Vocal Pedagogy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional courses for Degree / Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4340</td>
<td>Technology Application and Integration for Classroom Teachers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3320</td>
<td>Advanced Grammars</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 3330</td>
<td>Advanced Composition</td>
<td></td>
</tr>
<tr>
<td>Any Level Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any Level Music Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 39

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**With Middle School Language Arts and Social Studies Teacher Certification Preparation**

**Concentration General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2301</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2302</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>PSYC 3303</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 3351</td>
<td>Principles of Health and Fitness for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3340</td>
<td>Mathematics Instruction for Classroom Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3350</td>
<td>Science Instruction for Classroom Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4320</td>
<td>Social Studies Instruction for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4325</td>
<td>History for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4340</td>
<td>Technology Application and Integration for Classroom Teachers</td>
<td>3</td>
</tr>
<tr>
<td>SPED 4362</td>
<td>Special Education Rules and Regulations for Teacher</td>
<td>3</td>
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<tr>
<td>SPED 4364</td>
<td>Teaching Learners with Developmental Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPED 4383</td>
<td>Teaching Learners with Learning and Behavior Anomalies</td>
<td>3</td>
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</table>

**Additional Courses of Degree and Certification**

Choose one of the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3320</td>
<td>Advanced Grammars</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 3330</td>
<td>Advanced Composition</td>
<td></td>
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</tbody>
</table>

**Total Semester Credit Hours** 39

**Note:** English as a Second Language certification requires Educator Preparation Services approval.

---

**With All-Level Special Education with Early Childhood - 6th Grade Core Subjects Teacher Certification Preparation**

**Concentration General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2301</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2302</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>PSYC 3303</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1303</td>
<td>World Regional Geography</td>
<td>3</td>
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</table>

**Required Courses in the Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MUSI 3263</td>
<td>Form &amp; Analysis</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 3137</td>
<td>Percussion</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 3343</td>
<td>Computer Assisted Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 3264</td>
<td>Orchestration</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 4105</td>
<td>Beginning Conducting</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 4207</td>
<td>Advanced Conducting</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 4326</td>
<td>Elementary Music Methods</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 4095</td>
<td>Senior Recital</td>
<td>0</td>
</tr>
<tr>
<td>MUSI 3161</td>
<td>Diction for Singers</td>
<td>1</td>
</tr>
</tbody>
</table>

**Vocal Area**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 3259</td>
<td>Choral Repertoire</td>
<td>2</td>
</tr>
<tr>
<td>MUSI 3162</td>
<td>Opera Workshop</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 4312</td>
<td>Vocal Pedagogy</td>
<td>3</td>
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</tbody>
</table>

**Additional courses for Degree / Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4340</td>
<td>Technology Application and Integration for Classroom Teachers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3320</td>
<td>Advanced Grammars</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 3330</td>
<td>Advanced Composition</td>
<td></td>
</tr>
<tr>
<td>Any Level Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any Level Music Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 39

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**Additional Courses for Degree / Certification**

Choose one of the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3330</td>
<td>Advanced Composition</td>
<td>3</td>
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</tbody>
</table>

**Total Semester Credit Hours** 39

---

**Note:** English as a Second Language certification requires Educator Preparation Services approval.
Note: English as a Second Language certification requires Educator Preparation Services approval.

With Middle School Mathematics Teacher Certification Preparation

### Concentration General Education Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Sciences-080</td>
<td>PSYC 3303: Educational Psychology</td>
</tr>
</tbody>
</table>

**Required courses in the Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1342</td>
<td>Elementary Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2312</td>
<td>Pre-Calculus Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2313</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 3309</td>
<td>Algebraic Function</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4302</td>
<td>College Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4304</td>
<td>Survey of Mathematical Ideas</td>
<td>3</td>
</tr>
<tr>
<td>MATH 4305</td>
<td>Concepts of Elem Math III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 3340</td>
<td>Mathematics Instruction for Classroom Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional courses for Degree / Certification**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3320</td>
<td>Advanced Grammars</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3330</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 39

### Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

### Program Level Student Learning Outcomes

1. Achieve the necessary knowledge and skills to earn teacher certification in Texas.
2. Be employable as educators in Texas.
3. Demonstrate an understanding of the disciplines studied to earn a baccalaureate degree.
4. Communicate effectively both in writing and speaking.

### B.S. Liberal Studies

The Bachelor of Science in Liberal Studies is designed for mature students who seek a flexible degree program and who do not desire or may not meet the prerequisites of a highly structured traditional degree program. This program permits students to plan, with advisement, an individualized program with access to a wide range of academic disciplines and fields of professional study. The program is not designed to provide students with the depth of content in a concentration typically sufficient to prepare the student for advanced studies within an academic discipline related to this concentration.

### Common Courses (102 Credits)

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

#### General Education Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication-010</td>
<td>ENGL 1301: Composition I</td>
</tr>
<tr>
<td>Mathematics-020</td>
<td>ENGL 1302: Composition II</td>
</tr>
<tr>
<td>Natural Sciences-030</td>
<td>Select three hours of Mathematics</td>
</tr>
<tr>
<td>Humanities-040</td>
<td>Select six hours of Natural Sciences</td>
</tr>
<tr>
<td>Visual and Performing Art-050</td>
<td>Select three hours of Humanities</td>
</tr>
<tr>
<td>U.S. History-060</td>
<td>Select three hours of Visual and Performing Arts</td>
</tr>
<tr>
<td>Political Science-070</td>
<td>HIST 1301: United States History I</td>
</tr>
<tr>
<td>GOVT 2305: Federal Government</td>
<td>HIST 1302: United States History II</td>
</tr>
<tr>
<td>GOVT 2306: Texas Government</td>
<td>Political Science-070</td>
</tr>
<tr>
<td>Social and Behavioral Sciences-080</td>
<td>Select three hours of Social and Behavioral Sciences</td>
</tr>
<tr>
<td>University Option-090</td>
<td>Select three hours that meets one of the core component areas above</td>
</tr>
<tr>
<td>Select one of the following</td>
<td>Required Courses</td>
</tr>
<tr>
<td>SPCCH 1311: Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCCH 1315: Public Speaking</td>
<td>or SPCCH 1321: Business &amp; Professional Communication</td>
</tr>
<tr>
<td>ENGL 3309: Tech Writing &amp; Document Design</td>
<td>Select one of the following</td>
</tr>
<tr>
<td>LIBS 4395: Liberal Studies Capstone</td>
<td>Select one of the following</td>
</tr>
<tr>
<td>CIS 3300: Computer Technology and Impact</td>
<td>C IS 3300: Computer Technology and Impact</td>
</tr>
<tr>
<td>or COSC 1301: Introduction to Computing</td>
<td>LIBS 3309: Tech Writing &amp; Document Design</td>
</tr>
<tr>
<td>ENGL 3309: Tech Writing &amp; Document Design</td>
<td>LIBS 4395: Liberal Studies Capstone</td>
</tr>
</tbody>
</table>

**Secondary Concentration**

Three hours from the same selected discipline, any level 3

At least six hours upper-level (3000-4000) courses from a discipline different from the primary concentration

**Additional Electives**

Any level electives 21

Upper-level electives 18

**Concentration Requirements (See Below)** 18

**Total Semester Credit Hours** 120

---

1 Refer to General Education Requirements for more information.
Concentration Requirements

Concentration One

Primary Concentration
Six hours from the same selected discipline, any level 6
At least 12 hours upper-level courses from the selected discipline 12
Total Semester Credit Hours 18

Concentration Two

Primary Concentration
Three hours from the same selected discipline, any level 3
At least six hours upper-level courses from the selected discipline 6
Tertiary Concentration
Three hours from the same selected discipline, any level 3
At least six hours upper-level courses from a discipline different from the other concentrations 6
Total Semester Credit Hours 18

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program-Level Student Learning Outcomes

1. Demonstrate an understanding of interdisciplinarity.
2. Demonstrate an in-depth academic knowledge of two or three separate disciplines.
3. Research and understand problems and issues from the points of view of various disciplines.
4. Synthesize the knowledge gained into a useful, meaningful, and comprehensive whole.
5. Demonstrate strong writing, critical thinking, and analytical skills.

B.S. Mathematics

Common Courses (81 Credits)

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-020</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2413 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences-030</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2425 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Select four hours of Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>U.S. History-060</td>
<td></td>
</tr>
</tbody>
</table>

Concentration Requirements (See Below) 39

Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.
2 Students in teacher certification preparation programs need to pass these courses with a "C" or better.
3 PHYS 2426 University Physics II is recommended.

Concentration Requirements

Without Teacher Certification Preparation

Concentration General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3360 Numerical Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>Supporting Field</td>
<td></td>
</tr>
<tr>
<td>12 hours any level courses within the selected support field</td>
<td>12</td>
</tr>
<tr>
<td>12 hours upper-level courses within the selected support field</td>
<td>12</td>
</tr>
</tbody>
</table>

Computer Science Electives

Upper-level Computer Science elective 3

Total Semester Credit Hours 39
Courses for the support field should be chosen from an academic area in which mathematics is applicable and must be selected in consultation with the program coordinator or department chair.

With 7th-12th Grade Teacher Certification Preparation
Program faculty advisement is required prior to enrolling in secondary teacher certification preparation courses.

Concentration General Education Requirements

<table>
<thead>
<tr>
<th>Humanities-040</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore English</td>
</tr>
<tr>
<td>Visual and Performing Arts-050</td>
</tr>
</tbody>
</table>

Select one of the following

| MUSI 1310 | American Music | 3 |
| or HUMA 1315 | Fine Arts Appreciation |
| or DRAM 1310 | Introduction to Theatre |

Social and Behavioral Sciences-080

| PSYC 2308 | Child Psychology | 3 |

Required Courses in the Concentration

| EDUC 3325 | Fundamentals of Bilingual and English as a Second Language Education | 3 |
| SPED 3361 | Survey Exceptional Learners | 3 |

Required Courses for Professional Development

| READ 3335 | Content Area Reading | 3 |
| EDUC 3320 | Professional Development in Learner Centered Schools | 3 |
| EDUC 3330 | Professional Development II: Effective Instruction | 3 |
| EDUC 4330 | Professional Development III | 3 |
| EDUC 4335 | Issues in Professional Development | 3 |
| EDUC 4691 | Clinical Teaching | 6 |

Additional Requirements

Choose one of the following:

| ENGL 3309 | Tech Writing & Document Design | 3 |
| or Sophomore English |

Total Semester Credit Hours | 42 |

4 A formal application for admission to the Teacher Education Program should be made by the student during course.

Admission Requirements to the Teacher Education Program include:

- Complete the following courses with a C grade or better:
  - Twelve hours of English
  - College Algebra course
  - Education Psychology course

- Complete 60 credit hours of overall course work

- Complete 15 hours of course work related to Field of Study with at least a C grade and 2.75 GPA

- Meet Texas Higher Education Assessment (THEA) requirements

- Complete professional interview and writing sample

- Complete content screening instrument

For further information contact Educator Preparation services (https://www.tamuct.edu/educator-preparation-services).

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program-Level Student Learning Outcomes

1. Apply abstract mathematical ideas.
2. Demonstrate effective problem solving.
3. Apply mathematics to solve problems in other academic disciplines.
4. Effectively and appropriately utilize mathematical technology to understand mathematical ideas and solve mathematical problems.
5. Demonstrate knowledge necessary to earn certification from the State of Texas for students pursuing math teacher certification.

B.S. Nursing

General Education Requirements

<table>
<thead>
<tr>
<th>Communications-010</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
</tr>
<tr>
<td>ENGL 1302</td>
</tr>
<tr>
<td>Mathematics-020</td>
</tr>
<tr>
<td>MATH 1342</td>
</tr>
<tr>
<td>Natural Sciences-030</td>
</tr>
<tr>
<td>BIOL 2401</td>
</tr>
<tr>
<td>BIOL 2402</td>
</tr>
<tr>
<td>Humanities-040</td>
</tr>
<tr>
<td>HIST 1301</td>
</tr>
<tr>
<td>HIST 1302</td>
</tr>
<tr>
<td>Political Science-070</td>
</tr>
<tr>
<td>GOVT 2305</td>
</tr>
<tr>
<td>GOVT 2306</td>
</tr>
<tr>
<td>Social and Behavioral Sciences-080</td>
</tr>
<tr>
<td>PSYC 2301</td>
</tr>
<tr>
<td>University Option-090</td>
</tr>
<tr>
<td>BIOL 2421</td>
</tr>
</tbody>
</table>

Program Requirements

Transfer Nursing Courses by Validation/Articulation | 30

| SOCI 1301 | Introduction to Sociology | 3 |

Choose one of the following

| SPCH 1311 | Introduction to Speech Communication | 3 |
| or SPCH 1315 | Public Speaking |
| or SPCH 1321 | Business & Professional Communication |
| PSYC 2314 | Lifespan Growth & Development | 3 |
| NURS 3300 | Professional Role Transitions | 3 |
NURS 3307  Health Assessment  3
NURS 3304  Nursing Research  3
NURS 3317  Pathophysiology for the Registered Nurse  3
NURS 4405  Care of Individuals and Families  4
NURS 4506  Community Health  5
NURS 3330  Nursing Care of Older Adults  3
NURS 4410  Leadership and Management for the Registered Nurse  4
NURS 4212  Professional Issues for the Registered Nurse  2

Additional electives
Any Level Electives  9

Total Semester Credit Hours  120

1 Refer to General Education Core Requirements for more information.

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule [here](https://ssb-prod.ec.tamuct.edu/PROD/bwckschd_p_disp_dyn_sched).

Program Entry Requirements

Admissions

General Education and Course Requirements

Texas A&M University-Central Texas is an upper-level university, therefore, the core curriculum/general education courses and non-nursing courses must be taken at another institution. Core curricula may also be accepted from other institutions.

Admissions Requirements

Program Admissions Requirements

- Admission to A&M-Central Texas [here](http://catalog.tamuct.edu/undergraduate-information/undergraduate-admission-requirements);
- Have a current unencumbered Texas Registered Nurse's (RN) license; and
- Have an overall GPA of 2.0 or higher with a "C" or higher in the general education and support science courses.

How to Apply for Admissions

- Submit the [Application](https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx) to the Nursing Program;
- Submit a reference form [here](https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx). The reference form validates safe and recent practice experience as a registered nurse within the last three years prior to acceptance. Or, submit a form from a nursing faculty member if graduation was in the past year and you have not practiced as a registered nurse. Alternatively, applicants may complete a RN refresher course.
- Submit unofficial transcript(s) for review in applying to the program. Official transcript(s) must be submitted to the university for all courses to be transferred in for credit. Provide official copies of transcript(s) from each previously attended college or university. See the "Official College Transcripts [here](http://catalog.tamuct.edu/undergraduate-information/official-college-transcripts)" page for additional details.

Prior to enrolling in the program, applicants must complete all non-nursing courses listed in the degree requirements. Exception of up to six semester credit hours may be made in consultation with program faculty.

- International applicants and applicants with foreign credentials must adhere to additional requirements (p. 37).

Progress Policy

Students may progress in the program when the following conditions are met:

- Successful completion of required nursing and non-nursing courses with a minimum grade of C.
- Transfer students from other programs must complete a minimum of 30 hours from A&M-Central Texas.
- Students must request permission to repeat a nursing course due to failure or withdrawal.

A. A letter of petition must be written to the nursing department chair and must include:

1. The reason for withdrawal or failure to successfully complete the course.
2. Steps which the student will take to ensure successful completion of the course when repeated.
3. Date corrective steps will be completed.

B. The department chair will take into consideration:

1. The student’s overall academic performance, GPA on required courses, and review the transcript for a pattern of withdrawals, and the number of repeated courses.
2. The student’s plans for corrective action and reasons for failure. The feasibility of the plan is also assessed.
3. The student file, to determine adherence to the program standards and performance in the present or previous courses.

C. If permission is granted to repeat a course, it will be on a space available basis.

Readmission Policy

- Students who have an interruption—as defined as an inability to achieve a passing grade, withdrawal, or non-enrollment—must gain permission before taking any nursing course.
- The Division of Student Affairs, along with the Nursing Program Director, evaluates the student’s request for readmission or to retake any nursing course.
- The student’s general academic history, nursing course grades, and potential for success will be considered. Readmission or permission to retake any course is based on professional judgment and space availability.
- Students who withdraw from a course or courses or receive a grade below a “C” should follow the procedure in the Progression Policy.
- After lapse of one long semester, students wishing to return to the program

A. Must notify the Nursing Program Director
B. Must submit a physician’s clearance in order to return to classes if the absence was due to a health problem.

C. Must meet with a nursing faculty member prior to registering to develop a degree completion plan.

D. If the student has been out two long semesters or more, the student must also:
   1. Submit an updated Application to the Nursing Program (https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx)
   2. Adhere to the most current catalog requirements
   3. Fulfill any requirements specified by the Nursing Program Director
   4. Complete the Nursing Program within five (5) calendar years from their initial enrollment

### Program Level Student Learning Outcomes

1. Recognize and analyze the health care needs of individuals and families.

2. Select and apply relevant knowledge and appropriate methods for meeting the health care needs of individuals.

3. Evaluate the effectiveness of nursing care through evidence-based practice across the lifespan.

4. Improve the quality of health care delivery based on political, legal, ethical, and policy issues.

5. Analyze a real work problem and develop a proposed solution using the concepts of leadership and management.

6. Assess the environment of care, and the needs of vulnerable populations in community settings.

7. Identify the use of nursing informatics from multiple perspectives within nursing practice.

### Concentration Requirements

#### Without Teacher Certification Preparation

**Concentration General Education Requirements**

- Mathematics-020
  - Select three hours of Mathematics
  - 3

- Humanities-040
  - Select three hours of Humanities
  - 3

- Visual and Performing Art-050
  - Select three hours of Visual and Performing Arts
  - 3

- University Option-090
  - HIST 2312 Western Civilization II
  - 3

**Select one of the following**

- SPCH 1311 Introduction to Speech Communication
  - 3
  - or SPCH 1315 Public Speaking
  - or SPCH 1321 Business & Professional Communication

**Required Courses in the Concentration**

- POLI 3301 Political Economy of Globalization
  - 3
  - or POLI 3303 Comparative State and Local Government
  - or POLI 3304 The Executive Branch
  - or POLI 3305 Legislation
  - or POLI 3307 Public Administration
  - or POLI 4301 Constitutional Law I
  - or POLI 4302 Constitutional Law II
  - or POLI 4380 Administration of Justice

Select one of the following

- POLI 3302 Elections and Political Parties
  - 3
  - or POLI 3303 Comparative State and Local Government
  - or POLI 3304 The Executive Branch
  - or POLI 3305 Legislation
  - or POLI 3307 Public Administration
  - or POLI 4301 Constitutional Law I
  - or POLI 4302 Constitutional Law II
  - or POLI 4380 Administration of Justice

**Concentration General Education Requirements**

- Select three hours of Mathematics
  - 3

- Select three hours of Humanities
  - 3

- Select three hours of Visual and Performing Arts
  - 3

- University Option-090
  - HIST 2312 Western Civilization II
  - 3

**Select one of the following**

- SPCH 1311 Introduction to Speech Communication
  - 3
  - or SPCH 1315 Public Speaking
  - or SPCH 1321 Business & Professional Communication

**Required Courses in the Concentration**

- POLI 3301 Political Economy of Globalization
  - 3
  - or POLI 3303 Comparative State and Local Government
  - or POLI 3304 The Executive Branch
  - or POLI 3305 Legislation
  - or POLI 3307 Public Administration
  - or POLI 4301 Constitutional Law I
  - or POLI 4302 Constitutional Law II
  - or POLI 4380 Administration of Justice

Select one of the following

- POLI 3302 Elections and Political Parties
  - 3
  - or POLI 3303 Comparative State and Local Government
  - or POLI 3304 The Executive Branch
  - or POLI 3305 Legislation
  - or POLI 3307 Public Administration
  - or POLI 4301 Constitutional Law I
  - or POLI 4302 Constitutional Law II
  - or POLI 4380 Administration of Justice

Click here (p. 172) to view the handbook for the Bachelor of Science in Nursing.

### B.S. Political Science

#### Common Courses (36 Credits)

Courses that are common to all concentrations may be applied to all. At least 120 hours are required for the degree.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences-030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses in the Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 3330</td>
<td>Understanding Social Science Research</td>
<td>3</td>
</tr>
<tr>
<td>or SOCI 4315</td>
<td>Social Science Statistics</td>
<td></td>
</tr>
<tr>
<td>POLI 4340</td>
<td>Political Ethics</td>
<td>3</td>
</tr>
<tr>
<td>or POLI 4341</td>
<td>Freedom and Authority</td>
<td></td>
</tr>
<tr>
<td>POLI 4395</td>
<td>Political Science Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours**

120

1 Refer to General Education Requirements for more information.

2 Students in teacher certification preparation programs need to pass these courses with a "C" or better.
or POLI 4317 Peace Studies

Advanced Political Science Electives
Upper-level Political Science electives 9

Additional Electives
Any level elective 33
Upper-level Electives 21

Total Semester Credit Hours 84

With 7th-12th Grade Social Studies Teacher Certification Preparation
Program faculty advisement is required prior to enrolling in secondary teacher certification preparation courses.

Concentration General Education Requirements
Mathematics-020
MATH 1314 College Algebra 3

Humanities-040
Sophomore English 3 3

Visual and Performing Art-050
Choose one of the following
MUSI 1310 American Music 3
or HUMA 1315 Fine Arts Appreciation
or DRAM 1310 Introduction to Theatre

University Option-090
HIST 2312 Western Civilization II 3

Sophomore English 3 3

Required Courses for the Concentration
HIST 3322 History of Texas 3
HIST 4382 Historical Method 3

Choose one of the following
GEOG 1300 Principles of Geography 3
or GEOG 1301 Physical Geography
or GEOG 1302 Human Geography

GEOG 1303 World Regional Geography 3
ECON 2301 Principles of Macroeconomics 3
ECON 2302 Principles of Microeconomics 3
EDUC 3325 Fundamentals of Bilingual and English as a Second Language Education 3
EDUC 4340 Technology Application and Integration for Classroom Teachers 3
SPED 3361 Survey Exceptional Learners 3

Professional Development
Choose one of the following
PSYC 3303 Educational Psychology 3
or TECA 1354 Child Growth & Development
or PSYC 2308 Child Psychology
READ 3335 Content Area Reading 3
EDUC 3320 Professional Development in Learner Centered Schools 3
EDUC 3330 Professional Development II: Effective Instruction 3
EDUC 4330 Professional Development III 3
EDUC 4335 Issues in Professional Development 3
EDUC 4691 Clinical Teaching 4

Additional Course Requirements
SOCI 3303 Race and Ethnic Relations 3

Advanced Political Science Electives
Upper-level Political Science Electives 15

Total Semester Credit Hours 84

3 Courses must be completed with a “C” or better.
4 Course should be taken during the Spring semester.
5 A formal application for admission to the Teacher Education Program should be made by the student during course.

Admission Requirements to the Teacher Education Program include:
• Complete the following courses with a C grade or better:
  • Twelve hours of English
  • College Algebra course
  • Education Psychology course
• Complete 60 credit hours of overall coursework
• Complete 15 hours of course work related to Field of Study with at least a C grade and 2.75 GPA
• Meet Texas Higher Education Assessment (THEA) requirements
• Complete professional interview and writing sample
• Complete content screening instrument

For further information contact Educator Preparation services (https://www.tamuct.edu/educator-preparation-services).

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Understand the definitions, concepts, and theories of political science.
2. Use electronic databases for research and software to conduct formal or statistical political analysis.
3. Demonstrate appropriate style and grammar and develop the appropriate research skills.
4. Demonstrate advanced knowledge in one of the major areas of political science: American politics, international/comparative politics, or political theory.

B.S. Psychology

General Education Requirements 1
Communication-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
MATH 1314 College Algebra 3
Natural Sciences-030
Select six hours of Natural Sciences 6

Humanities-040
Choose one of the following
PHIL 1301 Introduction to Philosophy 3
or PHIL 2303 Introduction to Formal Logic

Visual and Performing Art-050
Select three hours of Visual and Performing Arts 3

U.S. History-060
HIST 1301 United States History I 3
HIST 1302 United States History II 3

Political Science-070
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3

Social and Behavioral Sciences-080
PSYC 2301 General Psychology 3

University Option-090
Choose one of the following
SPCH 1311 Introduction to Speech Communication 3
or SPCH 1315 Public Speaking
or SPCH 1321 Business & Professional Communication
Select three hours that meet one of the core requirements above 3

Major Course Requirements
BIOL 3400 Introduction to Biology 4
PSYC 3307 Human Lifespan 3
PSYC 3309 Writing in Psychology 3
PSYC 3310 Abnormal Psychology 3
PSYC 3330 Statistics for the Behavioral Science 3
PSYC 4435 Principle Research for Behavioral Sciences 4
PSYC 3312 Biological Foundations of Behavior 3
PSYC 4305 Social Psychology 3
PSYC 4320 History of Psychology 2 3

Choose one of the following 3
PSYC 3303 Educational Psychology 3
or PSYC 3305 Human Cognitive Processes
or PSYC 3320 Psycholinguistics
or PSYC 3301 Psychology of Learning
Choose one of the following 3
PSYC 3350 Personality 3
or PSYC 4301 Psychological Assessment
or PSYC 2315 Psychology of Adjustment
or PSYC 3311 Behavior Analysis and Behavior Management
Choose one of the following 3
PSYC 3360 Sport Psychology 3
or PSYC 3315 Human Sexuality
or PSYC 4310 Industrial and Organizational Psychology
or PSYC 4325 Motivation
Choose one of the following 3
PSYC 4332 Psychopharmacology 3
or PSYC 4302 Adaptive Psychology
or PSYC 4303 Animal Behavior
Choose one of the following 3
PSYC 3302 Health Psychology

Computer Information Systems Elective
Any Level Computer Information Systems elective 3

Psychology Elective
Upper Level Psychology elective 3

Electives
Any Level electives 16
Upper Level electives 12
Total Semester Credit Hours 129

1 Refer to the General Education Requirements for more information.
2 Capstone Course: Should be taken in last semester.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Demonstrate knowledge of fundamental principles, generalizations, or theories.
3. Apply course material to improve thinking, problem solving, and decisions, both in coursework and in real-life situations.
4. Demonstrate skill in expressing oneself in oral presentations and in writing.
5. Find and use resources for answering questions and solving problems.
6. Analyze and critically evaluate ideas, arguments, and points of view.
7. Practice skills in working with others as a member of a team.
8. Demonstrate specific skills, competencies, and points of view needed by professionals in fields most closely related to specific courses.
9. Demonstrate an understanding and appreciation of intellectual/cultural/historical activity in psychology.
10. Demonstrate a clear understanding of, and commitment to, ethics and personal values.

Handbook
Click here (p. 169) to go to the handbook for the B.S. in Psychology.

B.S. Social Work
Social Work is a professional degree program in which courses are sequenced and built upon the successful completion of prerequisites. Eligibility to take some courses is based on formal admission to the
Social Work major, which requires meeting requirements over and above those required for admission to the University.

Negotiating the Social Work program requirements for an on-time graduation is a complex process that is best done with the help of an academic advisor. Please contact the Social Work Department for an appointment with one of our advisors as soon as you enter the University to map out a plan of study.

Students are also strongly encouraged to consult the Bachelor of Social Work Student Program Handbook for information and policies about the program.

The Social Work Program is accredited by the Council on Social Work Education.

**Nondiscrimination Policy**

All social work majors must apply for acceptance into the B.S.W. major—this is in addition to the process which admits students to A&M-Central Texas. No person shall be discriminated against for reasons of race, color, sex, religion, national origin, age, (dis)ability, citizenship, veteran status, gender identity/expression, or sexual orientation. The B.S.W. Program is committed to having a diverse student population.

**Admissions**

**Applying to the A&M-Central Texas B.S.W. Program**

Students enrolling and declaring a major in the A&M-Central Texas B.S.W. Program may apply and gain acceptance for admission once they have completed specific criteria, as follows:

**Applying to the Major**

A&M-Central Texas B.S.W. students must follow a clear application process to apply for admission to the program. The process includes:

- Admission to A&M-Central Texas;
- Declaration of social work as their major, which includes initial advisement with a faculty advisor;
- Enrollment in or completion of the three Foundation Level courses: Methods and Skills of Interviewing, Introduction to Social Work, and Social Work with Diverse Populations;
- Submission of a separate application for admission to the A&M-Central Texas B.S.W. Program (Appendix A), which includes a letter of reference and an evaluation from a supervisor at a volunteer placement (Appendix B), two additional letters of professional reference (Appendix C), an essay, and approval for completion of a legal background check (Appendix D);
- Submit all materials by April 15, July 15, or November 15.

Please pay close attention to the deadlines. Materials submitted after the 15th will be placed with the next semester’s applications.

**Social Work Program Admission Requirements**

**Nondiscrimination Policy**

All social work majors must apply for acceptance into the B.S.W. Program. No person shall be discriminated against for reasons of race, color, sex, religion, national origin, age, (dis)ability, citizenship, veteran status, gender identity/expression, or sexual orientation. The B.S.W. Program is committed to having a diverse student population.

**Acceptance to the Major**

Once the application criteria are met, to be accepted into the B.S.W. Program, students must:

- Complete the three Foundation Level sequence courses;
- Have a 2.5 overall GPA;
- Have a “C” or better in all social work courses;
- Attend the New Social Work Student Orientation (held the first Friday of every semester), at which time they will receive and review the Bachelor of Social Work Program Student Handbook and appropriate forms for completion;
- Demonstrate the ability to attain high academic and professional standards as outlined in the B.S.W. Program Student Handbook, which includes
  - having an overall GPA of 2.5 or higher and having a grade of “C” or better in all social work courses, and
  - having scores of 3 or higher on the Rubric for Assessing Professional Behaviors (RAPB; see Appendix E) or demonstrating the ability to attain scores of 3 or higher throughout the program;
- Be willing to discuss with faculty any legal or other concerns that may impede the student’s successful placement at a field agency (such as a legal or criminal background) and, if necessary, complete a Corrective Action Agreement (see the B.S.W. Program field manual for more information on field admission procedures).

Once students demonstrate eligibility to apply to the major, they compile all components for submission as outlined in the application procedures. Students have the ability to work with the program’s administrative assistant to ensure all documents are submitted appropriately. All department faculty members review the application for eligibility.

Once each faculty member reviews the application, they have the option of providing one of two recommendations:

- Admit Unconditionally, or
- Interview Needed.

The category of Admit Unconditionally provides a student with immediate admission to the program without conditions, as all criteria have been met. The Interview Needed designation is indicated when students have had a previous criminal background, mental health hospitalization, substance abuse treatment, a concern based on the program’s Code of Conduct, any scores below 3 (average) on the Rubric for Assessing Professional Behaviors, or concerns have been identified regarding the information provided in the student’s narrative essay in the application. The faculty conduct interviews with the student in order to make a determination regarding program admission.

**NOTE:** The applicant is considered on the basis of academic performance and commitment to and suitability for generalist social work practice. Emotional and professional readiness are prerequisites. These include demonstrated emotional maturity and self-awareness in areas such as the ability to effectively manage current life stressors, the ability to reflect on personal strengths and areas for growth/development, and willingness to receive feedback and supervision in a positive manner throughout enrollment in the program.

Students must also demonstrate the following professional behaviors, including but not limited to:

- Fitting well within the social work profession and the generalist framework for undergraduate social work education;
- Upholding ethical principles as defined by the NASW Code of Ethics, Texas social work licensing criteria, the A&M-Central Texas B.S.W.
Program Code of Conduct, A&M-Central Texas student rights and responsibilities delineated in the University Student Handbook;
• Advocating for themselves and others in a professional manner;
• Using proper channels for conflict resolution;
• Demonstrating respect for the confidentiality and rights of others;
• Demonstrating accountability in turning in assignments on time and maintaining a good attendance record in classes.

General Education Requirements
Communication-010:
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020:
Select three hours in Mathematics 3
Natural Sciences-030:
Select six hours of Natural Sciences 6
Humanities-040:
Select three hours in Humanities 3
Visual and Performing Art-050:
Select three hours of Visual and Performing Arts 3
U.S. History-060:
HIST 1301 United States History I 3
HIST 1302 United States History II 3
Political Science-070:
GOVT 2305 Federal Government 3
GOVT 2306 Texas Government 3
Social and Behavioral Sciences-080:
PSYC 2301 General Psychology 3
University Option-090:
SOCI 1301 Introduction to Sociology 3
Select one of the following
SPCH 1311 Introduction to Speech Communication 3
or SPCH 1315 Public Speaking
or SPCH 1318 Interpersonal Communication
or SPCH 1321 Business & Professional Communication

Required Social Work Courses in the Major
SOWK 3301 Methods and Skills of Social Work 3
SOWK 3303 Social Work with Diverse Populations 3
SOWK 4300 Social Welfare Policy 3
SOWK 3302 Social Welfare in the United States 3
SOWK 3300 Introduction to Social Work 3
SOWK 4320 Social Work Research Statistics 3
SOWK 4321 Writing for Social Work Research 3
SOWK 3311 Social Work Practice I 3
SOWK 3304 Human Behavior and Social Environment I 3
SOWK 3305 Biological Foundations of Social Work Practice 3
SOWK 3310 Human Behavior and Social Environment II 3
SOWK 4324 Social Work Practice II 3
SOWK 4301 Social Work and Mental Health 3
SOWK 4684 Social Work Field Placement I 6
SOWK 4685 Social Work Field Placement II 6

Any Level Social Work, Sociology, or Criminal Justice Electives
Any level SOCI, SOWK, or CRIJ electives 9

Any level electives
Any level electives 9

Advanced Social Work Electives
Upper-level Social Work electives 9
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

HANDBOOK
Click here (catalog.tamuct.edu/undergraduate-programs/bs-social-work/BSW.pdf) to view the handbook for the Bachelor of Social Work.

B.S. Sociology
General Education Requirements
Communication-010
ENGL 1301 Composition I 3
ENGL 1302 Composition II 3
Mathematics-020
Select three hours of Mathematics 3
Natural Sciences-030
Select six hours of Natural Sciences 6
Humanities-040
Select one of the following
PHIL 1301 Introduction to Philosophy 3
or PHIL 2303 Introduction to Formal Logic
Visual and Performing Arts-050
Select three hours of Visual and Performing Arts 3
U.S. History-060
HIST 1301 United States History I 3

Any level electives
Any level electives 9

Advanced Social Work Electives
Upper-level Social Work electives 9
Total Semester Credit Hours 120

1 Refer to General Education Core Requirements for more information.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

HANDBOOK
Click here (catalog.tamuct.edu/undergraduate-programs/bs-social-work/BSW.pdf) to view the handbook for the Bachelor of Social Work.
**Program Level Student Learning Outcomes**

1. Demonstrate skills and techniques in conducting social science research.
2. Define and apply sociological theory.
3. Identify social inequalities in terms of race, ethnicity, class, gender, and sexuality.
4. Demonstrate discipline-appropriate writing ability.

**Undergraduate Minors**

A minor is intended to support the major coursework and aid students in considering their program of study in an interdisciplinary manner. Although a minor is not required for most majors, students are encouraged to consider selecting a minor in consultation with their advisor and may select a maximum of two minors. Selecting an optional minor may require additional credit hours above the 120 hours required for all undergraduate degrees.

**College of Arts and Science**

**Anthropology**

- ANTH 3300  **Cultural Anthropology**  3
- ANTH 2351  **Cultural Anthropology**  3

**Biology**

- BIOL 1407  **Biology for Science Majors II (Lecture + Lab)**  4
- BIOL 3401  **Ecology**  4

**Advance Sociology Electives**

Upper-level Sociology electives  18

**Additional Electives**

Any level electives  15
Upper-level elective  3

**Minor Field**

Any level minor field courses from the selected minor discipline  12
3000-4000 level minor filed courses from the selected minor discipline  6

**Total Semester Credit Hours**

120

1 Refer to General Education Core Requirements for more information.

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**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
iii. Students must achieve a minimum “C” grade in the courses applied toward the minor.

iv. Elective substitutions must be approved by the Department Chair or Lead Faculty member

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2423</td>
<td>Organic Chemistry I (Lecture + Lab)</td>
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</tr>
<tr>
<td>CHEM 2425</td>
<td>Organic Chemistry II (Lecture + Lab)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 3415</td>
<td>Analytical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 4430</td>
<td>Biochemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 4431</td>
<td>Biochemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 4415</td>
<td>Instrumental Analysis</td>
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Total Semester Credit Hours 24

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<th>Department</th>
<th>Courses</th>
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<tr>
<td>Chemistry</td>
<td>CHEM 2423 Organic Chemistry I (Lecture + Lab)</td>
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<tr>
<td></td>
<td>CHEM 2425 Organic Chemistry II (Lecture + Lab)</td>
</tr>
<tr>
<td></td>
<td>CHEM 3415 Analytical Chemistry</td>
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<tr>
<td></td>
<td>CHEM 4430 Biochemistry I</td>
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<td></td>
<td>CHEM 4431 Biochemistry II</td>
</tr>
<tr>
<td></td>
<td>CHEM 4415 Instrumental Analysis</td>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Upper-level Criminal Justice electives</td>
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<td></td>
<td>Any level Criminal Justice electives</td>
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Total Semester Credit Hours 18

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<th>Department</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Film Studies</td>
<td>ENGL 3335 Film Studies</td>
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<tr>
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<td>Select Two of the following</td>
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<tr>
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<td>ENGL 4336 Film History</td>
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<tr>
<td></td>
<td>or ENGL 4337 Film Auteurs</td>
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<td></td>
<td>or ENGL 4338 Film Genres</td>
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<tr>
<td></td>
<td>or ENGL 4339 Film Theory &amp; Criticism</td>
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<td></td>
<td>Choose Three of the following</td>
</tr>
<tr>
<td></td>
<td>CRIJ 3345 Criminal Justice in Film</td>
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<td></td>
<td>or F A 4330 Fine Arts Seminar</td>
</tr>
<tr>
<td></td>
<td>or HIST 3361 History and Film</td>
</tr>
<tr>
<td></td>
<td>or HIST 4388 History Problems</td>
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<tr>
<td></td>
<td>or POLI 3350 Politics and Propaganda in Film</td>
</tr>
<tr>
<td></td>
<td>or SOCI 4389 Special Topics in Sociology</td>
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<td></td>
<td>or SOCI 4389 Special Topics in Sociology</td>
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Total Semester Credit Hours 18

<table>
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<tr>
<th>Department</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Language and Linguistics</td>
<td>12 Hours from the following courses</td>
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<tr>
<td></td>
<td>ENGL 3370 Introduction to Linguistics</td>
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<td></td>
<td>ENGL 3372 Sociolinguistics</td>
</tr>
<tr>
<td></td>
<td>ENGL 3374 Psycholinguistics</td>
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<tr>
<td></td>
<td>ENGL 3376 Discourse Analysis</td>
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<td></td>
<td>ENGL 4378 History of the English Language</td>
</tr>
<tr>
<td></td>
<td>6 Hours from the following courses</td>
</tr>
<tr>
<td></td>
<td>ENGL 4311 History of Rhetoric</td>
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<td></td>
<td>ENGL 4312 Rhetorical Criticism</td>
</tr>
<tr>
<td></td>
<td>ENGL 4313 Visual Rhetoric</td>
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<td></td>
<td>ENGL 4314 Multicultural Rhetorics</td>
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Total Semester Credit Hours 18

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Upper-level Mathematics electives</td>
</tr>
<tr>
<td></td>
<td>Any level Mathematics electives</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 18

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Science</td>
<td>Upper-level Military Science electives</td>
</tr>
<tr>
<td></td>
<td>Any level Military Science electives</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 18

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Science</td>
<td>Upper-level Political Science electives</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Any level Political Science electives 12

Total Semester Credit Hours 18

Religious Studies
Upper-Level Religious Studies courses and/or any of the following 18
- HIST 3329 Church and State
- ENGL 4388 English Problems (Film and Religion)
- SOCI 4304 Sociology of Religion
- POLI 3355 Religion and Politics

Total Semester Credit Hours 18

Sociology
Upper-level Sociology electives 6
Any level Sociology electives 12

Total Semester Credit Hours 18

Social Work
Upper-level Social Work electives 6
Any level Social Work electives 12

Total Semester Credit Hours 18

College of Business Administration

Accounting
Upper-level Accounting electives 6
Any level Accounting electives 12

Total Semester Credit Hours 18

Aviation Science
Upper-level Aviation Science electives 6
Any level Aviation Science electives 12

Total Semester Credit Hours 18

Business Administration
ACCT 2301 Principles of Financial Accounting 3
or ACCT 3300 Accounting Concepts 3
BUSI 3311 Business Statistics 3
or BUSI 3332 Legal Environment of Business 3
or BUSI 2301 Business Law 3
or ECON 2301 Principles of Macroeconomics 3
or ECON 2302 Principles of Microeconomics 3
FIN 3301 Financial Management I 3
MGMT 3301 Principles of Management 3
MKTG 3301 Marketing 3
CIS 4350 Management Information Systems 3

Total Semester Credit Hours 18

* Requires an additional prerequisite of ACCT 2302 Principles of Managerial Accounting

Computer Science
COSC 3443 Computer Architecture 4
COSC 3380 Operating Systems 3
COSC 3351 Data Structures 3
COSC 4340 Analysis of Algorithms 3
CIS 3330 C++ Programming 3
or CIS 3331 Visual Basic Programming 3
or CIS 3332 Java Programming 3
CIS 3340 Advanced C++ Programming 3
or CIS 3341 Advanced Visual Basic Programming 3
or CIS 3342 Advanced Java Programming 3
or CIS 3343 C# Programming for Windows and the Web 3

Total Semester Credit Hours 19

Computer Information Systems
CIS 3303 Programming Logic and Design 3
CIS 3330 C++ Programming 3
or CIS 3331 Visual Basic Programming 3
or CIS 3332 Java Programming 3
CIS 3347 Data Communications and Infrastructure 3
CIS 3365 System Analysis and Design 3
CIS 4301 Database Theory and Practices 3
CIS 4350 Management Information Systems 3

Total Semester Credit Hours 18

Finance
Upper-level Finance electives 6
Any level Finance electives 12

Total Semester Credit Hours 18

Human Resource Management
BUSI 4334 Employment Law 3
MGMT 3302 Personnel and Human Resource Management 3
MGMT 4303 Wage and Salary Administration 3
MGMT 4304 Recruitment and Selection of Human Resources 3
MGMT 4305 Human Resource Development 3
MGMT 4306 Employer and Labor Relations 3

Total Semester Credit Hours 18

* Some courses in this minor will have prerequisites of MGMT 3301 Principles of Management and BUSI 3301 Business Communications and Research.

Management
Upper-level Management electives 6
Any level Management electives 12

Total Semester Credit Hours 18

Marketing
Upper-level Marketing electives 6
Any level Marketing electives 12

Total Semester Credit Hours 18

College of Education

Psychology
Upper-level Psychology electives 6
Any level Psychology elective 12
Total Semester Credit Hours 18

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
GRADUATE INFORMATION

History
The Texas A&M University System Board of Regents approved graduate degree programs at the master's level for Tarleton State University on November 26, 1969, and for Texas A&M University-Central Texas through Tarleton State University on May 26, 2009. Meeting in special session at College Station, the Coordinating Board of the Texas College and University Systems granted approval on December 4, 1969, for three initial master's-level programs, setting the fall semester of 1971 as the effective date of graduate course offerings for the programs.

Administration
Administration of Graduate Studies is the responsibility of the Director of Graduate Studies. The Graduate Council, comprised of all graduate coordinators, assists the Director of Graduate Studies in establishing graduate policies and standard administrative procedures. The Director of Graduate Studies promotes the mission and goals of the Office of Graduate Studies and has the authority to act for the administration and Graduate Council within the limits of policy.

Vision
Graduate Studies at Texas A&M University-Central Texas aspires to provide accessible and rigorous graduate programs and research within an applied framework. We are dedicated to providing the highest cognitive and affective education and research, while increasing regional, state, national, and global connections for all scholars.

Mission
Graduate Studies at Texas A&M University-Central Texas is a diverse mixture of educator-scholars and learners committed to accessibility and excellence in graduate education, service, and research to enhance knowledge, skills, and abilities. All graduate programs strive for continuous improvement through benchmark assessments, including internal and external peer-review.

Values
Graduate Studies at Texas A&M University-Central Texas provides support to the university core values within a framework based on "Service of Excellence."

University Core Values
• Excellence & Achievement
• Compassion
• Integrity
• Knowledge
• Diversity
• Initiative
• Collaboration

Graduate Admissions Requirements

Conditional Admission
Students are conditionally admitted to Graduate Studies at A&M-Central Texas by the Office of Graduate Studies. Full admission occurs at the graduate program level.

Conditional admission is awarded to applicants who meet the following requirements:
• Successful submission of a completed application, including fee, through www.applytexas.org (http://www.applytexas.org);
• Attainment of a bachelor's degree or higher from a regionally accredited U.S. institution or the equivalent from a foreign institution;
• A minimum 2.5 GPA earned on the last 60 hours of coursework completed, to include all courses in the semester where the 60th hour occurs;
• If an applicant's GPA is between 2.5 and 2.99, acceptable minimum GRE or GMAT scores must be submitted prior to beginning any coursework. Only official score reports will be accepted. These must be sent directly to the Office of Graduate Studies by ETS or Pearson Education. NOTE: Some graduate programs require GRE scores for program admission, regardless of GPA;
• Proof of bacterial meningitis vaccination for students aged 21 and under.

Admission will not be granted to a student with a GPA less than 2.5 on the last 60 hours (to include all courses in the semester where the 60th hour occurs) for coursework completed. Students who know they have a GPA less than 2.5 on the last 60 hours (to include all courses in the semester where the 60th hour occurs) for coursework are encouraged to improve their GPA through the post-baccalaureate or non-degree seeking (NDS) option.

When a student entering the program on conditional admission has satisfied all conditions, he/she may be granted full admission after receiving a recommendation by the academic department. The graduate program coordinator will inform the student when he/she has obtained full admission.

Applicants who, for reasons beyond their control, cannot provide official documents required for admission to Graduate Studies by the time of initial enrollment may be admitted as a Conditional Admission/Requirements Not Met for one semester pending receipt of the required documents. If a graduate student does not submit all official documents within the first semester, the student will not be allowed to continue until the documents are on file.

With conditional admission, a student may proceed to take classes at a full load or lower each semester. All graduate students are encouraged to maintain a full load or lower to support full retention of learned skills.

Full Admission
Admission to any graduate degree program is granted by the Director of Graduate Studies upon recommendation of the department of proposed study. Full admission is awarded to applicants who meet all of the following requirements:
• Conditional admission to Graduate Studies at A&M-Central Texas;
• Admission to the graduate program; and
• Current degree plan on file.

Completion of specific program requirements may be required for full admission to selected graduate programs. Conditional admission may be granted by the Office of Graduate Studies until full admission is obtained. Please contact the specific graduate coordinator for additional graduate
admission requirements. Contact information is available from the Office of Graduate Studies.

Full admission allows a graduate student to progress at maximum loads or lower. All graduate students are encouraged to carry a full load or lower to support full retention of learned skills. Maximum loads are discouraged unless graduate students are not working.

**Other Categories of Admission**

**Provisional Admission (A&M-Central Texas Undergraduates Only)**

An undergraduate enrolled in a bachelor’s degree program at A&M-Central Texas may be considered for provisional admission to the Graduate Studies Program. Provisional admission is awarded to applicants who meet all the following requirements:

- Student must be within 12 hours of completion of a bachelor’s degree;
- Student has submitted a completed "Graduate Provisional Form"; and
- Student has a minimum GPA of 3.0 on the last 60 hours (to include all courses in the semester where the 60th hour occurs) of undergraduate coursework.

Provisional admission allows undergraduate students to take up to 12 hours of graduate credits, with no more than 6 graduate hours per semester. Provisional admission students must register for classes through the Office of Graduate Studies. No graduate coursework may be counted toward an undergraduate degree.

Provisional admission students must complete a Graduate Admission application through ApplyTexas and meet university admission requirements when ready for admission to Graduate Studies. NOTE: Provisional students are subject to graduate student policies.

**Post-Baccalaureate Student**

Post-baccalaureate admission allows prospective graduate students to improve their GPA if significant GPA issues exist for admission to Graduate Studies. Post-baccalaureate students are subject to the same requirements and regulations that apply to undergraduates; they must meet the academic progress standards applicable to undergraduates and are subject to the same probation/suspension policies.

**Non-Degree Seeking Graduate Student**

Applicants who indicate that they do not choose to seek a graduate degree but who hold a baccalaureate degree or higher from a regionally accredited college may be enrolled in graduate courses as a non-degree seeking (NDS) graduate student. The NDS option also allows potential graduate students to improve their GPA. In addition:

- NDS graduate students are not required to submit GRE or GMAT scores; however, official transcript(s) which indicate the conferral of a bachelor’s degree or higher and good standing at the last college attended are required;
- NDS graduate students may take up to 18 hours of coursework; however, they waive the right to count more than 6 hours toward an advanced degree at A&M-Central Texas; and
- NDS graduate students have no assurance that coursework completed while in this classification will be applicable toward degree requirements with subsequent admission to a degree program. All graduate courses are reviewed on a case-by-case basis for transfer.

**Program Entry Requirements**

Some graduate degree programs at A&M-Central Texas have program entry requirements beyond those for general admission to the university. Students admitted to the university interested in one of these programs may be eligible to enroll in certain coursework prior to program entry. The number of courses a student may complete prior to official program entry may vary by department. Students are not considered eligible to graduate until program and degree requirements are fulfilled.

If you plan to pursue one of the below degree programs, be sure to review additional program entry requirements. For additional information regarding graduate degree programs offered at A&M-Central Texas, please see the Graduate Programs (p. 84) section of the catalog.

**Clinical Mental Health Counseling**

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Submission of GRE scores.
- Clinical/Work/Volunteer Experience: While specific experience is not required, previous related work experience may make the applicant more competitive.
- Completed Counseling and Psychology Department application.
- Timely submission of admission materials.

**Criminal Justice**

University admission to graduate studies does not guarantee admittance to the Master of Science in Criminal Justice program. To be admitted into the MCJ program, you must have:

1. A bachelor’s degree in Criminal Justice or a closely related field;
2. A 3.0 GPA on the last 60 upper-division undergraduate credit-hours*; and
3. A 500-word essay which states why you want to pursue a MCJ at A&M-Central Texas.

*Applicants with a GPA less than 3.0 and applicants who earned their B.A. more than five years ago must submit a GRE score.

**Curriculum and Instruction (with Professional Reading Specialist Certification Preparation)**

- Successful admission to graduate studies (p. 77)
- A minimum 2.75 grade point average (GPA) overall or in the last 60 hours
- GRE scores if the applicant has a 2.75 – 2.99 GPA. Required Scores: Verbal Reasoning 157, Quantitative Reasoning 155, and Analytical Writing – 4.5.
- Completed application packet, to include letter of intent, essay, two letters of reference with checklists, and interview
- Valid Texas Teaching Certificate
- Completed a minimum of one year of creditable teaching experience, and be currently working in a creditable teaching placement

**Educational Leadership**

- Formal application to program
- Three letters of reference
• A 500-word essay with artifacts concerning both experiences in fulfilling personal and professional leadership responsibilities as well as future career goals as an educational leader
• Documentation of at least two (2) years of creditable teaching experience

Educational Psychology
Students will be admitted into the M.S. Educational Psychology program by the faculty once the following application criteria are met:

• Bachelor’s degree from a regionally accredited institution.
• Preferred minimum GPA of 3.0.
• Timely submission of admission materials.
• Completed Counseling & Psychology Department application.
• Submission of final GRE scores. This requirement is waived only for applicants who have already earned a graduate degree from a regionally accredited institution.

History
UNIVERSITY ADMISSION
After the student has met the requirements for university admission, the M.A. in History program will permit registration for graduate history coursework once a student has submitted documentation demonstrating either an undergraduate degree in History with a GPA of 3.0, or the equivalent of an undergraduate major in History (minimum 24 credit hours) with a GPA of 3.0. Official transcripts should be provided in order to document all prior history coursework. If a student has not satisfied this requirement, they may be required to take up to 24 credit hours of undergraduate leveling in history, in which they must earn a GPA of 3.0. Once any required leveling has been completed, the student will be permitted to register for graduate history coursework.

PROGRAM ADMISSION
Once a student has completed 12 credit hours in graduate history coursework, consideration will be given for full admission to the M.A. in History program. The Graduate Coordinator will review all records submitted to the university and program at the time of the university admission decision and at the time the student was permitted to register for graduate history coursework. If not already submitted, the student will be required to submit the university admission essay and a GRE score taken within the previous six years. The Graduate Coordinator, in consultation with full-time program faculty, is responsible for making the program admission decision.

The Graduate Coordinator is responsible for communicating the program admission decision and should be the point of contact for all inquiries regarding the M.A. in History program. The Graduate Coordinator is also responsible for all advising, including assisting with the student’s selection of either the thesis or non-thesis track. Students must have the approval of the Graduate Coordinator to change tracks once they have completed 24 credit hours of coursework.

If at any point a student’s GPA in the M.A. in History program falls below a 3.0, the student could be subject to disciplinary action, including suspension or removal from the program. If a student receives a failing grade in a course, he or she will be required to retake that course; and if the failing grade results in suspension, the student could remain on suspension until the course is retaken with a satisfactory grade.

Marriage and Family Therapy
• Bachelor’s degree from a regionally accredited institution.

• Preferred minimum GPA of 3.0.
• Minimum GRE and GPA combination:
  • Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
  • Last 60 hour GPA 3.0 or higher: at least 280 (Verbal + Quantitative)
• Students who have a previous graduate degree from a regionally accredited university are waived from the requirement of a GRE score.

• Clinical/Work/Volunteer Experience: While specific experience not required, previous related work experience may make applicant more competitive.
• Completed Counseling and Psychology Department Application.
• Timely submission of admission materials.

Specialist in School Psychology
Students will be admitted into the Specialist in School Psychology program by the faculty once the application criteria are met. To be accepted into the Specialist in School Psychology program, students must:

• Bachelor’s degree from a regionally accredited institution
• Submission of GRE scores
• Completed Counseling and Psychology Department application

Preference is given to students with:

• An undergraduate GPA of 3.0 or better
• A degree in Psychology or a closely related field, or advanced degrees in other areas
• Clinical/Work/Volunteer Experience
• Timely submission of admission materials.

Teaching (with Certification Preparation)
• A bachelor’s degree from a regionally accredited college or university
• A minimum of 18 semester hours with no letter grade less than a “C” in the certification subject area
• A score of PASS on the Pre-Admission Content Testing (PACT) TExES (http://cms.texes-ets.org/epp/epppact)
• Successful admission to graduate school (p. 77)
• GRE scores if the applicant has a 2.75-2.99 GPA. Required Scores:
  • Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
• A minimum of 18 semester hours with no letter grade less than a “C” in the certification subject area
• A score of PASS on the Pre-Admission Content Testing (PACT) TExES (http://cms.texes-ets.org/epp/epppact)
• Successful admission to graduate school (p. 77)
• GRE scores if the applicant has a 2.75-2.99 GPA. Required Scores:
  • Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
• Students who have a previous graduate degree from a regionally accredited university are waived from the requirement of a GRE score.

• Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom based on the interview

International Admissions
All applicants for Teacher Certification must demonstrate English Language Proficiency before admission.
• Completion of an undergraduate or graduate degree at an accredited Institution of Higher Education in the United States or from a country in which English is the official language, or
• Verification of satisfactory score on the Test of English as a Foreign Language-Internet Based Test (TOEFL iBT). Applicants must take all four portions and score at or above: Listening - 22, Speaking - 24, Reading - 22, and Writing - 21.

Graduates from foreign universities and colleges must submit an original Foreign Credential Review from one of the following TEA Approved Foreign Credential Evaluation Services (http://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services).

Graduate Admissions Procedures

Admission to Graduate Studies

Admission to Graduate Studies is administered by the Director of Graduate Studies. Applicants seeking admission must present the following credentials and materials indicating their ability to successfully pursue graduate level work:

1. Submit a completed application for graduate admissions by visiting www.applytexas.org (http://www.applytexas.org). Applications must be received by the deadlines indicated in the current university calendar.
2. Submit the 200- to 300-word admission essay addressing academic and career goals. The essay must either accompany the electronic application for admissions or be sent directly to the Office of Graduate Studies at graduatestudies@tamuct.edu
3. Remit the $45 application-processing fee either through the electronic application or at the Business Office (https://www.tamuct.edu/business-office) by cash, check, money order, or credit card.
4. Submit official transcript(s). Provide official copies of transcript(s) from each previously attended college or university. Transcripts must indicate the date of degree conferral for the baccalaureate and/or graduate degree and must convey good standing. Official transcripts must be delivered in sealed envelopes to the Office of Graduate Studies, or emailed by secure electronic transcripts exchange (e.g. eScrip-Safe, National Student Clearing House, Parchment, or Credentials Solutions) from participating institutions directly to graduatestudies@tamuct.edu.
5. If required, scores on the General Test of the Graduate Record Exam (GRE) should be sent directly to the Office of Graduate Studies by the Educational Testing Service (ETS). Business students may take the GMAT exam; these scores must be sent directly to the Office of Graduate Studies by Pearson Education.
6. Provide proof of bacterial meningitis vaccination for students aged 21 and under.

Beyond general requirements for admission to Graduate Studies, departments may set additional standards for admission to degree programs, subject to administrative approval. Please contact the specific graduate coordinator for additional graduate admission requirements. Contact information is available from the Office of Graduate Studies.

Transfer Students within U.S.

Applicants to A&M-Central Texas who have attempted graduate-level credit at another regionally accredited U.S. institution after attaining a bachelor’s degree will be considered transfer students. Applicants must be eligible for re-enrollment at their last attended college or university and must submit final official transcripts from each college or university attended. For students who have previously attended A&M-Central Texas, both transfer work and A&M-Central Texas work will be combined to determine a cumulative GPA. Transferred developmental and similar non-college credits will not be used to determine the required GPA for transfer admission eligibility.

Graduate Academic Advising

Prior to formal granting of admission to the program of study, the graduate advisor, as designated by the graduate program coordinator, assists students in planning initial coursework. Students must consult their advisors before seeking enrollment in any course that might be applied toward a master’s degree.

After receiving admission to Graduate Studies and enrolling for graduate courses, the student should consult with the graduate advisor concerning the appointment of an advisory committee. The advisory committee is responsible for guiding and directing the student’s entire academic program, which includes initiating all academic actions concerning the student, developing the degree plan, and administering the comprehensive testing prior to conferral of the master’s degree. Moreover, the advisory committee—as a group and as individual members—is responsible for counseling the student on academic matters and, in the case of academic deficiency, initiating recommendations to the Office of Graduate Studies.

Graduate Transfer Information

Limitations on Transfer and Correspondence Courses

Recommendations for transfer credit are originated by the graduate program faculty advisor. Upon approval from the Director of Graduate Studies, the University may accept as many as 12 hours of graduate coursework completed at another regionally accredited institution.

Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. Coursework in which no formal grade is given, or in which grades other than letter grades (A, B, C, etc.) are given (e.g. CR, P, S, U, etc.) will not be accepted for transfer credit. Only A and B grades may be transferred. No academic work completed by correspondence courses may be applied towards graduate degree programs. Correspondence courses include those courses where faculty interaction is absent.

All courses accepted as transfer credits which are more than six years old at time of graduation will not be counted toward degree requirements.

Graduate International Students

Admission of an international student to a graduate program will be predicated upon holding a valid U.S. equivalent bachelor’s-level degree or higher from an accredited college or university. The quality of the applicant’s college-level work is judged from test scores, GPA, and writing samples. Applicants must submit a $145 (US) non-refundable application fee via the electronic application, or pay through the Business Office by cash, check, money order or credit card. Along with the application, the applicant must submit all previous university academic records, including
official transcripts and evaluations of all previous university academic records, officially translated in the English language. Evaluations must be done by recognized evaluation services and typically must adhere to standards of the American Association of Collegiate Registrars and Admissions Officers and include items such as course names, course descriptions, course credit, course grades, GPA, degree earned, and the date earned as recommended by the National Council on the Evaluation of Foreign Educational Credentials. It is the applicant's responsibility to secure and pay for the evaluation and to ensure it is done early enough to meet admission deadlines.

In addition to providing the aforementioned documents, the applicant must meet the following requirements:

- Student must have a minimum 2.5 GPA on the last 60 hours of coursework completed, to include all courses in the semester where the 60th hour occurs;
- If the student's GPA is between 2.5 and 2.99, acceptable minimum GRE or GMAT scores must be submitted prior to beginning any coursework. Official only score reports will be accepted, which must be sent directly to the Office of Graduate Studies by ETS or Pearson Education. NOTE: Some graduate programs require GRE scores for program admission, regardless of GPA;
- Student must have completed English 1301 and 1302 with a C or better, or submit acceptable Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores (TOEFL-minimum score of 80 on the Internet-based test, a minimum score of 213 on the computer-based test, or a minimum score of 550 on the paper-based test; IELTS-minimum score of 6);
- Student must submit the 200- to 300-word admissions essay addressing academic and career goals. The essay must either accompany the electronic application for admissions or be sent directly to Graduate Studies at graduatestudies@tamuct.edu.

The applicant may be required to complete leveling classes in a particular field of study as instituted by the department.

To obtain a visa from the American Embassy located in the applicant's country, a prospective student must have documented evidence of financial solvency. A sponsor is obligated to endorse all expenditures for the applicant during the entire course of study. Note that a copy of all financial statement documentation must be included with the admissions packet. Check with the American Embassy for further details.

International applicants must submit two passport-style color photos taken within six months of application. The A&M System mandates that all international students have medical insurance with coverage in the United States. Students will be automatically enrolled and charged for health insurance as part of their matriculation.

All application materials must be sent to the Office of International Student Services Graduate Studies. Applications cannot be processed and an I-20 cannot be issued until all materials are received and the applicant is admitted in the Graduate Studies Program.

For more details about admission for international students, please contact the Office of Graduate Studies at graduatestudies@tamuct.edu.

Requirements for Master's Degrees and Certificates

Research Requirement

All students seeking a master's degree must have at least three credits for an approved research course. Approved research courses are designated at the graduate program level.

Completion Time Limit

Course credits more than six years old at the time of application for graduation may not be counted for a degree. Graduate students unable to maintain continuous enrollment may, on a case-by-case basis, be granted an extension. For military members who have deployed and as a result are unable to continue classes, the time limit may be extended. The extension may not exceed the period of deployment, as indicated on orders. For further clarification, contact the Office of Graduate Studies.

Application for Degree Conferral

A candidate for a degree must apply for the degree by submitting an “Application for Graduation”—either paper-based or online through WarriorWeb—to the Registrar's Office no later than the deadline for submission of the application for graduation, as specified in the university calendar. Deadlines for submitting an application for graduation are strictly enforced. A $50 graduation application processing fee is required at the time the application is submitted. Students who miss the Late Application Deadline will be charged a $20 late fee and will be eligible for conferral only. Students failing to meet degree requirements in the semester in which they have applied to graduate must reapply and re-pay the graduation application processing fee.

Comprehensive Exams

Candidates for all graduate degrees at A&M-Central Texas must satisfactorily pass a comprehensive examination or thesis. A graduate student must be admitted to candidacy for a degree before he/she will be allowed to take the comprehensive examination.

The policies and procedures for the comprehensive examinations are available in the program office of the student's major field of study. Early in their degree program, graduate students should review the requirements for taking the examination. Comprehensive examinations require written examinations, which must be scheduled early in the semester in which they are to be administered. Consult the university calendar for deadlines for submission of comprehensive examination results to the Office of Graduate Studies.

The oral examination, when required in addition to the written examination, is conducted by the student's advisory committee. A representative of the Office of Graduate Studies may be invited to participate in this examination.

Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration or, at the discretion of the advisory committee, graduate coordinator, and department chair involved, at an earlier date. Unless departmental requirements are more limiting, students who attempt the comprehensive examination three times and are not successful will be dropped from the graduate program. No appeal exists beyond the three attempts to pass the comprehensive examination.
Thesis Information

Not every graduate program at A&M-Central Texas requires a thesis for degree completion. Students must have full admission to a degree program and the permission of the department chair to enroll in a thesis course. A thesis will not be accepted unless a student has completed a minimum of six semester hours of thesis coursework. The A&M-Central Texas Thesis Manual, which contains details regarding the preparation and submission of a thesis for approval, is available on the Graduate Studies (https://www.tamuct.edu/graduate-studies) website. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate programs.

Thesis Credit

Students who begin to write a thesis are required to enroll each semester, to include summer, in at least one thesis hour until the thesis is completed. Those who make satisfactory progress will be given the grade of "IP/S." The thesis grade of "S" is not included in the GPA calculation for the degree. Only six hours of thesis credit will count towards the required hours. Students may not exceed the six-hour limit without the approval of the Graduate Coordinator or Director for Graduate Studies or designee.

Graduate Grading System

Graduate degree credit is only granted for A, B, and C grades. A GPA of 3.0 or higher is required:

1. for all courses included in a degree plan;
2. for all the courses comprising the major field;
3. for the courses comprising the emphasis, if one is selected;
4. as a cumulative GPA on all courses; and
5. as the semester GPA.

Courses originally taken at A&M-Central Texas may not be repeated at another institution for degree credit. If a course is repeated at A&M-Central Texas, the better grade in the course shall be counted in computing the student’s GPA.

The grading system for graduate students is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, 4 grade points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>Good, 3 grade points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>Fair, 2 grade points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>Not Passing for graduate coursework</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (under exceptional circumstances, see below)</td>
</tr>
<tr>
<td>IP</td>
<td>In-progress (used for non-completed thesis coursework)</td>
</tr>
<tr>
<td>Q</td>
<td>Withdrawal from course, no grade designated</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from university, no grade designated</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal failing from university (included in GPA)</td>
</tr>
</tbody>
</table>

The lowest passing grade is a "C." Students should consider the fact that some universities and colleges do not accept a "C" in transfer.

A student who drops a course on or before the census date receives no grade, and the course will not be listed on that student’s permanent record.

The grade of "I" shall be recorded for a student only in cases of extraordinary circumstances. This entry is used only in the event the instructor and his/her department chair or college dean have concurred that the incomplete entry is justified. A grade of "I" must be made up by the end of the next semester and in all cases before registering for the next sequential course. If this grade is not made up within the prescribed time limit, it automatically becomes an "F." Internships in Education not completed during the first semester of registration will receive a letter grade of "I." Registration will be permitted for the following semester, at which time a letter grade will be awarded upon satisfactory completion of the required work. If the work is not completed during the subsequent semester, the "I" received the previous semester will become "NC," and a letter grade of "F" will be placed on the transcript for the subsequent semester’s work.

Graduate Degree Plan Information

Degree Plan

A graduate student’s degree plan includes those courses listed for degree credit on the official degree plan form. All courses on the approved degree plan must be completed with a satisfactory grade to meet requirements for the degree. Changes in an approved degree plan can be made only with a recommendation to the Director of Graduate Studies from the student’s advisory committee or graduate coordinator and the chair of his/her major department.

Courses in which the student has received a final grade and that are listed for graduate credit on the approved degree plan may not normally be removed from the degree plan, although courses acceptable for graduate credit may be added. Exceptions to this policy must be approved by the student’s advisory committee or graduate coordinator, chair of his/her major department or college dean, and the Director of Graduate Studies.

Degree Major

All degrees require a minimum of 18 semester hours be completed in the graduate student’s major field, with the exception of the Master of Science Liberal Studies. The graduate major requires an undergraduate background of at least 24 semester credit hours, including 12 hours of advanced courses. However, graduate students who have taken 18 hours of advanced undergraduate education courses as a prerequisite for a teaching certificate may be admitted to a Master of Education degree program. Exceptions to this requirement must be approved by the graduate coordinator and/or department chair.

Graduate Student Performance

Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution.
Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to university regulations. NOTE: Failure to maintain satisfactory academic standing in the final semester prevents degree conferral, regardless of overall GPA.

**Probation** – At the end of any grading period, if a student’s semester or overall GPA falls below the required minimum as set by the department (at least a minimum 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and will be put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension.

**Suspension** – At the end of any grading period, if a student’s semester or overall GPA falls below a 2.0 she/he will be automatically suspended and may not attend classes for one long semester or the summer term. Upon return from suspension, a student must sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university. Dismissal from a second program will result in permanent dismissal from the university.

**Suspension Appeal** – Under exceptional conditions, a student may write a letter of appeal to the Office of Graduate Studies. Reinstatement will be considered on a case-by-case basis and approved only one time by the Director of Graduate Studies or designee. There is no appeal beyond the Director of Graduate Studies.

## Graduate Student Course Load

Load for a full-time graduate student is 9 semester hours in the fall or spring semester. Summer loads are determined by the length of the summer session in which the student is enrolled. Note: These loads refer to registration status; see Enrollment Status Descriptions for Financial Aid requirements.

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
<th>16 Week (Fall/Spring)</th>
<th>10 Week (Summer)</th>
<th>8 Week Session</th>
<th>5 Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Load</td>
<td>16 hours</td>
<td>12 hours</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Full Load</td>
<td>9 hours</td>
<td>6 hours</td>
<td>5 hours</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

### Enrollment Status Descriptions for Financial Aid:

For financial aid purposes, enrollment requirements are the same for every semester (Fall, Spring, and Summer). Graduate students must be enrolled in at least 9 graduate-level credit hours to be considered full-time, 7 to 8 graduate-level credit hours to be considered three-fourths time, and 5 to 6 graduate-level credit hours to be considered half-time.

Note: Loads in excess of the maximum require approval from the Director of Graduate Studies.
GRADUATE PROGRAMS

A&M-Central Texas Graduate Studies welcomes interest from eligible undergraduate students year-round. The Admission to the Graduate Studies (p. 80) web page includes instructions on how to begin. A&M-Central Texas offers the following graduate programs:

**Master of Arts (M.A.)**
- English (p. 85)
- History (p. 85)
- Teaching (p. 87)

**Master of Business Administration (M.B.A.)**
- Business Administration (p. 88)

**Master of Criminal Justice (MCJ)**
- Criminal Justice (p. 98)

**Master of Education (M.Ed.)**
- Curriculum and Instruction (p. 89)
- Educational Leadership (p. 91)
- Higher Education Leadership (p. 90)

**Master of Science (M.S.)**
- Accounting (p. 92)
- Clinical Mental Health Counseling (p. 92)
- Educational Psychology (p. 93)
- Information Systems (p. 94)
- Liberal Studies (p. 95)
- One Planet Leadership (p. 95)
- Marriage and Family Therapy (p. 96)
- Mathematics (p. 97)

**Specialist in School Psychology (S.S.P.)**
- School Psychology (p. 99)

**Graduate-Level Certificates**
- Certificates (p. 84)

**Graduate-Level Certificate Preparation Courses**
- Preparation Courses (p. 84)

**Graduate Certificates**

**Health Administration Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD 5311</td>
<td>Health Administration and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5312</td>
<td>Health Care Economics, Finance and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5313</td>
<td>Health Policy and Law</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5314</td>
<td>Health Informatics and Trends</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5315</td>
<td>Health Ethics and Residency</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 15

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**Program Level Student Learning Outcomes**
1. Strategize and apply organizational policy to improve patient care
2. Design, implement, and improve optimal human capital and financial management practices
3. Employ solid financial management practice in the administration of health care organization
4. Analyze data to make informed decisions
5. Demonstrate ethical decision making

**Graduate Certification Preparation**

**Superintendent Certification Preparation Courses**

Admission to the Superintendent Certification Preparation Program

The educational leadership programs at A&M-Central Texas are designed to prepare effective education leaders. Requirements for the master’s degree (36 semester hours) and the post-master’s Superintendent Certification Preparation Program (18 semester hours) are designed to support the continuing professional development of career-oriented educational leaders as knowledgeable and skilled decision makers capable of providing visionary leadership and supportive guidance to schools and school districts.

**Typical Curriculum and Requirements for the Post-Master’s Superintendent Certification Preparation Program**

1. Students must complete all requirements for admission to Graduate Studies listed in this university catalog.
2. For admission to the Superintendent Certification Preparation Program, a student must submit a formal application to the Coordinator of M.Ed./Certification Programs. This application serves as a basis for admittance to the program and for advising the student with regard to coursework and general graduate and certificate requirements. The application for admission to the post-master’s Superintendent Certification Preparation Program requires that a student submit the following:
   a. three (3) letters of reference, one of which must be from the student’s current supervisor;
b. a 500-word essay with artifacts concerning both experiences in fulfilling personal and professional leadership responsibilities and future career goals as an educational leader; and

c. documentation of official teacher and principal certificates.

In addition, applicants may be required to successfully complete an assessment process that includes activities related to school and district leadership.

Admission to the program does not guarantee recommendation for certification. To be recommended for certification, students must meet all program requirements and satisfy the requirements for recommendation for certification.

Requirements for Superintendent Certification

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDLD 5317</td>
<td>Public School Finance and Fiscal Management</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5318</td>
<td>Administrative Law and Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5319</td>
<td>The School Superintendency</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5335</td>
<td>Educational Planning and Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5336</td>
<td>Instructional Development and School Improvement</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5391</td>
<td>Superintendency Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 18

School Counselor Certification Preparation Courses

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5352</td>
<td>School Counseling Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5391</td>
<td>School-Counseling Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5392</td>
<td>School-Counseling Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5350</td>
<td>Foundations of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5351</td>
<td>Career Counseling and Guidance</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5353</td>
<td>Personality and Counseling Theory Application</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5354</td>
<td>Group Procedure for Counselors</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5357</td>
<td>Methods and Practices in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5304</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5381</td>
<td>Assessment and Evaluation Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5311</td>
<td>Cultural, Minority and Gender Issues</td>
<td>3</td>
</tr>
<tr>
<td>or EDUC 5302</td>
<td>Cultural Diversity in Schools and Community</td>
<td></td>
</tr>
<tr>
<td>CNSK, CPSK, or PSYK elective</td>
<td></td>
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<tr>
<td>COUN 5090</td>
<td>Comprehensive Examination</td>
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</table>

Total Semester Credit Hours 36

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Synthesize original contributions to the discipline by conducting research
   a. Demonstrate a scholarship-based understanding of texts (of all kinds) in their appropriate cultural, aesthetic, and historical contexts.
   b. Apply appropriate critical approaches in English studies.

2. Analyze texts using critical thinking skills
   a. Identify and explain what lenses are appropriate for analyzing texts.
   b. Perform analyses that add to scholarly understanding and provide challenging perspectives.

3. Apply clear and effective written and oral communication skills
   a. Produce written arguments and/or analyses that contribute to ongoing disciplinary scholarly conversations.
   b. Craft spoken arguments and/or analyses that contribute to ongoing disciplinary scholarly conversations.

M.A. History

Master of Arts Degree in History Overview

The Master of Arts (M.A.) in History is designed to expand a student's knowledge of history and historical method, and to develop a student's research, writing, and analytical abilities in U.S., European, and world history. The degree prepares students for careers in public history, further study towards a doctoral degree, and teaching at the secondary and postsecondary levels.
UNIVERSITY ADMISSION
After the student has met the requirements for university admission, the M.A. in History program will permit registration for graduate history coursework once a student has submitted documentation demonstrating either an undergraduate degree in History with a GPA of 3.0, or the equivalent of an undergraduate major in History (minimum 24 credit hours) with a GPA of 3.0. Official transcripts should be provided in order to document all prior history coursework. If a student has not satisfied this requirement, they may be required to take up to 24 credit hours of undergraduate leveling in history, in which they must earn a GPA of 3.0. Once any required leveling has been completed, the student will be permitted to register for graduate history coursework.

PROGRAM ADMISSION
Once a student has completed 12 credit hours in graduate history coursework, consideration will be given for full admission to the M.A. in History program. The Graduate Coordinator will review all records submitted to the university and program at the time of the university admission decision and at the time the student was permitted to register for graduate history coursework. If not already submitted, the student will be required to submit the university admission essay and a GRE score taken within the previous six years. The Graduate Coordinator, in consultation with full-time program faculty, is responsible for making the program admission decision.

The Graduate Coordinator is responsible for communicating the program admission decision and should be the point of contact for all inquiries regarding the M.A. in History program. The Graduate Coordinator is also responsible for all advising, including assisting with the student’s selection of either the thesis or non-thesis track. Students must have the approval of the Graduate Coordinator to change tracks once they have completed 24 credit hours of coursework.

If at any point a student’s GPA in the M.A. in History program falls below a 3.0, the student could be subject to disciplinary action, including suspension or removal from the program. If a student receives a failing grade in a course, he or she will be required to retake that course; and if the failing grade results in suspension, the student could remain on suspension until the course is retaken with a satisfactory grade.

Core Requirements
The M.A. in History requires 36 hours of approved coursework, including HIST 5300 (Elements of Historical Inquiry), 5380 (Historiography and Historical Method), and one research course (HIST 5320, 5322, or 5342). In consultation with the Graduate Coordinator, a student may take 12 hours in an appropriate supporting field. A student must take coursework in United States and non-United States history.

Each student must demonstrate reading proficiency in at least one foreign language prior to completion of the degree. Proficiency will be measured by the successful completion (with a "C" or better) of 14 hours in a single foreign language (either in the undergraduate or graduate level, at the equivalent of the intermediate level).

Common Courses (30 Credits)
Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Required Courses
HIST 5300 Elements of Historical Inquiry 3
HIST 5380 Historiography and Historical Method 3

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 5320</td>
<td>Selected Topics in State and Local History</td>
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</tr>
<tr>
<td>or HIST 5322</td>
<td>Selected Topics in American History</td>
<td></td>
</tr>
<tr>
<td>or HIST 5342</td>
<td>Selected Topics in European History</td>
<td></td>
</tr>
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Other Degree Requirements
Approved graduate-level History electives 1 21

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Total Semester Credit Hours</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

1 12 Credit hours can be used in a support field. For further information consult with your graduate coordinator.

Without Thesis

Required Courses
HIST 5090 History Comprehensive Examination 0

Other Degree Requirements
Approved graduate-level History electives 1 6

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Total Semester Credit Hours</td>
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<td>6</td>
</tr>
</tbody>
</table>

1 12 Credit hours can be used in a support field. For further information consult with your graduate coordinator.

Additional Requirements
Each student must take a written comprehensive examination based on coursework submitted for the M.A. degree. An examination committee, composed of three faculty members, administers the examination. If the examination result is unsatisfactory, the committee allows the student to retake the comprehensive examination one additional time. Additional coursework in areas of weakness may be required.

With Thesis

Required Courses
HIST 5198 History Thesis (1) 3
HIST 5198 History Thesis (2) 3

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Semester Credit Hours</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Additional Requirements
Each student completes a thesis under the direction of a thesis advisor, who chairs the student’s thesis committee. The student does not begin work on the thesis prior to completion of 24 hours of coursework and will enroll in Thesis (HIST 5198) only with the prior approval of the graduate coordinator. Six hours of Thesis (HIST 5198) may count toward graduation. Students should prepare their thesis in accordance with the procedures specified by the Office of Graduate Studies. Upon completion of the thesis, the student sits for an oral defense before the student’s thesis committee.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
Program Level Student Learning Outcomes

1. Identify connections between historical issues and life outside the classroom, and compare the historical development of their own and other cultures
2. Think historically about the past by identifying and critiquing historical interpretations (historiographical analysis) and analyzing issues in a historical context
3. Select and use evidence from a variety of sources, including primary sources, and complete assignments that prompt them to argue effectively and critically
4. Examine current issues from a historical perspective and examine the role of historical interpretation in shaping current actions and policies

Handbook
Click here (https://www.tamuct.edu/syllabi/Handbooks/2018-2019/MA_History.pdf) to go to the handbook for the M.A. in History.

M.A. Teaching

Common Courses (27 Credits)
Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Emphasis Requirements (See Below) 9
EDUC 5370  Techniques of Research 3
EDUC 5300  Foundations and History of Education 1 3
EDUC 5385  Teaching Internship II 1 3
EDUC 5311  Methods of Effective Teaching 1 3
SPED 5305  Introduction to Exceptional Learners 1 3
EDUC 5314  Creating and Managing Learning Environment 1 3
READ 5370  Literacy Development 1 3
EDUC 5384  Teaching Internship 1 3
EDUC 5345  Advanced Instructional Strategies for Diverse Learners 1 3
EDUC 5090  Education Comprehensive Examination 0

Total Semester Credit Hours 36

1. Courses required for certification. Contact Educator Preparation Services before registering for these courses.

With Secondary Education Teacher Certification Preparation
Selected graduate content or Curriculum and Instruction courses 9

Total Semester Credit Hours 9

With Elementary Education Teacher Certification Preparation
EDUC 5302  Cultural Diversity in Schools and Community 3
EDUC 5338  Curriculum Design and Implementation 3
EDUC 5312  Language and Social Studies Seminar 3
or EDUC 5322  Teaching Mathematics and Science

Total Semester Credit Hours 9

With Special Education Teacher Certification Preparation
Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SPED 5311</td>
<td>Behavioral Management in Special Education Environment</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5313</td>
<td>Advanced Study of Learning Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5315</td>
<td>Advanced Study of Developmental Disabilities</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 9

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Entry Requirements
Students will be admitted into the M.A. in Teaching major by the faculty once the following application criteria are met:

- A bachelor’s degree from a regionally accredited college or university
- A minimum of 18 semester hours with no letter grade less than a “C” in the certification subject area
- A score of PASS on the Pre-Admission Content Testing (PACT) TExES (http://cms.texas-ets.org/epp/epppact)
- Successful admission to graduate school (p. 77)
- GRE scores if the applicant has a 2.75-2.99 GPA. Required Scores: Verbal Reasoning 157, Quantitative Reasoning 155, and Analytical Writing 4.5
- Successful completion of professional interview measuring knowledge, experience, skills, and aptitude with a combined minimum score of 45
- Successful completion of writing sample with a combined minimum score of 14
- Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom based on the interview

International Admissions
All applicants for Teacher Certification must demonstrate English Language Proficiency before admission.

- Completion of an undergraduate or graduate degree at an accredited Institution of Higher Education in the United States or from a country in which English is the official language, or
- Verification of satisfactory score on the Test of English as a Foreign Language-Internet Based Test (TOEFL iBT). Applicants must take all four portions and score at or above: Listening - 22, Speaking - 24, Reading - 22, and Writing - 21.

Graduates from foreign universities and colleges must submit an original Foreign Credential Review from one of the following TEA Approved Foreign Credential Evaluation Services (http://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services).
Program Level Student Learning Outcomes

1. Demonstrate knowledge and skills to earn teacher certification in Texas.
2. Be employable as educators in Texas.
3. Create effective curriculum.
4. Provide high-quality instruction.
5. Conduct research on relevant issues to curriculum and instruction.

Master of Business Administration

The M.B.A. program is designed to develop student leadership, decision-making, and critical-thinking abilities. Students are given opportunities to make decisions based on the critical evaluation of real-life situations. Graduate faculty members strive to prepare M.B.A. students for career opportunities and to compete in global business.

In an effort to aid in the successful completion of graduate business courses at A&M-Central Texas, students may be required to demonstrate prerequisite knowledge for certain courses prior to registration. At the initial advising appointment, students’ faculty advisors will confirm which areas of leveling are needed in order to clear prerequisites that have been established for certain courses. Presently, some prerequisite knowledge is required in the following disciplines: Accounting, Finance, Management, Marketing, and Statistics. Prerequisite knowledge may be demonstrated through approved undergraduate coursework in that discipline or satisfactory completion of a required skills examination administered through a third-party provider, Ivy Software. Student should contact their advisor for specific leveling details.

Common Courses (24 Credits)

Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 5303</td>
<td>Accounting and Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5311</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIN 5307</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 5310</td>
<td>Business Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 5359</td>
<td>Business Strategy Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5308</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5307</td>
<td>Responsibilities and Ethics of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 5090</td>
<td>Business Comprehensive Examination</td>
<td>0</td>
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</table>

Required Electives

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</table>

Without Emphasis

Required Electives

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<th>Title</th>
<th>Credits</th>
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Marketing Emphasis

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MKTG 5310</td>
<td>Integrated Marketing Communications</td>
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Management Emphasis

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<tbody>
<tr>
<td>MGMT 5315</td>
<td>International Management for Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5368</td>
<td>Development &amp; Change for Learning Organizations</td>
<td>3</td>
</tr>
<tr>
<td>Graduate-level Management elective</td>
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Total Semester Credit Hours 12

International Business Emphasis

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<tbody>
<tr>
<td>FIN 5301</td>
<td>International Fin Strategy</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 5315</td>
<td>International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 5315</td>
<td>International Management for Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 5315</td>
<td>International Marketing</td>
<td>3</td>
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</table>

Total Semester Credit Hours 12

Human Resource Management Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HRM 5303</td>
<td>Managing Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>HRM 5305</td>
<td>Human Resource Law</td>
<td>3</td>
</tr>
<tr>
<td>HRM 5314</td>
<td>Workforce Planning and Employment</td>
<td>3</td>
</tr>
<tr>
<td>HRM 5316</td>
<td>Compensation Management</td>
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Total Semester Credit Hours 12

Information Systems Emphasis

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<th>Course</th>
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<tbody>
<tr>
<td>CIS 5307</td>
<td>Advanced Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5304</td>
<td>Data Communications for Managers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5316</td>
<td>Advanced Database Management</td>
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<td>Graduate-level Computer Information System elective</td>
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Total Semester Credit Hours 12

Health Administration Emphasis

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HEAD 5311</td>
<td>Health Administration and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5312</td>
<td>Health Care Economics, Finance and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5313</td>
<td>Health Policy and Law</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5314</td>
<td>Health Informatics and Trends</td>
<td>3</td>
</tr>
<tr>
<td>HEAD 5315</td>
<td>Health Ethics and Residency</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 12

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd_pDisp_dyn_sched).
Program Level Student Learning Outcomes

1. Demonstrate effective research and organizational skills for preparing for written or oral communications in the current business environment
2. Demonstrate effective written communication skills appropriate for the current business environment
3. Demonstrate effective oral communication skills appropriate for the current business environment
4. Demonstrate knowledge of leadership principles necessary for the global business environment
5. Demonstrate the effects of the global environment on business management and operations
6. Demonstrate the ability to be an effective group member in a project
7. Demonstrate proficiency in ethical decision-making through the generation of solutions for business-related problems or issues
8. Demonstrate the ability to integrate the core knowledge into effective organizational decisions
9. Demonstrate proficiency in analytical thinking through the research and analysis of business problems

Handbook

Click here (p. 180) to go to the handbook for the Master of Business Administration.

M.Ed. Curriculum and Instruction

Without Teacher Certification Preparation

Common Courses (12 Credits)

Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Required Core Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 5302</td>
<td>Cultural Diversity in Schools and Community</td>
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</tr>
<tr>
<td>EDUC 5338</td>
<td>Curriculum Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5345</td>
<td>Advanced Instructional Strategies for Diverse Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5370</td>
<td>Techniques of Research</td>
<td>3</td>
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<tr>
<td></td>
<td>Emphasis Requirements (See Below)</td>
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<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td>36</td>
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</table>

1 Students who complete the thesis option are not required to take the Comprehensive Exam.
2 Students may complete six hours of thesis in lieu of six hours of Graduate content area courses.

Secondary Education Emphasis with Thesis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 5198</td>
<td>Education Thesis (1)</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5198</td>
<td>Education Thesis (2)</td>
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<td><strong>Total Semester Credit Hours</strong></td>
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Secondary Education Emphasis without Thesis

<table>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>Graduate-level content area courses</td>
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</table>

Elementary Education Emphasis with Thesis

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 5300</td>
<td>Foundations and History of Education</td>
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<tr>
<td>EDTE 5349</td>
<td>Educational Media and Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5350</td>
<td>Assessment and Interpretation for Education Leaders</td>
<td>3</td>
</tr>
<tr>
<td>READ 5374</td>
<td>Reading Resources and Materials</td>
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<tr>
<td>READ 5375</td>
<td>Reading Research and Assessment</td>
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</tr>
<tr>
<td>EDUC 5312</td>
<td>Language and Social Studies Seminar</td>
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</tr>
<tr>
<td>or EDUC 5322</td>
<td>Teaching Mathematics and Science</td>
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</tr>
<tr>
<td>EDUC 5198</td>
<td>Education Thesis (1)</td>
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</tr>
<tr>
<td>EDUC 5198</td>
<td>Education Thesis (2)</td>
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Elementary Education Emphasis without Thesis

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 5300</td>
<td>Foundations and History of Education</td>
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<td>READ 5374</td>
<td>Reading Resources and Materials</td>
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<td>READ 5375</td>
<td>Reading Research and Assessment</td>
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<td>Language and Social Studies Seminar</td>
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<tr>
<td>or EDUC 5322</td>
<td>Teaching Mathematics and Science</td>
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<tr>
<td>EDUC 5090</td>
<td>Education Comprehensive Examination</td>
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<td></td>
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Special Education Emphasis with Thesis

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<tr>
<td>EDUC 5300</td>
<td>Foundations and History of Education</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5305</td>
<td>Introduction to Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5311</td>
<td>Behavioral Management in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>or SPED 5313</td>
<td>Advanced Study of Learning Disabilities</td>
<td></td>
</tr>
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<td>Advanced Study of Developmental Disabilities</td>
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<tr>
<td>READ 5375</td>
<td>Reading Research and Assessment</td>
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<tr>
<td>EDUC 5198</td>
<td>Education Thesis (1)</td>
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Special Education Emphasis without Thesis

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<tr>
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<tr>
<td>EDUC 5300</td>
<td>Foundations and History of Education</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5305</td>
<td>Introduction to Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>SPED 5311</td>
<td>Behavioral Management in Special Education</td>
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</tr>
<tr>
<td>or SPED 5313</td>
<td>Advanced Study of Learning Disabilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Study of Developmental Disabilities</td>
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<tr>
<td>READ 5375</td>
<td>Reading Research and Assessment</td>
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<td></td>
<td>Graduate-level content area courses</td>
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<tr>
<td>EDUC 5090</td>
<td>Education Comprehensive Examination</td>
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<td><strong>Total Semester Credit Hours</strong></td>
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</table>
Student Services Certification Preparation
With Reading Specialist Certification Preparation

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EDUC 5300</td>
<td>Foundations and History of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5302</td>
<td>Cultural Diversity in Schools and Community</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5338</td>
<td>Curriculum Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5370</td>
<td>Techniques of Research</td>
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<tr>
<td>EDUC 5090</td>
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Emphasis

<table>
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<tbody>
<tr>
<td>EDTE 5349</td>
<td>Educational Media and Technology</td>
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</tr>
<tr>
<td>EDUC 5350</td>
<td>Assessment and Interpretation for Education Leaders</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 5321</td>
<td>Psycholinguistics</td>
<td>3</td>
</tr>
<tr>
<td>READ 5373</td>
<td>Foundations of Reading</td>
<td>3</td>
</tr>
<tr>
<td>READ 5374</td>
<td>Reading Resources and Materials</td>
<td>3</td>
</tr>
<tr>
<td>READ 5375</td>
<td>Reading Research and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>READ 5376</td>
<td>Organization and Administration of Reading Programs</td>
<td>3</td>
</tr>
<tr>
<td>READ 5391</td>
<td>Reading Practicum</td>
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</tr>
</tbody>
</table>

Total Semester Credit Hours 36

PROGRAM ENTRY REQUIREMENTS

Students will be admitted into the M.Ed. Curriculum and Instruction major by the faculty once the following application criteria are met:

- Successful admission to graduate studies (p. 77)
- A minimum 2.75 grade point average (GPA) overall or in the last 60 hours
- GRE scores if the applicant has a 2.75 – 2.99 GPA. Required Scores: Verbal Reasoning 157, Quantitative Reasoning 155, and Analytical Writing – 4.5.
- Completed application packet, to include letter of intent, essay, two letters of reference with checklists, and interview
- Valid Texas Teaching Certificate
- Completed a minimum of one year of creditable teaching experience, and be currently working in a creditable teaching placement

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Demonstrate knowledge and skills to earn teacher certification in Texas.
2. Be employable as educators in Texas.
3. Create effective curriculum.
4. Provide high-quality instruction.
5. Conduct research on relevant issues to curriculum and instruction.

MEd Higher Education Leadership

Common Course (Credits 30)

Courses that are common to all emphases may be applied to all. At least 30 hours are required for the degree.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HIED 5301</td>
<td>History and Organization of Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>HIED 5302</td>
<td>Planning and Resource Management in Higher Education</td>
<td>3</td>
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<tr>
<td>HIED 5303</td>
<td>Higher Education Law</td>
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<tr>
<td>HIED 5304</td>
<td>Student Development and the College Environment</td>
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<td>HIED 5305</td>
<td>Research Methods in Higher Education</td>
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<td>HIED 5384</td>
<td>Higher Education Internship I</td>
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<td>HIED 5385</td>
<td>Higher Education Internship II</td>
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Emphasis Requirements (See Below) 9

Total Semester Credit Hours 30

Organizational Change Emphasis

<table>
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<tr>
<td>HIED 5306</td>
<td>Critical Issues in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>HIED 5307</td>
<td>Leading Change in Higher Education</td>
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</tr>
<tr>
<td>HIED 5308</td>
<td>Assessment and Evaluation in Higher Education</td>
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</table>

Total Semester Credit Hours 9

Technology-Enhanced Learning Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIED 5309</td>
<td>Introduction to Technology-Enhanced Learning</td>
<td>3</td>
</tr>
<tr>
<td>HIED 5310</td>
<td>Utilizing Technology in Course Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>HIED 5311</td>
<td>Leadership and Administration in Technology-Enhanced Learning</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 9

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Students will develop a broad-based foundation in higher education history, organization, and administration.
2. Students will select appropriate conceptual frameworks to guide their practice.
3. Students will synthesize a leadership philosophy from both theory and practice.
M.Ed. Educational Leadership

Educational Leadership Degree with Principal Certification

The Department of Educational Leadership offers degrees and certification programs designed to help students increase the skills and in-depth knowledge required for broader educational leadership roles in schools and school districts. A Master of Education in Educational Leadership with Principal Certification is available to students interested in school leadership. In addition, the department provides post-master’s coursework in preparation for state Superintendent Certification. Additional information about educational leadership programs and contact information may be obtained at: https://www.tamuct.edu/coe/education-leadership.html.

Basic Procedures

Graduate advisors are available to assist new students. After the graduate committee chairs are appointed, they assist students in developing degree plans and, along with the committee members, assume responsibility for preparing students for comprehensive examinations.

To be admitted into the program, applicants must meet all standards established by the Office of Graduate Studies, meet all program requirements, and be recommended by the graduate advisor, committee chair, or the program admissions committee.

Students who meet the general requirements for conditional admission and have been recommended by the department for full admission will be permitted to pursue one of the major areas in the department. Typically, the student admitted conditionally will be required to complete 12 semester hours with a 3.25 GPA.

To remain in good standing, students who have full admission status are expected to maintain a 3.0 GPA. Students whose GPA does not meet the minimum may not enroll for additional work without special permission from the college dean.

Consideration for accepting transfer credits will be given only after a student has full admission to Graduate Studies. Credits transferred from an approved institution must meet the guidelines outlined in Limitations on Transfer and Correspondence Courses in General Requirements for the master’s Degree.

Degree and Certification Programs Application and Admission Procedures

Admission to the Master of Education in Educational Leadership with Principal Certification Program

1. Students must complete all requirements for admission to Graduate Studies listed in the university catalog. Students seeking certification must apply to the program before beginning coursework.

2. For admission to the Educational Leadership Master’s Degree and Principal Certification Program, a student must submit a formal application to the Coordinator of M.Ed./Certification Programs. This application serves as a basis for admittance to the program and for advising the student with regard to general graduate and certificate requirements, coursework, and degree requirements. The application for admission to the A&M-Central Texas School Leadership Program requires that a student submit the following:

   a. three (3) letters of reference, one of which must be from the student’s current supervisor;
   b. a 500-word essay with artifacts concerning both experiences in fulfilling personal and professional leadership responsibilities as well as future career goals as an educational leader; and
   c. documentation of at least two (2) years of teaching experience.

In addition, applicants may be required to successfully complete an assessment process that includes activities related to campus leadership.

Admission to the program does not guarantee recommendation for certification. To be recommended for certification, students must meet all program requirements and satisfy the requirements for recommendation for certification.

For information on Superintendent Certification Preparation:
https://catalog.tamuct.edu/graduate-programs/graduate-certificate-preparation/
HandBook

Click here (p. 189) to go to the handbook for the Master of Education in Educational Leadership.

Common Course (Credits 36)

Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Required Courses for MEd

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDLD 5300</td>
<td>Foundations of Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5301</td>
<td>Research in Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5339</td>
<td>Processes of Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5345</td>
<td>Leadership of Curriculum Systems</td>
<td>3</td>
</tr>
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<td>EDLD 5309</td>
<td>Legal Issues in School Leadership</td>
<td>3</td>
</tr>
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<td>EDLD 5307</td>
<td>Leadership of Human Resources</td>
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<tr>
<td>EDLD 5316</td>
<td>Leadership of Effective Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 5342</td>
<td>Leadership of Campus Resources</td>
<td>3</td>
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<tr>
<td>EDLD 5355</td>
<td>Leadership of Diverse Learning Communities</td>
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</tr>
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<td>EDLD 5360</td>
<td>Educational Leadership Applications</td>
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</tr>
<tr>
<td>EDLD 5392</td>
<td>Principalship Practicum</td>
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<td>EDLD 5393</td>
<td>Principalship Practicum 2</td>
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<tr>
<td>EDLD 5090</td>
<td>Educational Leadership Comprehensive</td>
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</tbody>
</table>

Examination Requirements:

1. Examinees must have a degree plan on file.
2. Examinees must complete an application.
3. Examinees must register for the comprehensive exam course

Faculty administer examinations three times per year according to the following schedule:

1. Second Saturday in April (Application Deadline - March 1)
2. Second Saturday in July (Application Deadline - June 1)
3. Second Saturday in November (Application Deadline - October 1)
Note: Permission from the graduate advisor, the Dean of the College of Education, and the Director of Graduate Studies is required for faculty to administer the examination at any time other than the regularly scheduled dates.

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule [here](https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**Program Level Student Learning Outcomes**

1. Integrate the principles of School Culture to establish and implement a shared vision and culture of high expectations.
2. Apply principles of Leading Learning to ensure students receive high-quality instruction.
3. Demonstrate principles of Human Capital to ensure faculty and staff are of the highest quality.
4. Employ the principles of Executive Leadership to model a consistent focus on and commitment to improving student learning.
5. Interpret the principles of Strategic Operations to implement systems that align with the vision and improve the quality of instruction.
6. Employ the principles of Ethics, Equity, and Diversity to implement policies to manage educational environments.

**Handbook**

Click here (p. 189) to go to the handbook for the Masters of Education in Educational Leadership.

**M.S. Accounting**

The Master of Science in Accounting program is designed to develop the student's leadership, decision-making, and critical-thinking abilities. Students entering the program should have an undergraduate degree in accounting. Students without an undergraduate degree in accounting must complete the undergraduate courses necessary to be prepared for graduate courses. Students are given opportunities to make decisions based on the critical evaluation of real-life situations. The faculty strive to prepare graduate accounting students for career opportunities and to compete effectively in global business.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FIN 5307</td>
<td>Financial Management</td>
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<tr>
<td>MGMT 5315</td>
<td>International Management for Sustainability</td>
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<tr>
<td>ACCT 5305</td>
<td>Accounting Theory</td>
<td>3</td>
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<td>ACCT 5315</td>
<td>Business Law for Accountants</td>
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<td>ACCT 5330</td>
<td>Current Topics in Auditing</td>
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<tr>
<td>ACCT 5340</td>
<td>Ethics in Accounting</td>
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<tr>
<td>ACCT 5345</td>
<td>Financial Statement Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5365</td>
<td>Accounting Research Seminar</td>
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<tr>
<td>ACCT 5375</td>
<td>Tax Research</td>
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<tr>
<td>ACCT 5395</td>
<td>Current Topics in Accounting</td>
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**ACCT 5090 Comprehensive Examination**

Total Semester Credit Hours 30

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule [here](https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn sched).

**Program Level Student Learning Outcomes**

1. Demonstrate the application of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and Internal Revenue Code.
2. Demonstrate critical thinking by examining and evaluating alternative solutions to accounting problems.
3. Display ability to critically evaluate ethical issues in accounting.
4. Demonstrate ability to communicate technical content clearly and concisely.

**M.S. Clinical Mental Health Counseling**

**Required Courses**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>COUN 5300</td>
<td>Behavioral Statistics</td>
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<tr>
<td>COUN 5301</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5304</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5307</td>
<td>Abnormal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5393</td>
<td>Clinical Mental Health Practicum</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5311</td>
<td>Cultural, Minority and Gender Issues</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5350</td>
<td>Foundations of Counseling</td>
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</tr>
<tr>
<td>COUN 5351</td>
<td>Career Counseling and Guidance</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5353</td>
<td>Personality and Counseling Theory Application</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5354</td>
<td>Group Procedure for Counselors</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5356</td>
<td>Introduction to Family Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 5357</td>
<td>Methods and Practices in Counseling</td>
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<td>COUN 5358</td>
<td>Counseling Perspective on Psychopathology</td>
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<td>COUN 5381</td>
<td>Assessment and Evaluation Fundamentals</td>
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<tr>
<td>COUN 5383</td>
<td>Consultation and Supervision</td>
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<td>COUN 5365</td>
<td>Ethical Foundation of Counseling</td>
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<tr>
<td>COUN 5363</td>
<td>Substance Abuse</td>
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<tr>
<td>COUN 5386</td>
<td>Clinical Mental Health Internship (1)</td>
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</tr>
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<td>COUN 5090</td>
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**Elective**

Graduate-level elective 3

Total Semester Credit Hours 60
Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Entry Requirements
Students will be admitted into the M.S. Clinical Mental Health Counseling program by the faculty once the following application criteria are met:

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Submission of GRE scores.
- Clinical/Work/Volunteer Experience: While specific experience is not required, previous related work experience may make the applicant more competitive.
- Completed Counseling and Psychology Department application.
- Timely submission of admission materials.

Program Level Student Learning Outcomes
1. Demonstrate competency in CACREP’s eight core areas of curricular experience.
2. Practice foundational counseling techniques and micro-skills.
3. Apply ethical standards and engage in ethical counseling in professional practice.
4. Counsel diverse populations.
5. Maintain a professional identity, as well as professionalism and fitness to practice as a professional counselor.
6. Conduct research and statistical analysis.

Admission Materials
- Department Application: The “Programs of the Counseling & Psychology Department Application” on the Counseling and Psychology web page must be completed online.
- Personal Statement: An essay describing why the applicant wants to pursue a research-based career in psychology and how the degree will help him/her achieve professional and/or personal goals is required. The essay should include a description of the applicants plans to use the degree to advance his or her career, the type of research-related profession the applicant plans to enter, the applicant’s strengths and weaknesses as they pertain to graduate-level study with an explanation of how the applicant plans to overcome the weaknesses described, and any other qualities which speak to the applicant’s interest in and potential to succeed in the Educational Psychology Program. The essay should be no less than 400 words and no more than 600 words. The essay must be typed, double-spaced, and submitted electronically as an attachment to the email address provided in the Departmental Application.
- Statement of Research Interests and Experience: An essay describing the applicant’s experience in performing research and the areas of research the applicant is interested in pursuing is required. The essay should describe all research experiences including (but not limited to) the number and types of research papers written for coursework, research-based honors projects, work with faculty members on research projects, lab assistantships (paid or unpaid), conference presentations, publications, etc. The essay should also include a description of the applicant’s ideas and plans for conducting research in the future such as the variables, samples, and/or applications that the applicant wants to explore. The essay should explain why the applicant’s interests are a good fit with the Educational Psychology Program at TAMU-CT. The essay should be no less than 400 words and no more than 600 words. The essay must be typed, double-spaced, and submitted electronically as an attachment to the email address provided in the Departmental Application.

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Entry Requirements
Students will be admitted into the M.S. Educational Psychology program by the faculty once the following application criteria are met:

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Timely submission of admission materials.
- Completed Counseling & Psychology Department application.
- Submission of final GRE scores. This requirement is waived only for applicants who have already earned a graduate degree from a regionally accredited institution.

Handbook
Click here (p. 196) to go to the handbook for the Masters of Science in Clinical Mental Health Counseling

M.S. Educational Psychology

M.S. Educational Psychology with Experimental Psychology Emphasis

<table>
<thead>
<tr>
<th>Required Core Courses</th>
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<td>PSYC 5300 Behavioral Statistics</td>
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<td>PSYC 5301 Research Methods</td>
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<tr>
<td>PSYC 5304 Human Development</td>
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<td>PSYC 5306 Assessment and Evaluation Fundamentals</td>
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<tr>
<th>Educational Psychology Required Courses</th>
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<tbody>
<tr>
<td>PSYC 5302 Social Psychological Processes</td>
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<td>3</td>
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<tr>
<td>PSYC 5303 Theories of Learning</td>
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</tr>
<tr>
<td>PSYC 5315 Physiological Psychology</td>
<td></td>
<td>3</td>
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<tr>
<td>PSYC 5316 Advanced Quantitative Methods and Experimental Design</td>
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<table>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 5320</td>
<td>History and Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5321</td>
<td>Evolutionary Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5198</td>
<td>Psychology Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 36
• **Two Letters of Recommendation**: Two letters of recommendation explaining the applicant’s academic, professional, and/or research abilities are required. These letters should address the applicant’s ability to meet graduate-level academic challenges and to work in a research-related profession. Each letter should include an explanation of the author’s relationship with the applicant, evidence of the applicant’s relevant competencies, aptitudes, and experiences, and an overall recommendation (e.g., recommend most highly, strongly recommend, recommend, recommend with some reservations, or do not recommend). Letters should be printed and signed by the author then scanned and sent as an attachment to the email address provided in the Department Application.

• **Scores on the Graduate Record Exam (GRE)**: Submission of all scores on the General Test including the Verbal Reasoning, Quantitative Reasoning, and Analytical Writing sections is required. Scores can be no more than 5 years old at time of admission. Applicants who have already earned a graduate degree from a regionally accredited institution may submit the transcript for the graduate degree in lieu of GRE scores.

• **Resume/CV**: A résumé or curriculum vitae summarizing the applicant’s education and work experiences should be submitted with the materials.

**Program Level Student Learning Outcomes**

1. Compute and present descriptive and inferential statistical analysis of data.

2. Write summaries of existing research that address all sections of APA style manuscripts.

3. Write research reports in APA style.

4. Identify and summarize relevant psychological theories and research in content areas of specialization.

5. Analyze the limitations of existing research, articulate gaps in knowledge, and write a logical argument to justify position or project.

6. Write research hypotheses or predictions for future research that are directly supported by existing empirical research.

7. Develop and design a novel project supported by existing empirical research to address a problem, issue, or gap in knowledge.

8. Integrate research results with existing research and theory in an area to draw conclusions supported by data.

**Handbook**

Click here (p. 203) to go to the handbook for the Masters of Science in Educational Psychology

**M.S. Information Systems**

The Master of Science in Information Systems program (M.S.-I.S.) is designed to meet the needs of three distinct groups:

1. Students with a baccalaureate degree in Information Systems;
2. Students with a baccalaureate degree in another area who have information systems skills and desire to develop new career skills in Information Systems; or
3. Students with a baccalaureate degree in another area who lack information systems skills and desire to develop new career skills in Information Systems.

Students should select an advisor and discuss the courses required for their degree early in their graduate program.

The M.S.-I.S. requires completion of at least 36 hours of graduate credit. Students may choose to do a thesis as part of this degree program. The degree is offered online, face-to-face, or a combination of the preceding two formats.

**Common Courses (30 Credits)**

Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 5304</td>
<td>Data Communications for Managers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5307</td>
<td>Advanced Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5311</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5316</td>
<td>Advanced Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5351</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5382</td>
<td>Research Methods in Computer Information</td>
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</table>

**Approved Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved graduate-level CIS electives</td>
</tr>
<tr>
<td></td>
<td>Approved graduate-level electives</td>
</tr>
<tr>
<td></td>
<td>Emphasis Requirements (See Below)</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 36

**Without Thesis**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 5090</td>
<td>Computer Information Systems Comprehensive</td>
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**Approved Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td></td>
<td>Approved graduate-level CIS elective</td>
</tr>
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<td>Approved graduate-level electives</td>
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</table>

**Total Semester Credit Hours** 6

**With Thesis**

**Required Courses**

<table>
<thead>
<tr>
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<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>CIS 5398</td>
<td>Computer Information Systems Thesis (Semester 1)</td>
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</tr>
<tr>
<td>CIS 5398</td>
<td>Computer Information Systems Thesis (Semester 2)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours** 6

**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
Program Level Student Learning Outcomes

1. Graduates should demonstrate ability to write effectively on technical and non-technical subjects in computer information systems.

2. Graduates should demonstrate ability to orally communicate effectively on technical and non-technical subjects in computer information systems.

3. Graduates should be able to work well as a part of diverse teams.

4. Graduates should be able to evaluate computer information systems solutions for business situations and select optimal solutions.

5. Graduates should be able to demonstrate the knowledge and skills in areas including, but not limited to, the ethical, legal, security, and social issues inherent in information systems.

6. Graduates should be able to demonstrate the knowledge required to engage in continued professional development.

7. Graduates should demonstrate the skills and abilities necessary to research and evaluate current and emerging trends and technologies in order to build effective organizational solutions.

8. Graduates should demonstrate an understanding of the role information systems plays in supporting organizational decision-making and for achieving competitive advantage.

9. Graduates should demonstrate the knowledge, skills, and abilities necessary to analyze business needs, and then acquire and/or design and develop the appropriate solution from existing and emerging technologies and tools.

M.S. Liberal Studies

Individuals in the Graduate Studies Program, together with individuals from the College of Arts and Sciences, serve as advisors to students seeking a Master of Science in Liberal Studies (M.S.L.S.). The M.S.L.S. is an interdisciplinary degree created for those who are seeking generalized graduate-level education with one or two concentration areas, and is designed for a wide spectrum of individuals.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 5300</td>
<td>Interdisciplinarity</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 5310</td>
<td>Interdisciplinary Methods</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 5398</td>
<td>Interdisciplinary Capstone</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 5090</td>
<td>Comprehensive Examination</td>
<td>0</td>
</tr>
</tbody>
</table>

Emphasis

Graduate hours in the selected field of emphasis 15

Additional Electives

Graduate hours outside the emphasis area 12

Total Semester Credit Hours 36

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes

1. Locate scholarly arguments within the disciplinary concerns that define them.

2. Examine one’s own scholarly interests within some established or still developing sets of methodologies and scholarship.

3. Combine and integrate the theories and methodologies from multiple disciplines. Combine and, when appropriate, integrate the theories and methodologies from multiple disciplines into one project.

4. Evaluate intellectual questions against a set of contexts including, but not limited to, political, historical, material, cultural, racial, ethical, national, and geographic contexts.

5. Author original research that exhibits the advanced critical-thinking and communication skills necessary for effective professional and other social or cultural contexts.

6. Develop habits of critical inquiry that include self-direction and self-reflection.

Handbook

Click here (https://www.tamuct.edu/syllabi/Handbooks/2018-2019/MSLS.pdf) to go to the handbook for the Masters of Science in Liberal Studies.

M.S. One Planet Leadership

The One Planet Leadership program is designed to prepare students for the leadership challenges that are inherent in all sectors: business, military, government, education, and nonprofit. In so doing, the One Planet Leadership program embraces the call to bring social responsibility and environmental stewardship to the mission of organizations by embedding principles of sustainability into the core curriculum and by challenging students to explore the daunting task of creating learning organizations that simultaneously maximize employee well-being, social responsibility, and performance excellence—the triple bottom line.

The A&M-Central Texas Master of Science degree in One Planet Leadership is designed for busy adults who want to improve their knowledge, abilities, and skills in management. The 36-hour program focuses on one of the most challenging responsibilities for management today—leading change. Students gain the knowledge and skills that are applicable in business, the military, government organizations, and private not-for-profit organizations.

This program is suited for students who want:

- To deepen their understanding of how organizations function;
- To increase their academic credentials;
- To increase their understanding of how to design and implement change within an organization;
- To acquire the requisite 18 hours of graduate coursework needed to teach at the undergraduate level; and
- To acquire the necessary knowledge and skills to help organizations through internal or external consulting.

Required Courses
BUSI 5310 Business Research Methods 3
MGMT 5301 Organizational Behavior 3
MGMT 5302 Sustainable Business: A One Planet Approach 3
MGMT 5307 Responsibilities and Ethics of Leadership 3
MGMT 5308 Designing Organizations for Sustainable Effectiveness 3
MGMT 5309 Global Leadership for Sustainability 3
MGMT 5310 Leadership Formation and Development 3
MGMT 5311 Sustainable Operations & Services 3
MGMT 5315 International Management for Sustainability 3
MGMT 5330 Cross Sector Partnerships for Sustainability 3
MGMT 5368 Development & Change for Learning Organizations 3
MGMT 5390 Management Comprehensive Examination 0

**Approved Electives**

Approved graduate-level electives 3

**Total Semester Credit Hours** 36

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**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**Program Level Student Learning Outcomes**

1. Demonstrate proficiency in applying relevant leadership theories and models to problems/issues encountered in a dynamic and complex business
2. Formulate leadership action to foster and achieve an organizational vision and to better align organizational form and function
3. Demonstrate the use of effective written communication skills within a leadership role
4. Demonstrate the use of effective oral communication skills (both prepared and impromptu) within the context of a leadership role
5. Demonstrate professionalism in collaborative team activities
6. Make quality work contributions in collaborative team activities
7. Analyze and evaluate corporate ethics and socially responsible behaviors in business scenarios
8. Formulate managerial actions that foster corporate ethics and socially responsible practices
9. Synthesize and apply their knowledge of globalization and cultural differences to their own managerial practices
10. Identify and analyze how globalization and national cultural differences affect managerial activities in specific contexts

**HandBook**

Click here (catalog.tamuct.edu/graduate-programs/ms-one-planet-leadership/MSOPL.pdf) to go to the handbook for the Master of Science in One Planet Leadership

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**M.S. Marriage and Family Therapy**

**Required Courses**

MFT 5301 Introduction of Marriage and Family Therapy Theory 3
MFT 5302 Advanced Marriage and Family Therapy Theory 3
MFT 5307 Ethics in Marriage and Family Therapy 3
MFT 5309 Assessment and Treatment of Diverse Families 3
MFT 5313 The Person of the Therapist Identification 3
MFT 5383 Marriage and Family Therapy Pre-Practicum 3
MFT 5350 Marriage and Family Therapy Research Methods 3
MFT 5351 Diverse Couples Assessment and Treatment 3
MFT 5352 Gender and Sexuality in Marriage and Family Therapy 3
MFT 5353 Medical Family Therapy 3
MFT 5356 Combat Related Trauma 3
PSYC 5300 Behavioral Statistics 3
PSYC 5304 Human Development 3
Choose 3 of the following 9

MFT 5355 Treating Military Families
or MFT 5357 Common Factors in Marriage and Family Therapy
or MFT 5358 Group Process in Marriage and Family Therapy
or MFT 5371 Advanced Couples Interventions
or MFT 5372 Relationship Education
or MFT 5380 Addiction in Marriage and Family Therapy
or MFT 5381 Adolescent in Family Therapy
or MFT 5382 Delinquency in Marriage and Family Therapy
MFT 5090 Marriage and Family Therapy Theory Comprehensive Examination 0

MFT 5391 Clinical Practicum I 3
MFT 5392 Clinical Practicum II 3
MFT 5393 Clinical Practicum III 3
MFT 5394 Clinical Practicum IV 3

**Total Semester Credit Hours** 60

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**Course Information and Schedule**

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

**Program Entry Requirements**

Students will be admitted into the M.S. Marriage and Family Therapy program by the faculty once the following application criteria are met:

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Minimum GRE and GPA combination:
  - Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
  - Last 60 hour GPA 3.0 or higher: at least 280 (Verbal + Quantitative)
- Students who have a previous graduate degree from a regionally accredited university are waived from the requirement of a GRE score.
• Clinical/Work/Volunteer Experience: While specific experience not required, previous related work experience may make applicant more competitive.
• Completed Counseling and Psychology Department Application.
• Timely submission of admission materials.

Admissions Material
• **Departmental application:** The Departmental application can be found online at the Departmental website.
• **References:** Three professional references are required from colleagues or supervisors who can attest to the applicant’s clinical knowledge, skill, and potential aptitude for graduate study. Recommendation letters must include address, phone number, and signature of recommender. The envelope must be submitted unopened. If a recommender prefers to submit an original, hard copy letter, please remind him or her that it must include an ink signature and be submitted in a sealed envelope.
• **Personal Statement:** An essay describing your pertinent human services experiences and how they will enhance your development as a marriage and family therapist.
• **Resume/CV:** A work experiences résumé or curriculum vitae.
• Copies of any professional licenses currently held.
• Most recent GRE scores.

Program Level Student Learning Outcomes
1. Demonstrate knowledge and appropriate application of classical and postmodern MFT theories.
2. Demonstrate basic and systemic therapeutic techniques.
3. Assess how contextual issues affect individual lives and relational dynamics.
4. Formulate and execute treatment plans based on individual issues, relational dynamics, and contextual issues.
5. Assess the influence of their social location and personal experiences on the conceptualization and intervention of cases.
6. Develop collaborative relationships with other mental health professionals and agencies within the local community.
7. Demonstrate knowledge of current trends and research methods in the field of marriage and family therapy.

Common Courses (24 Credits)
Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 5305 Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 5308 Abstract Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 5320 Real Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MATH 5350 Applied Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Degree Requirements
Appended graduate-level mathematics electives 12
Emphasis Requirements (See Below) 12
Total Semester Credit Hours 36

Without Thesis

Required Courses
MATH 5090 Comprehensive Examination 0

Additional Electives
Approved Mathematics or other supporting field courses 12
Total Semester Credit Hours 12

With Thesis

Required Courses
MATH 5198 Thesis 6

Additional Electives
Approved Mathematics or other supporting field courses 6
Total Semester Credit Hours 12

Course Information and Schedule
The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Level Student Learning Outcomes
1. Recognize and create good mathematical arguments, and effectively communicate them in written and oral form.
2. Apply mathematical methods to analyze and solve problems.
3. Demonstrate a rich understanding of complex mathematical structures, processes, and underlying theories.
4. Conduct secondary research to demonstrate an understanding of the principles and methods of mathematical research.

Handbook
Click here (catalog.tamuct.edu/graduate-programs/ms-mathematics/MSMath.pdf) to go to the handbook for the Master of Science in Mathematics.
MCJ Criminal Justice

In addition to advancing the mission of Texas A&M University-Central Texas and the College of Arts and Sciences, the mission of the Master of Criminal Justice program is to prepare students for advancement in criminal justice career fields, for further graduate study, and for teaching criminal justice at the college level. Program objectives are based on the assumption that criminal justice decision making and policy making in society require broad academic experience, innovative thinking, understanding of the theoretical foundations of the field, knowledge of appropriate research methods, and principles of administration.

Graduates are expected to be:

1. conversant with the theoretical and legal principles implicit in criminal justice administration;
2. knowledgeable about essential research contributions in the field;
3. capable of research analysis appropriate to the field; and
4. competent to assume administrative responsibilities involving decision-making in criminal justice administration.

Common Courses (18 Credits)

Courses that are common to all emphases may be applied to all. At least 36 hours are required for the degree.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 5300</td>
<td>Linear Regression</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5301</td>
<td>Advanced Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5303</td>
<td>Race and Ethnicity</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5308</td>
<td>Victimology</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5315</td>
<td>Graduate Proseminar</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5322</td>
<td>Advanced Criminal Justice Ethics</td>
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</tr>
</tbody>
</table>

Additional Requirements: 18 credits

| Total Semester Credit Hours | 36 |

1. These courses assume upper-level, undergraduate competency in applied statistics, criminology, research methods, and ethics. Lack of competency in any of these areas may require completing undergraduate coursework to satisfy competency.

Without Thesis

The professional track is for students attending online and students seeking to enhance their professional standing as criminal justice practitioners. This track does not prepare students for college teaching or doctoral work.

Emphasis Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRIJ 5307</td>
<td>Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5321</td>
<td>Leadership and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5304</td>
<td>Advanced Methods in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>or CRIJ 5306</td>
<td>Criminal Justice Program Evaluation</td>
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</table>

Choose Three of the following: 9 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRIJ 5304</td>
<td>Advanced Methods in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>or CRIJ 5306</td>
<td>Criminal Justice Program Evaluation</td>
<td></td>
</tr>
<tr>
<td>or CRIJ 5309</td>
<td>Terrorism</td>
<td></td>
</tr>
</tbody>
</table>

With Thesis

The thesis track is for students seeking to pursue an academic career in teaching, research, and doctoral-level studies. Students attending online may not select this track.

Emphasis Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 5306</td>
<td>Criminal Justice Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>or CRIJ 5307</td>
<td>Homeland Security</td>
<td></td>
</tr>
<tr>
<td>or CRIJ 5309</td>
<td>Terrorism</td>
<td></td>
</tr>
<tr>
<td>or CRIJ 5311</td>
<td>Logistic Regression</td>
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</tr>
<tr>
<td>or CRIJ 5389</td>
<td>Special Topics in Criminal Justice</td>
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</tr>
<tr>
<td>or ANTH 5351</td>
<td>Forensic Anthropology</td>
<td></td>
</tr>
<tr>
<td>or HLS 5320</td>
<td>Religious Terrorism</td>
<td></td>
</tr>
<tr>
<td>or POLI 5316</td>
<td>Conflict Studies</td>
<td></td>
</tr>
<tr>
<td>or POLI 5318</td>
<td>Terrorism Studies</td>
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<tr>
<td>or RELS 5304</td>
<td>Sociology of Religion</td>
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<tr>
<td>or RELS 5312</td>
<td>Psychology of Religion</td>
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<tr>
<td>or RELS 5320</td>
<td>Religious Terrorism</td>
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<tr>
<td>or SOCI 5304</td>
<td>Sociology of Religion</td>
<td></td>
</tr>
<tr>
<td>or SOCI 5305</td>
<td>Theoretical Sociology</td>
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Thesis

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 5198</td>
<td>Criminal Justice Thesis (Semester 1)</td>
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</tr>
<tr>
<td>CRIJ 5198</td>
<td>Criminal Justice Thesis (Semester 2)</td>
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</tr>
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</table>

Total Semester Credit Hours: 18

2. Either CRIJ 5304 or CRIJ 5306 may be used here if not used to meet emphasis requirements.
CRIJ 5311 assumes upper-level, undergraduate competency in applied statistics, criminology, research methods, multivariate analysis, and ethics. Lack of competency in any of these areas may require completing undergraduate coursework to satisfy competency.

Homeland Security Emphasis

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 5304</td>
<td>Advanced Methods in Criminal Justice</td>
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</tr>
<tr>
<td>HLS 5307</td>
<td>Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>HLS 5309</td>
<td>Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>HLS 5320</td>
<td>Religious Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>HLS 5321</td>
<td>Leadership and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HLS 5370</td>
<td>Foundations of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 5090</td>
<td>Criminal Justice Comprehensive Exam.</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 18

Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).

Program Entry Requirements

Students will be admitted into the MCJ by faculty once the application criteria are met.

University admission to graduate studies does not guarantee admittance to the Master of Science in Criminal Justice program. To be admitted into the MCJ program, you must have:

1. A bachelor’s degree in Criminal Justice or a closely related field;
2. A 3.0 GPA on the last 60 upper-division undergraduate credit-hours; and
3. A 500-word essay which states why you want to pursue a MCJ at A&M-Central Texas.

*Applicants with a GPA less than 3.0 and applicants who earned their B.A. more than five years ago must submit a GRE score.

Program Level Student Learning Outcomes

1. Identify current theories and research relating to criminal justice in order to implement appropriate responses to crime.
2. Apply research methods to test theory and apply in addressing public safety concerns.
3. Manage the specialized resources (physical and personnel) available to criminal justice agencies.
4. Discuss the key concepts and evaluate the application of foundational ethical systems to criminal justice practice.

Handbook

Click here (p. 185) to go to the handbook for the Master of Criminal Justice

S.S.P. School Psychology

Common Courses (63 Credits)

Courses that are common to all emphases may be applied to all. At least 63 hours are required for the degree.

**Required Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 5302</td>
<td>Social Psychological Processes</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5303</td>
<td>Theories of Learning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5391</td>
<td>Psychology Practicum I: Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5311</td>
<td>Culture, Minority and Gender Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5314</td>
<td>Assessment Intelligence and Achievement</td>
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<td>PSYC 5380</td>
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<td>PSYC 5382</td>
<td>Behavior Management and Therapy</td>
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<td>Consultation and Supervision</td>
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<td>COUN 5357</td>
<td>Methods and Practices in Counseling</td>
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<td>Counseling Perspective on Psychopathology</td>
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<td>EDUC 5338</td>
<td>Curriculum Design and Implementation</td>
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<td>EDLD 5310</td>
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Total Semester Credit Hours 63-69

Without Thesis

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With Thesis

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Course Information and Schedule

The Course Information (p. 101) page includes a complete list of courses and course descriptions.

See the courses offered this semester using the Online Course Schedule (https://ssb-prod.ec.tamuct.edu/PROD/bwckschd.p_disp_dyn_sched).
Program Entry Requirements
Students will be admitted into the Specialist in School Psychology program by the faculty once the application criteria are met. To be accepted into the Specialist in School Psychology program, students must:

- Bachelor’s degree from a regionally accredited institution
- Submission of GRE scores
- Completed Counseling and Psychology Department application

Preference is given to students with:

- An undergraduate GPA of 3.0 or better
- A degree in Psychology or a closely related field, or advanced degrees in other areas
- Clinical/Work/Volunteer Experience
- Timely submission of admission materials

Program Level Student Learning Outcomes
1. Collaborate and consult through effective written, oral, and visual means.
2. Intervene in academic skills to promote schoolwide learning.
3. Provide mental health, family-school collaborative, preventive, and responsive services.
4. Support diversity in development and learning.
5. Use research to make data-based decisions.

Handbook
Click here (p. 220) to go to the handbook for the Specialist in School Psychology Program.
COURSE INFORMATION

Explanation of Catalog Course Descriptions

Courses in this catalog are identified by a three- or four-digit subject code followed by a four-digit number. The first digit of the course number indicates the level or academic year of the course (1XXX - freshman, 2XXX - sophomore, 3XXX - junior, 4XXX - senior, 5XXX - master's, 6XXX - doctoral, and 7XXX - professional). The second digit indicates the semester credit hour value of the course. The third and fourth digits indicate the departmental sequence of the course. For example, ENGL 1311 is a freshman-level English course worth three semester credit hours.

Course titles follow course identifiers.

Course descriptions include information about course content and learning objectives.

Courses offered with writing intensive sections include (WI) at the beginning of the course description.

Fees specific to a course are included in the course description (i.e., lab fees).

Prerequisites are listed at the end of each course description.

A&M-Central Texas Course Descriptions

Accounting (ACCT)

ACCT 3300. Accounting Concepts. 3 Semester Credit Hours.
Learn basic accounting principles, concepts, and methods to include a review of general purpose financial statements and the accounting process. Financial accounting procedures are presented to support the overall managerial function. Used to provide for students without a previous accounting background. (Meets requirements for Accounting I).

ACCT 3301. Analysis - Using Spreadsheets. 3 Semester Credit Hours.
Learn theory and application of microcomputer spreadsheet technology applied in accounting, finance, management, and other business disciplines. Stimulate creative initiative and to develop basic skills in performing common business tasks. Credit for both CIS 3301 and ACCT 3301 will not be awarded. Prerequisite(s): ACCT 2301.

ACCT 3302. Cost Accounting. 3 Semester Credit Hours.
Learn accounting for material, labor, and manufacturing expenses in both job order and process cost systems. Special emphasis will be given to distribution of service department cost and costing of byproducts and joint products.

ACCT 3303. Intermediate Accounting I. 3 Semester Credit Hours.
Study the environment of accounting, development of standards, basic theory, financial statements, worksheets, and the application of generally accepted accounting principles for the business enterprise with emphasis on corporations. Prerequisite(s): ACCT 2301 or permission of department chair.

ACCT 3304. Intermediate Accounting II. 3 Semester Credit Hours.
Continue the study of Intermediate Accounting with a special emphasis on generally accepted accounting principles as applied to the business enterprise. Prerequisite(s): ACCT 3303 or permission of department chair.

ACCT 3305. Governmental Accounting. 3 Semester Credit Hours.
Learn budgeting, accounting, and financial reporting principles and practices for governmental and other not-for-profit entities. Prerequisite(s): ACCT 3303 or permission of department chair.

ACCT 3307. Writing for Accountants. 3 Semester Credit Hours.
(WI) Learn how to improve communication skills for those entering the accounting profession. Study written communication including letter writing, memos, emails, reports, employment resumes, and writing for publication. Special emphasis on organization of thought, critical thinking, and accounting research.

ACCT 3308. Managing Accounting. 3 Semester Credit Hours.
Study the uses of accounting information by management. Accounting procedures and reports essential to management are emphasized, as are cost analysis, cost control, budgeting, and controllership. Prerequisite(s): ACCT 2301 or permission of department chair. Course cannot be counted as part of a degree program for an accounting major.

ACCT 3310. Accounting Information Systems. 3 Semester Credit Hours.
Study the design and implementation of complex accounting information systems. Understand the traditional accounting model and its relationship to each type of accounting information system, including accounts receivable, inventory control, cost accounting, operational budgeting, and capital budgeting. Special emphasis on key elements of a well-designed management control system. Prerequisite(s): ACCT 2301.

ACCT 3387. Cooperative Education. 1-3 Semester Credit Hours.
Integrate academic study with work experience that is relevant to a major or minor. Two-semester minimum requirement that may be accomplished by 1) alternating semesters of full-time study with semesters of curriculum-related employment, or 2) enrolling in courses at least half-time (6 semester hours) and working part-time in parallel positions of curriculum-related employment. Cooperative Education advisor will supervise and assign the final grades. Students may participate in the Cooperative Education but will earn only a maximum of 6 hours credit toward a degree. Prerequisite(s): Completion of 30 semester hours which includes 12 hours in the major or minor discipline in which the Cooperative Education course is desired, minimum overall GPA of 2.5 and a minimum GPA of 3.0 in the appropriate major or minor field, and permission of department chair. Field experience fee $75.

ACCT 4301. Intermediate Accounting III. 3 Semester Credit Hours.
Study financial statement analysis and accounting topics related to financial statement presentation and disclosure. Prerequisite(s): ACCT 3304 or permission of department chair.

ACCT 4303. Advanced Accounting. 3 Semester Credit Hours.
Analyze special phases of partnership accounting, joint ventures, consignments, installment sales, statement of affairs and accounting for insolvent concerns, and business combinations. Prerequisite(s): ACCT 4301 or concurrent registration.

ACCT 4305. Federal Tax Accounting I. 3 Semester Credit Hours.
Study current income tax law and regulations with special emphasis on income tax legislation, treasury and court decisions, departmental rulings, income tax problems and returns, social security, and self-employment taxes. Prerequisite(s): ACCT 2301 and junior standing. Credit for both ACCT 4305 and FIN 4305 will not be awarded.

ACCT 4306. Federal Tax Accounting II. 3 Semester Credit Hours.
Continue the study of current income tax law and tax accounting procedures. Learn about preparation of income tax returns for partnerships and corporations. Prerequisite(s): ACCT 4305 or permission of department chair. Credit for both ACCT 4306 and FIN 4306 will not be awarded.
ACCT 4323. Ethics for Accountants. 3 Semester Credit Hours.
Learn auditing and ethical responsibilities for auditors and other accountants in both public and private practice. Study generally accepted auditing standards, the standard audit report, legal responsibilities of accountants, the Code of Professional Conduct for accountants, independence, and objectivity. Special emphasis on case studies involving ethical reasoning, ethical decision making. Prerequisite(s): ACCT 3304.

ACCT 4324. Auditing. 3 Semester Credit Hours.
Learn procedures used by auditors and accounting practitioners to gather and evaluate information and report on their findings. Special emphasis on evaluation of internal control, planning an audit or other engagement, compliance testing, substantive testing, statistical sampling, evaluation of findings, and preparation of reports. Prerequisite(s): ACCT 3304.

ACCT 4335. Financial Statement Analysis. 3 Semester Credit Hours.
Learn the use of financial statements to analyze the position of a firm. Study analysis techniques and limitations imposed by generally accepted accounting principles. Prerequisite(s): ACCT 3303.

ACCT 4350. Management Information Systems. 3 Semester Credit Hours.
Study management issues related to business information systems designed to meet the informational needs of the various business subsystems. Special emphasis on the concepts of systems development, security, privacy and ethics associated with information systems. Credit will be awarded for only one of the following courses: ACCT 4350, CIS 4350, or MGMT 4350. Prerequisite(s): COSC 1301 or 3 hours of Advanced CIS or ACCT 3301 or CIS 3301 and junior standing.

ACCT 4357. Accounting Theory. 3 Semester Credit Hours.
Study of the generally accepted accounting rules and principles that govern the practical application of accounting methods. Prerequisite(s): ACCT 3303 and ACCT 3304.

ACCT 4388. Accounting Problems. 1-3 Semester Credit Hours.
Study of selected problems in accounting. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. May be repeated with permission of department chair. Prerequisite(s): Senior standing and permission of department chair.

ACCT 4389. Special Topics in Accounting. 3 Semester Credit Hours.
Study current issues and developments in accounting. Prerequisite(s): Permission of instructor.

ACCT 5090. Comprehensive Examination. 0 Semester Credit Hours.
Study and take the accounting examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

ACCT 5300. Foundations of Accounting. 1 Semester Credit Hour.
Learn basic knowledge of accounting necessary to begin the MBA program. Appropriate for students who have not had prior accounting courses, or who need a refresher course, prior to their MBA studies. Study the accounting process, accounting cycle, preparation of the basic financial statements in corporate annual reports, analysis of corporate financial statements using ratio analysis, the study of cost behavior, and cost-volume-profit analysis.

ACCT 5303. Accounting and Management. 3 Semester Credit Hours.
Study accounting as related to problems of making business and economic decisions. Learn both financial and managerial accounting. MS-ACC majors may not take this course for credit. Prerequisite(s): Required accounting leveling or permission of instructor.

ACCT 5305. Accounting Theory. 3 Semester Credit Hours.
Study the theory of accounting as it has developed in the economy of the United States. Particular emphasis is on concepts, income measurement, and valuation of assets, including valuation and measurement of equities. Application of accounting theory to contemporary problems is analyzed with cases and research papers on selected areas.

ACCT 5310. Advanced Accounting Systems. 3 Semester Credit Hours.
Comprehensive study of computerized accounting systems. Study design, implementation, operation, control and audit techniques of accounting information.

ACCT 5315. Business Law for Accountants. 3 Semester Credit Hours.
Study current business law topics which concern accountants in governing their practice and working with clients.

ACCT 5320. Corporate Tax. 3 Semester Credit Hours.
Analyze formation and capital structures, partial liquidations, S Corporations, accumulated earnings tax, and personal holding companies.

ACCT 5330. Current Topics in Auditing. 3 Semester Credit Hours.
Explore current topics in auditing.

ACCT 5335. Estate Planning. 3 Semester Credit Hours.
Study federal estate and gift taxation, as well as advanced family tax planning. Explore issues in taxation of decedent’s estate and lifetime gifts, and valuation of properties subject to gift and estate taxes.

ACCT 5340. Ethics in Accounting. 3 Semester Credit Hours.
Study of ethics as it relates to problems in business and economic decisions. Explore integration of ethical reasoning, objectivity, independence, and other core values important for the development of a professional accountant. Analyze ethical lapses that have occurred in business and the accounting profession, with readings, problems, and cases requiring use of business and accounting data to evaluate the ethical decision process.

ACCT 5345. Financial Statement Analysis. 3 Semester Credit Hours.
Learn an analytical approach to the application of finance and accounting principles relevant to the analysis of financial statements.

ACCT 5350. Forensic Accounting. 3 Semester Credit Hours.
Learn the complete cycle of investigative auditing. Examine business, through study and evaluation of internal control, and corroborative evidence on the details of account balances. Explore flow-charts, test planning, use of statistical samples, computer controls and management audits. Gain experience through team performance on an extended case audit.

ACCT 5355. International Accounting. 3 Semester Credit Hours.
Examine accounting issues unique to multinational enterprises and international business activities.

ACCT 5360. Information Technology Audit. 3 Semester Credit Hours.
Learn controls, issues and audit techniques to explore the use of a computers as an auditing tool. Utilize generalized audit software currently used in auditing practices. Particular emphasis on computer fraud, security measures and controls in advanced online, teleprocessing systems.
ACCT 5365. Accounting Research Seminar. 3 Semester Credit Hours. Explore accounting topics in an online environment. Emphasis is on basic accounting research in the areas of accounting theory, accounting practice, and other accounting topics in preparation for research needs encountered in the business environment and on the CPA exam. Stimulate creative initiative in performing accounting tasks and develop basic skills necessary to effectively research accounting and other topics which may be encountered in a business environment.

ACCT 5370. Auditing Seminar. 3 Semester Credit Hours. Analyze current issues and research in auditing, attestation, and financial disclosures.

ACCT 5375. Tax Research. 3 Semester Credit Hours. Develop the technical and research skills needed to address contemporary tax issues. Study tax issues, formulate research questions and develop the research skills needed to address them. Special emphasis on major tax services, evaluating relevant authorities and communicating findings in a professionally written research memorandum, familiarization of federal tax policies and procedures, and the authorities that govern tax practice.

ACCT 5388. Accounting Problems. 1-3 Semester Credit Hours. Study of selected problems in accounting. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Prerequisite(s): Permission of department chair.

ACCT 5389. Special Topics in Accounting. 3 Semester Credit Hours. Study selected accounting topics of current importance to business management. May be repeated once for credit when topics vary.

ACCT 5395. Current Topics in Accounting. 3 Semester Credit Hours. Explore selected topics of new or current interest in financial accounting.

Anthropology (ANTH)

ANTH 3300. Cultural Anthropology. 3 Semester Credit Hours. Explore culture and the different attitudes toward cultural diversity in a postmodern, global community. Special emphasis on prehistory, subsistence, economic anthropology, political anthropology, cultural eras, the rise of state societies, and kinship systems. Learn theories and methods of anthropology, and survey the history of the discipline.

ANTH 3301. Cultural Sensitivity. 3 Semester Credit Hours. Examines culture and its influence on human life. Explores the basic principles of cultural anthropology that leads to interpretations of different cultures. Exposes the student to the theories, data, and critical thinking skills needed to understand global humanity.

ANTH 3305. Wicca and Neo-Paganism. 3 Semester Credit Hours. A critical examination of Wicca and Neo-pagan groups in the US. Explores the history of such groups and exposes the student to academic research in this area.

ANTH 3320. Archaeology. 3 Semester Credit Hours. Study the history of archaeology, its theories, methods, and current techniques in site excavation. Examine archaeological cultural complexity by studying hunter-gatherer and state societies in a worldwide overview, as well as within bioarchaeology, CRM work, and NAGPRA.

ANTH 3321. Archaeological Discoveries. 3 Semester Credit Hours. Study the historical development of the field of archaeology through investigating the most important archaeological discoveries of the past and present. Critique hoaxes and archaeological myths and learn how archaeologists have dispelled them to develop the science of archaeology.

ANTH 3322. Archaeology of Warfare and Violence. 3 Semester Credit Hours. Study the complex history of warfare in different time periods and world regions with archaeological record. Explore the development of warfare in preindustrial societies, and review the current state of warfare research in archaeology. Special emphasis on the bioarchaeology of conflict.

ANTH 3340. Biological Anthropology. 3 Semester Credit Hours. Examine the evolutionary processes acting on human populations, through an anthropological study of human biology. Learn non-human primate anatomy, primate classification and ecology, and explore the primate paleontological record. Special emphasis on human variation and adaptation.

ANTH 3372. Sociolinguistics. 3 Semester Credit Hours. Study of the relationship of language and society as shown in the following areas: language change, language variation and social class, pidgin and creole languages, and language policy and planning. This course is cross-listed with ENGL 3372; only one may be taken for credit.

ANTH 4300. Anthropological Theory. 3 Semester Credit Hours. Introduces students to anthropological theories in the following sub-disciplines: cultural anthropology, biological anthropology, archaeology, and linguistics.

ANTH 4310. Myth and Ritual. 3 Semester Credit Hours. Explore the history, beliefs, and practices of small-scale societies based on ethnographic literature. Study religious origins, shamanism, trance and other altered states, healing and bewitching, new religions, and certain treatments of the major religious traditions of Hinduism, Buddhism, Judaism, Christianity, and Islam. Cross-listed with RELS 4310; only one may be taken for credit.

ANTH 4317. Qualitative Methods. 3 Semester Credit Hours. Introduces methodological approaches corresponding to qualitative research methods, with special emphases on interviewing, observation techniques, ethnographic field-based methods, and content analysis. Students are encouraged to take SOCI 4316 before or in conjunction with this course.

ANTH 4320. Ancient Civilizations of Mesoamerica. 3 Semester Credit Hours. Explore the major pre-Columbian cultures of Mesoamerica, from Olmec to Aztec periods, with a focus on ancient Maya. Emphasis on archaeological and bioarchaeological prehistory and history of these cultures up to and beyond the point of European contact.

ANTH 4330. Bioarchaeology. 3 Semester Credit Hours. Study archaeology and physical anthropology with the use of evidence gleaned from human skeletal remains. Focuses on the role of the human skeleton in reconstructing both the biological and cultural past of the human species.

ANTH 4340. Human Osteology. 3 Semester Credit Hours. Examine the human skeleton as the foundation for biological anthropological study. Learn concepts and methods used by anthropologists to identify, describe, and analyze human skeletal remains from forensic and archaeological contexts.

ANTH 4351. Forensic Anthropology. 3 Semester Credit Hours. Apply the science of physical anthropology to the legal investigative process. Learn to identify human remains, as well as age, sex, ancestry, and stature of those remains, and how these are used to help establish positive identification. Special emphasis on skeletal trauma, and pathology to determine cause and manner of death. Cross-listed with CRIJ 4351; only one may be taken for credit.
ANTH 4389. Special Topics in Anthropology. 3 Semester Credit Hours.
Investigate selected topics within the field of Anthropology. May be
repeated when topic varies.

ANTH 5310. Anthropology of Religion. 3 Semester Credit Hours.
Examine and critique anthropological theories, ethnographies, and
literature pertaining to the study of religious phenomena, including myth
and ritual, altered states, healing, bewitching, and religious practitioners.
This course is cross-listed with RELS 5310 and only one may be taken for
credit.

ANTH 5351. Forensic Anthropology. 3 Semester Credit Hours.
Gain a comprehensive understanding of the field of forensic
anthropology. Review a diverse range of topics including age, sex,
ancestry, stature, and trauma, and understand how these are used in
identification and determining cause and manner of death, as well as
learn to evaluate and critically analyze scientific publications within the
discipline of forensic anthropology.

ANTH 5389. Special Topics in Anthropology. 3 Semester Credit Hours.
Investigate selected topics within the field of anthropology. Students may
enroll for additional credit hours when topics vary.

Aviation Science (AVSC)

AVSC 3301. Air Carrier Operations. 3 Semester Credit Hours.
Explore Federal Aviation Regulations relating to various specialized
facets of the aviation industry, including airline operations, aircraft
certification, airworthiness standards and airport operations.
Prerequisite(s): Commercial Pilot Certificate or permission of the
department Chair.

AVSC 3302. Aviation Techniques of Instruction. 3 Semester Credit Hours.
Examine the fundamentals of teaching and learning in an aviation
oriented environment. Develop the techniques of instruction and the
analysis of flight maneuvers, and demonstrate the theory of flight.
Correlate Federal Aviation Regulations relating to the application of their
flight instructor rating. Prerequisite(s): Commercial Pilot Certificate or
permission of instructor.

AVSC 3303. Air Traffic Control. 3 Semester Credit Hours.
Study FAA’s procedures for separating aircraft in the National Air Space,
including the airport environment and enroute flight. Prerequisite(s):
Acceptance into Professional Pilot program and Commercial Pilot
Certificate or instructor approval.

AVSC 3304. Airport Management. 3 Semester Credit Hours.
Examine requirements for developing a public airport to include local
and state governmental agencies. Explore Federal aid and regulations,
and the management required for the overall airport operations. Analyze
tenant operators, leases, property development for non-aviation use, user
taxation for airport operations, planning and policies, organization and
administration, maintenance, safety and airport fuels and regulations.
Prerequisite(s): Acceptance into Aviation Management or Professional
Pilot program.

AVSC 3307. Aviation History. 3 Semester Credit Hours.
(WI) Study the people and events from ancient times through the present
that have influenced modern aviation internationally. Examine historical
evidence and recorded documents to understand the role aviation
has played in world events. Prerequisite(s): Acceptance into Aviation
Management or Professional Pilot program.

AVSC 3308. Aviation History II. 3 Semester Credit Hours.
Study the people and events from 1939 to the present that have
influenced modern aviation internationally. Examine historical evidence
and recorded documents to understand the role aviation has played in
world events. Prerequisite(s): Junior classification.

AVSC 3321. Airline Management. 3 Semester Credit Hours.
Discover the behind-the-scenes activities involved in the business of
airline operations. Prerequisite(s): Acceptance into Aviation Management
program.

AVSC 3333. Airports and Environmental Impact. 3 Semester Credit
Hours.
Review the FAA advisory circular topics such as sustainability, solar
alternative energy, environmental hazards and prevention of mishaps
with an emphasis on the importance of environmental concerns in
modern airports and the impact on the surrounding communities and
ecosystems. Prerequisite(s): Acceptance into Aviation Management
program.

AVSC 3391. Aviation Law. 3 Semester Credit Hours.
Explore the distinctive body of statutes, treaties, regulation and case law
related to general aviation. Examine specialized rules and laws that have
been developed due to the distinctive nature of the airplane as a mode of
transportation. Prerequisite(s): Acceptance into Aviation Management or
Professional Pilot program.

AVSC 3302. Advanced Aircraft Systems. 3 Semester Credit Hours.
Study aerodynamics, federal aviation regulations, weight, balance, and
turbine systems, and their relationship with aircraft systems. Apply and
operate advanced aircraft systems used by commercial pilots in air
carrier operations. Prerequisite(s): Acceptance into Aviation Management or
Professional Pilot program.

AVSC 3308. Aviation Safety. 3 Semester Credit Hours.
Analyze effective procedures and techniques in the development and
supervision of an Aviation Safety program. Study aircraft accident
prevention, and the use of statics in aviation safety. Special emphasis
on safety measures and education media materials. Prerequisite(s):
Acceptance into Aviation Management or Professional Pilot program.

AVSC 3309. Aviation Security. 3 Semester Credit Hours.
(WI) Consider the use of situational awareness, teamwork, and effective
communication to recognize and thwart security threats in the aviation
environment. Analyze the use of effective procedures and policies to
recognize and prevent the intentional act of humans to cause harm or
disruption through aviation.

AVSC 3321. Certification of Airports. 3 Semester Credit Hours.
Discuss the requirements and procedures in seeking government
approvals for airport certification as it applies to general aviation and
air carrier operations. Students are advised to take a writing intensive
course prior to enrolling. Prerequisite(s): AVSC 3321 and acceptance into
Aviation Management program.

AVSC 3333. General Aviation and Corporate Business Aviation. 3
Semester Credit Hours.
Study the business skills and knowledge needed to operate a
small aviation business. Gain an understanding of the operational
managerial aspects of general aviation and corporate business aviation.
Prerequisite(s): AVSC 3304, AVSC 3321 and acceptance into Aviation
Management program.
AVSC 4344. Historical Application of Aircraft Design. 3 Semester Credit Hours.
Study the evolution, concepts, and design aspects used in aircraft development. Construct and evaluate scale models of historical aircraft. Special emphasis on aerodynamic efficiency and aircraft manufacturing.

AVSC 4350. Aviation Seminar. 3 Semester Credit Hours.
Explore selected topics in aviation. May be repeated for credit when topics vary. Prerequisite(s): Permission of department chair.

AVSC 4384. Aviation Internship. 3 Semester Credit Hours.
Experience supervised Aviation Management in a fixed base operations, regional/major airline operations or municipal airport management operations setting. Analyze management problems, develop resolution techniques, and understand customer service as an important phase of the management process. Prerequisite(s): 12 hours of upper-level aviation courses, AVSC 3304 and permission of instructor. Field assignment fee $75.

AVSC 4388. Aviation Problems. 1-3 Semester Credit Hours.
Explore selected topics in aviation. May be repeated with permission of the department chair. Prerequisite(s): Permission of department chair.

Practice the knowledge, skills, attitudes, and abilities attained in the program in demonstrating and utilizing Crew Resource Management (CRM), a teamwork approach to situational awareness and management. Prerequisite(s): Senior standing and acceptance in Professional Pilot program.

AVSC 4396. Capstone – Aviation Management (Emergency Preparedness). 3 Semester Credit Hours.
Practice the knowledge, skills, attitudes, and abilities attained in the program in demonstrating emergency preparedness in simulated emergency scenarios. Prerequisite(s): Senior standing and acceptance in Aviation Management program.

Biology (BIOL)

BIOL 3315. Advanced Physiology. 3 Semester Credit Hours.
Study human physiology at the biochemical, cellular, tissue, and organ level. Designed for upper division science and nursing majors. Prerequisite(s): BIOL 1406.

BIOL 3318. Animal Physiology. 3 Semester Credit Hours.
Explore mammalian physiology as well as other selected vertebrate taxa. Special emphasis on organ-system physiology, and cellular and molecular mechanisms in order to present a current view of physiological principles. Highlights the nervous, muscular, cardiovascular, respiratory, renal, digestive, and endocrine physiology. Prerequisite(s): BIOL 1407.

BIOL 3380. Research Methods. 3 Semester Credit Hours.
Explore the general principles and procedures of scientific research with an emphasis on the use of scientific literature and the methods of research. Prerequisite(s): Junior standing.

BIOL 3400. Introduction to Biology. 4 Semester Credit Hours.
Gain an understanding of basic principles and unifying concepts in biology. Topics include scientific inquiry, basic biochemistry, cell structure and function, genetics, evolution, diversity of life, and anatomy and physiology. For non-biology majors. Laboratory sessions will provide experience with selected biological principles and practices.

BIOL 3401. Ecology. 4 Semester Credit Hours.
(WI) Explore interactions at the organismal, population, and community level, and apply ecological theory to current environmental problems. Emphasis in the laboratory and field exercises is placed on the ecological methodology and the application of these methods. Students are required to use various statistical methods to analyze and interpret the data. Prerequisite(s): BIOL 1407. Corequisite(s): MATH 3450.

BIOL 3420. Entomology. 4 Semester Credit Hours.
Explore the largest and most diverse group of animals on our planet. Examining the physiology, morphology, life histories, diversity, ecology, and evolution of insects. The laboratory focuses on the anatomy and classification of insects. Insect collection is required. Prerequisite(s): BIOL 1407.

BIOL 3430. Botany. 4 Semester Credit Hours.
Analyze the internal organization of plants, particularly angiosperms, with an emphasis on understanding anatomy from a structure-function standpoint. Prerequisite(s): BIOL 1407.

BIOL 3440. Invertebrate Zoology. 4 Semester Credit Hours.
Learn the biology, ecology, taxonomy and comparative anatomy of animals within the invertebrate phylum. Analyze live and preserved specimens in the field and laboratory. Prerequisite(s): BIOL 1407.

BIOL 3445. Comparative Vertebrate Zoology. 4 Semester Credit Hours.
Learn the biology, ecology, taxonomy, and comparative anatomy of animals within the vertebrate phylum. Analyze live and preserved specimens in the field and laboratory. Prerequisite(s): BIOL 1407.

BIOL 3452. Principles of Genetics. 4 Semester Credit Hours.
Explore the mechanisms of inheritance, from bacteria to humans, as well as mutations and phenotypes, Mendelian genetics, population genetics and evolution, and complex inheritance. Prerequisite(s) BIOL 1407.

BIOL 3471. Microbiology. 4 Semester Credit Hours.
Introduction to modern microbiology with emphasis on prokaryotes; includes microbial cell structure, function, and physiology; genetics, evolution, and taxonomy; bacteriophages and viruses; pathogenesis and immunity; and ecology and biotechnology. The laboratory will focus on microbial growth and bacterial identification. Three hours of lecture and three hours of laboratory. Prerequisite(s): BIOL 1407.

BIOL 4301. Conservation Biology. 3 Semester Credit Hours.
Examine conservation of biological diversity at gene, population, species, ecosystem, and global levels. Provides an overview of conservation biology including the causes and consequences of biodiversity loss, conservation approaches and strategies, and the ecological and evolutionary theory underlying these approaches. Prerequisite(s): BIOL 3401.

BIOL 4302. Restoration Ecology. 3 Semester Credit Hours.
Explore the fundamental principles of ecological restoration. Survey the discipline, and the scientific, ethical, and philosophical underpinnings that guide ecological restoration. Principles of ecosystem ecology are introduced to provide an understanding of ecosystem processes across landscapes and within specific restoration sites. Prerequisite(s): BIOL 3401.

BIOL 4346. Animal Behavior. 3 Semester Credit Hours.
Study vertebrate and invertebrate animal behavior. Basic topics include animal learning, mechanisms of behavior, foraging, competition, defense, aggression, sensory systems, communication, mating systems and parental care behavior. Prerequisite(s): BIOL 1407.
BIOL 4372. Virology. 3 Semester Credit Hours.
Study viruses with an emphasis on biology, diversity, and medical importance. Focusing primarily on human and animal viruses, and the molecular and clinical aspects of virology. Prerequisite(s): BIOL 4470.

BIOL 4373. Immunology. 3 Semester Credit Hours.
Explore the basic biological concepts of immunology. Study immunology from the viewpoints of developmental biology, molecular biology, genetics, biochemistry, microbiology, anatomy, and medicine. Prerequisite(s): BIOL 4470.

BIOL 4380. Evolution. 3 Semester Credit Hours.
Examine evolutionary theory, including the historical development of components of evolutionary theory, population level microevolution, the fossil record, and macroevolution. Prerequisite(s): BIOL 1407 and BIOL 3452.

BIOL 4389. Special Topics in Biology. 1-3 Semester Credit Hours.
Examine selected topics in biology. Course may be repeated for credit when topics vary. Prerequisite(s): Permission of department chair.

BIOL 4395. Biology Capstone. 3 Semester Credit Hours.
(W) Capstone seminar focusing on life science research conducted by seniors and faculty. Prerequisite(s): BIOL 3380 and senior standing.

BIOL 4451. Bioinformatics. 4 Semester Credit Hours.
Study how genomic sequence and its variations affect phenotypes. Focuses on the information available from DNA sequencing projects, ranging from the sequences of individual genes to those of entire genomes. Learn analytical techniques that can be used to evaluate sequence data, and examples of their biological significance. Prerequisite(s): BIOL 4470 and BIOL 4471.

BIOL 4470. Cell Biology. 4 Semester Credit Hours.
Study the cell at the structural, functional, and molecular levels. Emphasis is placed on the molecular mechanisms of cell metabolism, growth, division, and communication. The laboratory focuses on cell structure and laboratory techniques. Prerequisite(s): BIOL 1407 and BIOL 3452.

BIOL 4471. Molecular Biology. 4 Semester Credit Hours.
Study modern molecular biology with an emphasis on gene structure and activity, and the biochemistry related to understanding the functions of the gene. Prerequisite(s): BIOL 1407 and BIOL 4470.

BIOL 4475. Proteomics. 4 Semester Credit Hours.
Study the theory and practice of current techniques of protein analysis including separation, quantification, sequencing, and identification. Current research advances and case studies are also examined. Prerequisite(s): BIOL 4471.

Business (BUSI)

BUSI 3301. Business Communications and Research. 3 Semester Credit Hours.
(W) Study and demonstrate the different types of letters and reports utilized in the modern business environment. Basic business research and APA citation skills will also be an essential component of the course, as well as presentation fundamentals. Completion of this course is recommended in the first semester of enrollment as it is a prerequisite for most business courses.

BUSI 3311. Business Statistics. 3 Semester Credit Hours.
Study descriptive statistics and the foundations of inferential statistics, including statistical methods of sampling, classifying, analyzing, and presenting numerical data. Learn frequency and sampling distributions, averages, dispersion, hypothesis testing and analyzing up to two populations and population proportions. Additionally, students will be introduced to ANOVA, correlations, regression and Chi-Square analyses. Prerequisite(s): MATH 1324 or higher.

BUSI 3332. Legal Environment of Business. 3 Semester Credit Hours.
The study of principles of law relating to the development and sources of law, dispute resolution, ethics, torts, intellectual property, criminal law, contracts, agency, business entity formation, and international law issues in the 21st century.

BUSI 3344. Introduction to the Global Business Environment. 3 Semester Credit Hours.
Broad coverage of key concepts and issues in the modern global business environment. Emphasis will be placed on political, financial, cultural and regulatory effects on the operations of businesses in the global environment.

BUSI 4301. Business Ethics and Corporate Social Responsibility. 3 Semester Credit Hours.
Examine contemporary organizational ethical issues and challenges. Analyze stakeholder management and sustainability, with emphasis on the manager’s corporate social responsibilities to a wide variety of stakeholders. Study ethical dilemmas, decision-making frameworks and approaches to corporate social responsibility. Service Learning in the community is a required component.

BUSI 4320. Fundamentals of Real Estate. 3 Semester Credit Hours.
Explore the nature of real estate and how ownership is held. Examine legal descriptions, encumbrances and liens, title transfer, title records. Analyze concepts of home ownership, buying, selling and financial real estate, closing the real estate transaction, and real estate taxes, and other issues in liens, leases and landlord tenant laws.

BUSI 4333. Business Law II. 3 Semester Credit Hours.
Study principles of law concerning agency, employment, partnerships, corporations, bankruptcy, secured transactions, creditor/debtor rights, insurance, real and personal property. Examine laws impacting the regulatory environment of business such as consumer protection, environment, anti-trust, and securities law. Prerequisite(s): Junior standing.

BUSI 4334. Employment Law. 3 Semester Credit Hours.
Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): BUSI 3332 or MGMT 3302.

BUSI 4345. International Business Law. 3 Semester Credit Hours.
Study international commercial business and the legal environment. Learn traditional international concepts of treaties, sovereignty, public and private laws, customs laws, licensing, franchising, environmental and employment law. Special emphasis on contracts for international sale of goods (CISG), GATT and WTO Treaties, NAFTA, regional trade areas.
BUSI 4354. Global Business Practices. 3 Semester Credit Hours.
Study basic international business concepts, cultural literacy, and
discipline specific content applied to practical experiences and activities
related to the visited foreign country. A required study abroad at the
student’s expense is required. Student may complete a maximum of
six hours of COBA sponsored study abroad toward degree completion.
Prerequisite(s): Junior or senior standing. BUSI 4354, MGMT 4356, or
MKTG 4356 may not be taken concurrently. Field assignment fee of $75.

BUSI 4359. Business Strategy. 3 Semester Credit Hours.
(WI) Concepts and principles of accounting, economics, finance,
management, marketing, and quantitative methods relevant to developing
successful strategy. Examine problem solving and business decision
making. Appropriate for senior business majors during their last
semester. Prerequisite(s): ACCT 2301, ACCT 2302, ECON 2301, FIN
3301, BUSI 3311, MGMT 3301 and MKTG 3301. A materials fee of $45 is
required for needed course materials.

BUSI 4361. General Business Seminar. 3 Semester Credit Hours.
Study selected topics in dealing with problems or unique needs of
business. Engage in independent research, reading and discussions
under the personal direction of the instructor, topics may vary
according to student need. May be repeated for credit as topics vary.
Prerequisite(s): Permission to enroll is required.

BUSI 4363. Small Business Consulting. 3 Semester Credit Hours.
Study selected problems in diagnosing and analyzing problems
of small business clients, and prepare formal written reports and
recommendations for client implementation. Engage in independent
research, reading and discussions under the personal direction of the
instructor. Topics may vary according to student need. Prerequisite(s):
Senior standing and permission of department chair.

BUSI 4388. Business Problems. 1-3 Semester Credit Hours.
Study selected problems in business. Engage in independent research,
reading and discussions under the personal direction of the instructor.
Topics may vary according to student need. May be repeated with
permission of the department chair. Prerequisite(s): Senior standing and
permission of department chair.

BUSI 5090. Business Comprehensive Examination. 0 Semester Credit
Hours.
Study and take the business examination for non-thesis students.
Register for the comprehensive examination during final semester of
graduate coursework concurrently with BUSI 5359, or upon permission
of advisor. All comprehensive examinations will be written, but an oral
component may also be required. A maximum of three attempts will be
allowed. Thesis students do not take this examination.

BUSI 5310. Business Research Methods. 3 Semester Credit Hours.
Study nature, scope, and significance of business research and research
methodology. Develop primary research methods with applications to
specific problems. Learn the place of quantitative methods in research
and individual investigation, and report on current problems in a selected
field of interest. Prerequisite(s): BUSI 5300 or approved leveling in
statistics.

BUSI 5312. Managerial Statistics. 3 Semester Credit Hours.
Explore applied descriptive and inferential statistical calculations.
Examine statistics as a decision-making tool under uncertainty,
probability, confidence intervals, hypothesis testing, ANOVA, correlation,
regression, and statistical process control in the context of business and
organization. Prerequisite(s): BUSI 5300 or approved leveling statistics.

BUSI 5315. International Business Law. 3 Semester Credit Hours.
Study international commercial business and the legal environment in
which it operates. Explore traditional international concepts of treaties,
sovereignty, public and private laws, customs laws, licensing, franchising,
environmental, and employment law. Special emphasis on contracts
for international sale of goods (CISG), GATT and WTO Treaties, NAFTA,
regional trade areas.

BUSI 5354. Global Business Practices. 3 Semester Credit Hours.
Study basic international business concepts, cultural literacy, and
discipline specific content applied to practical experiences and activities
in the visited foreign country. A study abroad at the student’s expense
is required. Graduate students will be required to complete an extensive
research project in addition to other course requirements. Student may
complete a maximum of six hours of COBA sponsored study abroad
toward degree completion. Prerequisite(s): Admission into a COBA
graduate program and permission of instructor. Field assignment fee of
$75.

BUSI 5359. Business Strategy Seminar. 3 Semester Credit Hours.
Develop an integrated view of the business functions addressed in the
MBA core curriculum. Apply case analysis methodology for evaluating
complex business situations, developing strategic alternatives, and
recommending effective solutions. Prerequisite(s): ACCT 5303, FIN 5307,
BUSI 5310, MGMT 5301 and MKTG 5308. A student may take one of
these concurrently with the permission of the instructor. A materials fee
of $45 is required for needed course materials.

BUSI 5388. Business Problems. 1-6 Semester Credit Hours.
Study selected problems in business, and become acquainted with
current research being conducted within the specific area of interest.
Participate in directed reading of sources selected in concert by the
student and professor. Engage in independent research, reading and
discussions under the personal direction of the instructor. Topics
may vary according to student need. Prerequisite(s): Permission of
department chair.

Chemistry (CHEM)
CHEM 3415. Analytical Chemistry. 4 Semester Credit Hours.
Explore the principles and applications of gravimetric and volumetric
analysis. Learn the theory for selecting analytical methods and
separation techniques—precipitations, extraction and complexation,
sources of error, data handling, and error analysis. Prerequisite(s): CHEM
2425 or equivalent.

CHEM 4415. Instrumental Analysis. 4 Semester Credit Hours.
Examine chemical analysis utilizing electronic instrumentation. Learn
spectroscopy techniques such as UV/VIS, molecular fluorescence,
infrared, Raman, Atomic emission, atomic absorption, atomic
fluorescence, NMR and mass spectrometry. Explore chromatographic
and electrochemical techniques, such as ion selective electrodes,
polarography, coulometry, amperometry, and conductance.
Prerequisite(s): CHEM 3415 or equivalent.

CHEM 4430. Biochemistry I. 4 Semester Credit Hours.
Study molecular components of the cell such as amino acids, proteins,
enzymes, sugars, lipids, lipoproteins, nucleotides, vitamins and
coenzymes. Learn energy yielding processes such as the ATP cycle,
glycolysis, tricarboxylic acid cycle, the phosphogluconate pathway, redox
enzymes and electron transport, oxidative phosphorylation, fatty acid
metabolism, amino acid degradation and photosynthesis. First course in
a two semester sequence. Prerequisite(s): CHEM 2425 or equivalent.
CHEM 4431. Biochemistry II. 4 Semester Credit Hours.
Study the synthesis of carbohydrates, lipids, amino acids and nucleotides, the conversion of biochemical energy into motility, membrane transport mechanisms, hormones and the regulation of DNA, protein synthesis, genes and their regulation, and systemic morphogenesis. Second course in a two semester sequence. Prerequisite(s): CHEM 4430 or equivalent.

CHEM 4451. Bioinformatics. 4 Semester Credit Hours.
An introduction for understanding how genomic sequence and its variations affect phenotypes. Will focus on the information available from DNA sequencing projects, ranging from the sequences of individual genes, to those of entire genomes. Students will learn analytical techniques that can be used to evaluate sequence data, and examples of the biological significance of such analyses. Prerequisite(s): BIOL 4470 and BIOL 4471.

Communications (COMM)

COMM 3301. Business & Prof Speaking. 3 Semester Credit Hours.
A study of verbal and nonverbal communication as it functions in business and professional organizations. Special emphasis will be given to developing oral language proficiency, interviewing, small decision-making groups, oral reporting, and organizational communication.

COMM 3303. Debate. 3 Semester Credit Hours.
An introduction to the principles of argumentation and debate. Subject material will include research, evidence, reasoning, case construction, refutation, and delivery. Classroom debating will provide students with opportunities to observe and participate in competitive debating. This course is particularly applicable to those anticipating study in prelaw. Prerequisite(s): SPCH 1311, SPCH 1315 or permission of department chair.

COMM 3304. Interpersonal Communication. 3 Semester Credit Hours.
A course designed to improve individual communication skills relevant to human relationships. The development and maintenance of interpersonal (one-to-one) relations are examined, with special emphasis on identifying and correcting communication breakdown. A portion of the course will be devoted to exercises designed to improve interpersonal skills. Prerequisite(s): SPCH 1311 or COMM 3301 or permission of department chair.

COMM 4304. Organizational Communication. 3 Semester Credit Hours.
An advanced study of communication as it takes place in business and industrial settings. Special attention will be given to managerial communication, communicator style, channels and networks, and organizational communication consulting. Prerequisite(s): COMM 3301.

COMM 4306. Group Process/Decision Making. 3 Semester Credit Hours.
A study of small group theory and process. Special attention will be given to leadership, organization, group analysis, and interaction. Students will observe and participate in small group discussions on contemporary issues. Prerequisite(s): SPCH 1311 or COMM 3301 or COMM 3304 or permission of department chair.

COMM 4389. Special Topics in Communication. 3 Semester Credit Hours.
This course provides students the opportunity to examine a topic as it relates to the interests and methodologies of communication. May be repeated when the topic varies.

COMM 5321. Essentials of Mass Media. 3 Semester Credit Hours.
This is a study of the ascension to power of the mass media and the current devices and practices used in the creation of a culture of online, and other media-based connections. Areas of study focus on religion & denominations, individualism, intellectualism, the Internet, races and cultures, political groups, ethical practices, science, education, the culture and economy of urban areas, etc.

COMM 5322. Politics and Mass Media. 3 Semester Credit Hours.
This course is a study of mass media and their creation of a culture of online and other media-based connections to and with politics, and includes specific groups focused on religion & denominations, individualism, intellectualism, the Internet, race and culture, politics, science, education, urban areas, etc.

COMM 5323. Social Media as Mass Media. 3 Semester Credit Hours.
This course offers a study of mass media and the creation of online social cultures, communication networks, and of the "other" - other groups formed from religions & denominations, or based on individualism, intellectualism, the Internet, races and cultures, political groups, foods, drugs, science, education, social interaction, urban areas, etc.

COMM 5324. Religion and Mass Media. 3 Semester Credit Hours.
This course offers a study of the media and its connections to the media's creation of a culture of online and other mass media-based connections to and with religion, which includes a variety of religions and denominations, individualism, intellectualism, the Internet, other races and cultures, political groups, science, education, the socioeconomics of urban areas, etc.

COMM 5325. Fear Culture and Mass Media. 3 Semester Credit Hours.
This course offers a study of mass media and its connections to the creation of a culture of fear, of the other - other religions & denominations, individualism, intellectualism, the Internet, other races and cultures, political groups, foods, drugs, science, education, urban areas, etc.

COMM 5329. Topics in Mass Media. 3 Semester Credit Hours.
This course offers an in-depth study of particular issues within media studies. Topics will vary from year to year. A more specific course description will introduce the particular focus of a class. This course may be repeated when the topic changes.

Computer Information Systems (CIS)

CIS 3300. Computer Technology and Impact. 3 Semester Credit Hours.
Explores computer technology with special attention to its impact on home, work, and school. Many topics are presented: hardware and software fundamentals, essential applications, telecommunications, internet, artificial intelligence, programming, and the future of these technologies. Students work with word processing, spreadsheet, database, and presentation software; other applications; and a programming language. No prior computer experience necessary.

CIS 3301. Business Analysis with Spreadsheets. 3 Semester Credit Hours.
Examine theory and application of microcomputer technology applied in accounting, finance, management, and other business disciplines. Develop creative initiative, and study basic analytical skills in performing common business tasks. Credit for both CIS 3301 and ACCT 3301 will not be awarded.
CIS 3302. Introduction to Business Analytics. 3 Semester Credit Hours.
Examine theory and application of business analytics applied in accounting, finance, marketing, management, and other business disciplines. Develop basic analytical skills to gain insights and make better decisions. Special emphasis on descriptive statistics, data visualization, descriptive data mining, linear regression, forecasting, optimization models, spreadsheet models, Monte Carlo simulation, and decision analysis.

CIS 3303. Programming Logic and Design. 3 Semester Credit Hours.
This course introduces computer programming and problem solving in a structured program logic environment. Study the logic of decision-making, nested looping, multidimensional arrays, implementation of the structure theorem and Boolean algebra. Utilize structured flowcharts, structured pseudocode, hierarchy charts and decision tables, in order to document logical problem solutions. The course focuses on business problem solving and does not count as a programming language. No prior programming experience is necessary.

CIS 3304. Topics in Computer Information Systems. 3 Semester Credit Hours.
Examine selected topics in programming languages, programming techniques, or job control languages. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 3305. Operating Systems Theory and Practice. 3 Semester Credit Hours.
Study the history, development, and principles of computer operating systems and their variants in mainframe, minicomputer, server, and microcomputer application environments. Explore preferred operating systems representing various hardware environments. Special emphasis on related software issues, programming capabilities, and job control languages. Prerequisite(s): CIS 3303 or permission of department chair.

CIS 3306. Data Visualization. 3 Semester Credit Hours.
Data visualization makes it easier to understand the data. The goal of this course is to introduce students to data visualization including both the principles and techniques. Students will learn the value of visualization, specific techniques in information visualization and scientific visualization, and how to understand how to best leverage visualization methods.

CIS 3307. Application Project with Laboratory. 3 Semester Credit Hours.
Develop and document a software product using a formal software development process. Projects of value are actively sought from local businesses, governments, or nonprofit organizations when possible. May be repeated for credit when topics change. Prerequisite(s): Varies with topic.

CIS 3312. Technical Support Management and Operations. 3 Semester Credit Hours.
Study the scope, significance, job skills, training, software availability, and support problems of technical support within the technology industry. Develop technical support skills, with an emphasis on related software issues, programming capabilities, and job control languages. Prerequisite(s): CIS 3303 or permission of department chair.

CIS 3315. Web Site Development and Design. 3 Semester Credit Hours.
This course introduces students to basic web design using HTML and CSS. The course does not require any prior knowledge of HTML or web design. Students learn how to plan and design effective web pages; implement web pages by writing HTML and CSS code; enhance web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and produce a functional, multi-page website.

CIS 3330. C++ Programming. 3 Semester Credit Hours.
Study structured C++ programming using microcomputers. Special emphasis on syntax, operators, functions, standard input/output, arrays, pointers, and structures in C++ programming. Prerequisite(s): COSC1309 or COSC 1336 or CIS 3303 or concurrent enrollment or permission of department chair.

CIS 3331. Visual Basic Programming. 3 Semester Credit Hours.
Study visual programming language using Visual Basic and the native integrated development environment. Write programs, working with forms, sequential and direct file access, and scope and visibility rules. Analyze problems within Visual Basic and develop programming solutions. Prerequisite(s): COSC1309 OR COSC 1336 or CIS 3303 or concurrent enrollment or permission of department chair.

CIS 3332. Java Programming. 3 Semester Credit Hours.
Study applications development using Java. Examine identifiers and reserved words, objects and primitive data, program statements, arrays and vectors, exceptions and I/O streams, and graphical user interfaces. Analyze programs within Java and develop programming solutions. Prerequisite(s): COSC1309 OR COSC 1336 or CIS 3303 or concurrent enrollment or permission of department chair.

CIS 3334. Topics in Computer Information Systems. 3 Semester Credit Hours.
Examine selected topics in programming languages, programming techniques, or job control languages. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 3335. Topics in Personal Computer Software and Application. 3 Semester Credit Hours.
Examine selected personal computer applications and software packages. Explore the operation and usefulness of commonly available personal computing software solutions. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 3340. Advanced C++ Programming. 3 Semester Credit Hours.
Study C++ programming language. Examine advanced features of C++ such as classes, friends, abstraction, operator overloading, inheritance, polymorphism, templates, and object oriented programming techniques. Analyze problems within C++ and develop programming solutions. Prerequisite(s): CIS 3330 or permission of department chair.

CIS 3341. Advanced Visual Basic Programming. 3 Semester Credit Hours.
Study Visual Basic programming techniques, including declaration and manipulation of arrays, accessing database files, and advanced data handling techniques. Analyze advanced problems in Visual Basic and develop programming solutions. Prerequisite(s): CIS 3331 or permission of department chair.

CIS 3342. Advanced Java Programming. 3 Semester Credit Hours.
Study Java programming language. Examine advanced Java capabilities, including class features, error handling, security techniques, Java streams, JavaBeans, database connectivity, Java servlets, Java Server pages, and advanced object-oriented programming techniques. Analyze advanced Java problems and develop programming solutions. Prerequisite(s): CIS 3332 or permission of department chair.

CIS 3343. C# Programming for Windows and the Web. 3 Semester Credit Hours.
Use C# programming language to create Windows applications in the Internet and intra-network environment. Explore object-oriented design, client-server interaction, event-driven programming, graphical user interfaces, distributed data, and distributed applications. Prerequisite(s): CIS 3330 or CIS 3331 or CIS 3332 or permission of the department chair.

CIS 3345. Topics in Personal Computer Software and Application. 3 Semester Credit Hours.
Examine selected personal computer applications and software packages. Explore the operation and usefulness of commonly available personal computing software solutions. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 3346. Personal Computer Technology. 3 Semester Credit Hours.
Examine the technology and hardware operations in microcomputers, their peripherals, and operating system software. Special emphasis on hardware configuration and selection, installation and test procedures, and routine maintenance.
CIS 3347. Data Communications and Infrastructure. 3 Semester Credit Hours.
A study of telecommunications architecture, industry standards and communications protocols, the placement of networking devices and components, transmission media selection, logical and physical topologies, voice and data transmission, and structured cabling for local area networks (LANs) and wide area networks (WANs). Application exercises will include evaluating alternatives available in hardware, software, and transmission facilities, design integration, selection and implementation of communications and networking solutions. In addition, students will explore the current and future impact and directions of these technologies. Students will complete an architecture design project that will include required components and address services as specified in an industry specific Request for Proposal (RFP).

CIS 3348. Networking Architecture and Design. 3 Semester Credit Hours.
Examine industry standards and communications protocols in networking. Learn placement of networking devices, transmission media selection, topologies, data transmission, and structured cabling for LANs and WANs. Develop network designs as specified in an industry specific Request for Proposal (RFP). Prepare and present a design proposal in response to an RFP, and installation, configuration, testing and troubleshooting of WAN/LAN wiring interface technologies. Prerequisite(s): CIS 3347 or permission of department chair.

CIS 3351. Data Structures. 3 Semester Credit Hours.
Study theory and applications of commonly used computer data structures, files, file organization and access methods, databases, and other storage and retrieval methods. Prerequisite(s): CIS 3340 or CIS 3341 or CIS 3342 or CIS 3343 or concurrent enrollment or permission of department chair.

CIS 3360. Ethics in Computing. 3 Semester Credit Hours.
(WI) Examine personal and contemporary organizational ethical issues and challenges in the design, development, and use of computing technologies in a global environment. Special emphasis on the philosophical basis for computer ethics, reliability and safety of computer systems, protecting software and other intellectual property, computer crime and legal issues, and professional codes of ethics (AIS, ACM, IEEE etc.).

CIS 3361. Introduction to Computer Forensics. 3 Semester Credit Hours.
The course focuses on clear and authoritative instructions about the field of computer forensics as it applies to the investigative process; from the collection of digital evidence to the presentation of Computer Forensic Examination findings in a court of law. Upon successful completion of the course, students will have a basic understanding of the computer forensic process, the scientific procedure involved in accounting, law enforcement, and computer sciences. Topics also include the science of computer forensics and how it relates to and is utilized within the judicial system of the United States.

CIS 3365. System Analysis and Design. 3 Semester Credit Hours.
Examine systematic analysis, design, and implementation of software systems with special emphasis on the processes and skills used in the first four stages of the System Development Life Cycle. Analyze traditional and current methodologies in design, including computer aided analysis and design tools. Prerequisite(s): CIS 3330 or CIS 3331 or CIS 3332, or permission of department chair.

CIS 3387. Cooperative Education. 3 Semester Credit Hours.
Develop and apply relevant CIS concepts in a work environment. Work in an approved professional CIS setting for approximately 300 hours before credit will be granted. To remain in the program, the student must remain in good standing with the university and employer. May be repeated once for credit. Prerequisite(s): Permission of co-op coordinator and department chair, and formal application to the program. Field experience fee $75.

CIS 3389. Special Topics in Computer Information Systems. 3 Semester Credit Hours.
Examine selected issues, products, and technology current to computer information systems. This course may be repeated once for credit. Prerequisite(s): Varies with the topic or Permission of department chair.

CIS 4301. Database Theory and Practices. 3 Semester Credit Hours.
Examine database concepts and structures, and understand file and data management principles underlying database construction. Learn fundamental types of database models, with emphasis on relational databases and major non-relational forms. Develop skills in analysis, design, development, and optimization of working database applications on a variety of problems. Prerequisite(s): 12 hours of CIS courses or permission of department chair.

CIS 4302. Advanced Business Analytics. 3 Semester Credit Hours.
Follow the traditional descriptive/predictive/prescriptive framework to analyze large sets of data and explain the theory of formulating statistical models. Special emphasis on cluster analysis, Naïve Bayes, Optimization Modeling, simple and multiple linear regression, and ensemble modeling. Prerequisite(s): CIS 3302.

CIS 4303. Data Mining. 3 Semester Credit Hours.
Discover basic concepts, tasks, methods, and techniques in data mining, and analyze data mining problems and their solutions. Develop an understanding of the data mining process, learn various techniques for data mining, and apply the techniques in solving problems using data mining tools and systems. Prerequisite(s): CIS 3302 or CIS 4301.

CIS 4307. Topics in Networking. 3 Semester Credit Hours.
Explore selected topics in alternative or innovative network software packages, including network focused tools, utilities, and operating systems. Special emphasis on an exploration of the usefulness and operation of the topic of study. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 4308. Advanced Programming Language. 3 Semester Credit Hours.
Develop programming proficiency in a modern programming language. May be repeated as topics vary. Prerequisite(s): Varies with topic or Permission of department chair.

CIS 4309. Decision Support Methods. 3 Semester Credit Hours.
Use computer-based decision, analysis, planning, and presentation methods in the context of management strategy and problem-solving policy. Apply software tools such as databases, spreadsheets, statistical graphics, and presentation programs for extracting, organizing and presenting information in support of management decision making. Prerequisite(s): COSC 1301 or CIS 3300, or ACCT 2302 or ACCT 2402 or MGMT 3301 or FIN 3301 or MKTG 3314 or BUSI 3311, or permission of department chair.

CIS 4310. Artificial Intelligence. 3 Semester Credit Hours.
A study of AI programming techniques and tools. Topics include Expert Systems, Neural Networks, Genetic Algorithms, Automatic Programming, heuristic search, and others. Prerequisite(s): CIS 3330 or CIS 3331 or CIS 3332 or permission of department chair.
CIS 4311. Android Application Development. 3 Semester Credit Hours.
This course explores the design and development of mobile applications
such as Android, including resources, user interfaces, services, alarms,
maps and location based services. Prerequisite(s): CIS 3332 or
Permission of Department Chair.

CIS 4335. UNIX Systems Administration and Programming. 3 Semester
Credit Hours.
Examine the underlying conceptual considerations of the UNIX operating
system and its variants in mainframe, minicomputer, server and
microcomputer application environments. Explore memory and process
management, multi-programming and processing, interrupt structure,
and parallel processing mechanisms and procedures. Special emphasis
on practical application of configuration and programming of selected
UNIX systems. Prerequisite(s): CIS 3305 or 12 hours of CIS courses or
permission of department chair.

CIS 4340. Algorithm Design and Analysis. 3 Semester Credit Hours.
Examine computer algorithms, and learn to select appropriate algorithms
for tasks within specific computing environments. Study searching
and sorting algorithms for their importance in computing. Special
emphasis on efficiency, readability, maintainability, advanced design and
analysis techniques, advanced data structures, and graph algorithms.
Prerequisite(s): CIS 3351 or concurrent enrollment or permission of
department chair.

CIS 4341. Information Technology Security and Risk Management. 3
Semester Credit Hours.
Examine the fundamental principles and topics of Information
Technology Security and Risk Management at the organizational level.
Learn critical security principles and best practices in order to plan,
develop and perform security tasks. Special emphasis on hardware,
software, processes, communications, applications, and policies
and procedures with respect to organizational IT Security and Risk
Management. Prerequisite(s): 12 hours of CIS Courses or Permission of
the department chair.

CIS 4342. Computer Security Principles and Practices. 3 Semester Credit
Hours.
Explore current principles, theories, and concepts behind computer
security. Examine basic methods and practices of security as it affects
modern business operations. Special emphasis on cryptography,
authentication, access control, database security, malware, intrusion
detection, firewalls, security policy and management, software and
operating system security, auditing and legal aspects of cyber security.
Prerequisite(s): 12 hours of CIS courses or permission of department
chair.

CIS 4343. Advanced Systems and Analysis. 3 Semester Credit Hours.
Examine data and process decomposition, and modeling in advanced
systems analysis. Study the CASE tools which support models and
interaction analysis of process and data. Explore the enterprise-wide view
of system analysis, and understand the theory behind and the generation
of normalized relational database tables. Prerequisite(s): CIS 3365 and
CIS 4301 or permission of department chair.

CIS 4345. Network and Systems Security. 3 Semester Credit Hours.
Studies the issues of Network and Systems Security as a continuous
process involving analysis, implementation, evaluation and maintenance.
Topics will include addressing computer-related risks, case analysis, and
future trends. The course will provide approaches, techniques, and best
practices for securing modern electronic data systems and networks.
Areas covered include information and message security, database
and file integrity, physical security, security management, security risk
analysis, and encryption/cryptography. Will include practical laboratories
in the analysis, and configuration of networking security protocols and
tools. Prerequisites: CIS 3347 or approval of Department Chair. Lab fees:
$95.

CIS 4346. Applied Security. 3 Semester Credit Hours.
This course will validate and develop in-depth hands on knowledge about
the operation and defense from malicious attacks. It builds on previous
course work to understand rapid recovery and defense of systems
from attack. Students develop knowledge about system vulnerabilities
and the process of penetration of systems as a way to evaluate the
security of systems. Specific topics include social engineering, malware
and malicious software usage and identification, network security tool
familiarization and system hardening. Prerequisite(s): CIS 4341, or CIS
4342 or approval of department chair. Lab fees: $95.

CIS 4348. Security Trends and Malware Analysis. 3 Semester Credit
Hours.
This course analyzes and investigates security threats and ethical
hacking methods. It will introduce students to modern malware analysis
techniques through a detailed examination of malware, virus, and
malicious code operation by examining case studies and hands-
on interactive analysis of real world samples. The course will also
examine in detail current trends in the threat environment and the
most current attack exploits. Student will use a variety of methods to
investigate current security threats and their mitigation. Topics include
malware morphology, disassembly of malware, ethical hacking methods
on systems including penetration, and trends in the threat-scape.
Prerequisite(s): CIS 4345 or CIS 4346 or approval of department chair.
Lab fees $95.

CIS 4350. Management Information Systems. 3 Semester Credit Hours.
(WI) Investigate management issues related to business information
systems, which are designed to meet the informational needs of
the various business subsystems. Special emphasis on systems
development, security, and privacy and ethics associated with
information systems. Credit will be awarded for only one of the following
courses: ACCT 4350, CIS 4350, or MGMT 4350. Prerequisite(s): Senior
standing.

CIS 4351. IS Project Management. 3 Semester Credit Hours.
This course studies the processes, methods, techniques and tools
that organizations use to manage their information systems projects.
The course covers a systematic methodology for initiating, planning,
executing, controlling, and closing projects. This course assumes
that project management in the modern organization is a complex
team based activity, where various types of technologies (including
project management software as well as software to support group
collaboration) are an inherent part of the project management process.
This course also acknowledges that project management involves both
the use of resources from within the firm, as well as contracted from
outside the organization. Prerequisite: Senior standing or approval of
department chair.
CIS 4352. Structured Query Language. 3 Semester Credit Hours.
Study relational database schema, formulating queries and sub-queries of varying complexity, embedding query statements in a "host" language, and defining and querying data views. Prerequisite(s): CIS 4301 or permission of department chair.

CIS 4360. Strategic Information Systems. 3 Semester Credit Hours.
(WI) This course will explore necessary management actions, which will ensure that information is available, correct, manipulatable, protected, and archived in proper forms to allow for a strategic use of information systems in the enterprise. Throughout this course we will review a set of conceptual frameworks of IT management, and by developing a critical view of two levels of IT management -- strategic and tactical. We will address the value/importance of IT from strategic and tactical perspectives, and the IT management challenges of managing people, processes and technology. Prerequisite(s): Senior Standing or CIS 4350 or Permission of Department Chair.

CIS 4375. Professional Senior Seminar. 3 Semester Credit Hours.
Participate in professional organizations, current events, research and presentations, job market analysis, interviewing, and resume preparation, in order to prepare for the professional certification exam. Prerequisite(s): 24 hours of CIS courses.

CIS 4376. Network Administration. 3 Semester Credit Hours.
Study communications architectures, protocols, and interfaces as related to network operating systems. Examine communications networking techniques, such as circuit switching, packet switching, broadcast networking, and internetworking. Special emphasis on installation, configuration, client handling, basic security, and troubleshooting of a network operating system. Use a modern network operating system in order to gain experience in configuration and administration of a network. Prerequisite(s): CIS 3347 or permission of department chair. Lab fee $95.

CIS 4378. Comprehensive Networking. 3 Semester Credit Hours.
A comprehensive course requiring the student to plan, analyze, design, install, and configure a working computer network. Specifically, the course will focus on the networking technology, including telecommunication basics, Local Area Networking (LAN), wide area networking (WAN), networking operating system configuration, and network analysis, maintenance and administration. Application exercises include the configuration of a network operating system, and network performance analysis and simulation. Prerequisite(s): CIS 3347 or permission of department chair. Lab fees: $95.

CIS 4379. Software Engineering for E-Business. 3 Semester Credit Hours.
This course examines the linkage of organizational strategy and electronic methods of delivering products, services, and exchanges in inter-organizational, national, and global environments. Information technology strategy and technological solutions for enabling effective business processes within and between organizations in a global environment are considered. Students study a software life-cycle model, fundamental software engineering principles, and documentation standards in detail. An E-Business team project is required, which emphasizes the production of high quality software for medium and larger scale projects. Prerequisite(s): (CIS 3340 or CIS 3341 or CIS 3342 or CIS 3343) and senior standing.

CIS 4380. Software Engineering. 3 Semester Credit Hours.
Examine the production of high quality software for medium and larger scale projects. Explore theoretical software engineering research as the basis for a practical approach to developing quality software. Special emphasis on the software life-cycle model, fundamental software engineering principles, and documentation standards in detail. Prerequisite(s): CIS 3340 or CIS 3341 or CIS 3342 or CIS 3343 and senior standing.

CIS 4384. Internship in Computer Information Systems. 3 Semester Credit Hours.
Gain practical work experience as a programmer/programmer analyst. Apply the principles, concepts, and skills learned during the first three years of collegiate training to the field of computer information systems. May be repeated for credit. Prerequisite(s): Permission of internship coordinator or department chair. Field experience fee $75.

CIS 4388. Computer Information Systems Problems. 1-3 Semester Credit Hours.
Explore selected topics in business on technical computer applications, practicum, field project, or other suitable computer studies. Prerequisite(s): Varies with topic or Permission of department chair.

CIS 5090. Computer Information Systems Comprehensive Examination. 0 Semester Credit Hours.
Prepare for and take the CIS comprehensive exam. Students should take this exam in their last semester, their second to last semester, or when all the core classes have been taken. Students taking the thesis option do not need to take this exam.

CIS 5302. Object Oriented Programming. 3 Semester Credit Hours.
This course covers the concepts of object-oriented approach to software design and development. It includes a detailed discussion of programming concepts starting with the fundamentals of data types, control structures, arrays, classes and proceeding to advanced topics such as inheritance and polymorphism, creating user interfaces, and exceptions. Upon completion of this course the students will be able to design and implement applications.

CIS 5304. Data Communications for Managers. 3 Semester Credit Hours.
Examine the management and utilization of data communication technologies including technical components, configurations, applications, protocols, legal issues, software and management issues, Local Area Network (LAN) technologies, and security issues. Upon completion of this course, the students will be able to evaluate, select, and implement different data network options.

CIS 5307. Advanced Systems Analysis and Design. 3 Semester Credit Hours.
Examine system analysis and design processes. Students will be introduced to comparative development methodologies and modeling tools including project management and cost-benefit analysis; information systems planning and project identification and selection; requirements collection and structuring; process modeling; conceptual and logical data modeling; database design and implementation; design of the human-computer interface; system implementation; system maintenance and change management.

CIS 5311. Management Information Systems. 3 Semester Credit Hours.
Study the management and use of information and technology as a resource to create competitive organizations, manage global operations, provide useful products and quality services. Examine intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems.
CIS 5312. Technology Support Management Operations. 3 Semester Credit Hours.
Study issues of organizing and staffing a technical support help desk. Explore the numerous management techniques and operational concepts that businesses and governmental organizations use to manage successful technical support activities. Survey the wide array of commercially available technical support software, and work with the public to deliver technical support in an operational environment.

CIS 5316. Advanced Database Management. 3 Semester Credit Hours.
Examine the methodologies of database management including data models, database design, normalization, SQL/PLSQL, NoSQL, performance and reliability, distributed database, data dictionaries, data integrity, security, and privacy.

CIS 5317. Extensible Markup Language. 3 Semester Credit Hours.
Examine well-formed XML and validated XML documents and the language facilities for working with hierarchical data. Describe and transform XML data to an external presentation using real world problems.

CIS 5319. Business Intelligence Systems. 3 Semester Credit Hours.
Examine the fundamentals of Business Intelligence including concepts, techniques and applications. Special emphasis on Decision Support Systems and other collaborative systems, Data Management, Data Mining, Data Visualization, Expert Systems and Intelligent Systems.

CIS 5320. Information Systems Seminar. 3 Semester Credit Hours.
Explore selected topics in information systems. Topics will vary. May be repeated once for credit as topics vary.

CIS 5325. Unified Modeling Language. 3 Semester Credit Hours.
This course covers Systems Development Life Cycle using the Unified Modeling Language (UML) in an object-oriented software system environment. Topics include modeling the elements, structure, and behaviors of object-oriented software systems using UML. Upon completion of this course, students will be able to use UML to identify objects and classes, capture requirements and define use cases, to extend and enhance visual models, and model the details of object behavior with activity and state-chart diagrams.

CIS 5350. Advanced Methods in Big Data Analytics. 3 Semester Credit Hours.
Study advanced concepts and principles of Big Data Analytics and its role in supporting/enhancing organizational decision making and predictions. Special emphasis on NoSQL Databases, Hadoop Ecosystem, MapReduce, Pig, Hive, Natural Language Processing, Social Network Analysis, and Data Visualization. Prerequisite(s): CIS 5353, Java Programming or permission of department chair.

CIS 5354. Research Methods in Computer Information Systems. 3 Semester Credit Hours.
This course provides an overview of research problems and techniques in information systems. Upon completion of this course, students will be able to formulate a research question; conduct a literature survey; select appropriate research methods to answer their research questions; collect and analyze data.

CIS 5358. Computer Information Systems Problems. 1-3 Semester Credit Hours.
Study selected topics in CIS and perform research within the student's area of interest as directed by the responsible professor. May be repeated as topics vary for a maximum of 6 semester hours. Prerequisite(s): Varies with topic.
CIS 5389. Special Topics in Computer Information Systems. 3 Semester Credit Hours.
Study selected current topics in computer information systems. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic.

CIS 5398. Computer Information Systems Thesis. 1-6 Semester Credit Hours.
Prepare and write the information systems thesis. Scheduled when the student is ready to begin the thesis. No credit until the thesis is accepted. Prerequisite(s): CIS 5382, 18-hours.

**Computer Science (COSC)**

COSC 3304. Topics in Computer Science. 3 Semester Credit Hours.
Explore selected topics in computer science systems including programming languages, programming techniques, or other specialized topics. May be repeated once for credit as topics vary. Prerequisite(s): Varies with topic or permission of department chair.

COSC 3320. Introduction to Software Engineering. 3 Semester Credit Hours.
Study object-oriented software development process, requirements analysis, software design concepts and methodologies, object-oriented programming, and debugging. Prerequisite(s): COSC 2436 or permission of department chair.

COSC 3343. Computer Architecture. 3 Semester Credit Hours. (WI) Hardware and software structures found in modern digital computers. Instruction set architecture, hardwired design of the processor, assembly language programming, microprogramming, I/O and memory units, analysis of instruction usage, and hardware complexity. Prerequisite(s): COSC 2436 or CIS 3332 or CIS 3333 or permission of department chair.

COSC 3351. Data Structures. 3 Semester Credit Hours.
Examine theory and application of commonly used computer data structures, files, file organization and access methods, databases, and other storage and retrieval methods. Prerequisite(s): A programming course in C/C++, Visual Basic, Java, or permission of department chair.

COSC 3360. Ethics in Computing. 3 Semester Credit Hours. (WI) Examine personal and contemporary organizational ethical issues and challenges in the design, development and use of computing technologies in a global environment. Special emphasis on philosophical basis for computer ethics, reliability and safety of computer systems, protecting software and other intellectual property, computer crime and legal issues, and professional codes of ethics such as AIS, ACM, IEEE.

COSC 3380. Operating Systems. 3 Semester Credit Hours.
Examine the design and development of operating systems. Analyze current system software technology, including process management, memory organization, security, and file systems. Prerequisite(s): COSC 2436 or CIS 3330 or CIS 3331 or CIS 3332 or permission of department chair.

COSC 3443. Computer Architecture. 4 Semester Credit Hours. (WI) Hardware and software structures found in modern digital computers. Instruction set architecture, hardwired design of the processor, assembly language programming, microprogramming, I/O and memory units, analysis of instruction usage, and hardware complexity. Prerequisite(s): COSC 2436 or CIS 3332 or CIS 3333 or permission of department chair.

COSC 4301. Database Theory and Practices. 3 Semester Credit Hours.
Examine database concepts and structures. Learn the file and data management principles underlying database construction. Explore fundamental types of database models, with emphasis on relational databases as well as on major non-relational forms. Gain experience in analysis, design, development, and optimization of working database applications on a variety of problems. Special emphasis on small and large system databases. Credit for both CIS 4301 and COSC 4301 will not be awarded. Prerequisite(s): 6 hours of computer science courses or permission of department chair.

COSC 4310. Artificial Intelligence. 3 Semester Credit Hours.
A study of AI programming techniques and tools. Topics include Expert Systems, Neural Networks, Genetic Algorithms, Automatic Programming, heuristic search, and others. Prerequisite(s): CIS 3331 or CIS 3332 or COSC 3333 or permission of department chair.

COSC 4311. Android Application Development. 3 Semester Credit Hours.
This course explores the design and development of mobile applications such as Android, including resources, user interfaces, services, alarms, maps and location based services. Prerequisite(s): CIS 3332 or permission of department chair.

COSC 4340. Analysis of Algorithms. 3 Semester Credit Hours.
Study modern computer algorithms with emphasis on how to select the best algorithm for a task considering the specific computing environment. Examine searching and sorting algorithms for their importance in computing. Special emphasis on efficiency, readability, maintainability, advanced design and analysis techniques, advanced data structures, and graph algorithms. Prerequisite(s): COSC 3351 or concurrent enrollment or permission of department chair.

COSC 4341. Information Technology Security and Risk Management. 3 Semester Credit Hours.
Examine the realm of information assurance and security. Study the fundamental principles, concepts, and common body knowledge of information security. Explore telecommunication and network security, software development and physical security, cryptography, security architecture, operations security, business continuity and disaster recovery planning. Understand the legal and ethical issues in technology security, and risk management.

COSC 4378. Computer Networks. 3 Semester Credit Hours.
A comprehensive course requiring the student to plan, analyze, design, install, and configure a working computer network. Specifically, the course will focus on the networking technology, including telecommunication basics, Local Area Networking LAN, wide area networking (WAN), networking operating system configuration, and network analysis, maintenance, and administration. Application exercises include the configuration of a network operating system, and network performance analysis and simulation. A modern network operating system will be used for extensive hands-on exercises to practice and demonstrate networking skills. Prerequisite(s): CIS 3347 or (COSC 2436 and MATH 2414) or permission of department chair. Lab fees: $95.
COSC 4379. Software Engineering for E-Business. 3 Semester Credit Hours.
This course examines the linkage of organizational strategy and electronic methods of delivering products, services and exchanges in inter-organizational, national, and global environments. Information technology strategy and technological solutions for enabling effective business processes within and between organizations in a global environment are considered. Students study a software life-cycle model, fundamental software engineering principles, and documentation standards in detail. An E-Business team project is required, which emphasizes the production of high quality software for medium and larger scale projects. Prerequisite(s): (CIS 3340 or CIS 3341 or CIS 3342) and senior standing.

COSC 4388. Computer Science Problems. 1-4 Semester Credit Hours.
Explore selected topics in computer science. May be repeated with the permission of the department chair for additional credit when fewer than four credits have been earned. Prerequisite(s): 9 hours of COSC.

COSC 4389. Special Topics in Computer Science. 3 Semester Credit Hours.
(WI) Explore selected topics in computer science, such as artificial intelligence, security, robotics, and human-computer interaction. May be repeated for additional credit with permission of the department chair. Prerequisite(s): 9 hours of COSC.

COUN 5090. Comprehensive Examination. 0 Semester Credit Hours.
Study for and take the behavioral examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

COUN 5300. Behavioral Statistics. 3 Semester Credit Hours.
Study descriptive statistics with inferential statistics, correlation, one-way and two-way analysis of variance, regression analysis and experimental design. Use computer software with emphasis on experience with SPSS.

COUN 5301. Research Methods. 3 Semester Credit Hours.
Study the scientific method of research, types of research and research design. Develop a research project with the assistance of instructor. Prerequisite(s): COUN 5300 or equivalent graduate statistics course or permission of department chair.

COUN 5304. Human Development. 3 Semester Credit Hours.
Study the development of human beings from conception to death. Learn research and theory of physical, cognitive, social and personality development in each of the different age groups, prenatal, infancy, childhood, adolescence, and adulthood also covers related ethical concerns.

COUN 5307. Abnormal Behavior. 3 Semester Credit Hours.
Counselors need to understand the construct of abnormal behavior is a social construction and thus may be defined differently by cultures, families and society. We will examine the theories of abnormal psychology, current research through the lens of a socio-cultural model. We will also examine social and group dynamics that can elicit abnormal behavior from "normal" people. Prerequisite(s): COUN 5350 or permission of department chair.

COUN 5309. Assessment and Treatment of Marital and Family Systems. 3 Semester Credit Hours.
Study evaluative methods and assessment techniques as well as treatment plans and strategies for examining and treating problematic and dysfunctional marital and family systems. Emphasis is placed on case analysis, management and treatment. Prerequisite(s): COUN 5350 and COUN 5356 or permission of department chair.

COUN 5311. Cultural, Minority and Gender Issues. 3 Semester Credit Hours.
Study the interaction of social/cultural groups in America, problems of minorities and ethnic groups, problems related to gender and age, problems within family systems and contemporary sources of positive change also covers related ethical concerns.

COUN 5313. Crisis Intervention and Management. 3 Semester Credit Hours.
Examine the dynamics and treatment of situation crises in various settings. Study theories and approaches to crisis intervention and management. Prerequisite(s): COUN 5350 or permission of department chair.

COUN 5320. Advanced Family Systems Theory. 3 Semester Credit Hours.
Examine theories of family systems in relation to internal functioning and the external environment, including concepts of multi-generational transmission, fusion, emotional cutoff, differentiation, family projection and triangulation among others.

COUN 5350. Foundations of Counseling. 3 Semester Credit Hours.
Study individual and group counseling, testing career planning and placement, referral, and consultation. Examine related theories and concepts with emphasis on counseling skills, as well as history and ethical and professional issues.

COUN 5351. Career Counseling and Guidance. 3 Semester Credit Hours.
Study career counseling and guidance services that focus on occupational, educational, and personal/social issues for general and special populations. Examine theoretical bases for career counseling and guidance, study of organization and delivery of information through individual and group activities, and related ethical concerns. Additional purchase of occupational and education information materials may be required.

COUN 5352. School Counseling Seminar. 3 Semester Credit Hours.
Study comprehensive school counseling and guidance programs. Examine theoretical foundation, knowledge, and skills to prepare the student to implement a counseling and guidance program in an educational (K-12) setting. Covers related ethical concerns. Certification Fee - $150.

COUN 5353. Personality and Counseling Theory Application. 3 Semester Credit Hours.
Investigate personality and counseling theories with an emphasis on how theories influence practice. Special emphasis on applications to various populations, role play, other experiential methods, and related ethical concerns. Prerequisite(s): COUN 5350 or PSYC 5360 or approval of the Department Chair.

COUN 5354. Group Procedure for Counselors. 3 Semester Credit Hours.
Explore group therapy and group procedures with special emphasis on the development of group counseling skills with children, adolescents, adults, special populations, and related ethical concerns while supervised. Prerequisite(s): COUN 5350 and COUN 5357 or permission of department chair.
COUN 5356. Introduction to Family Counseling. 3 Semester Credit Hours.
Learn family systems theory as applied to the study of family dynamics, family development, and the resolution of both family and ethical concerns.

COUN 5357. Methods and Practices in Counseling. 3 Semester Credit Hours.
Study counseling pre-interns to methodology that goes beyond building basic counseling skills and techniques. Learn the basics of professional documentation, treatment planning, legal issues related to counseling, psychological services, and basic business practices. Prerequisite(s): COUN 5350 or PSYC 5360 or approval of the Department Chair.

COUN 5358. Counseling Perspective on Psychopathology. 3 Semester Credit Hours.
Explore psychopathology that includes the history of abnormal behavior and an in-depth study of the specific diagnostic psychological disorders. Emphasis will be on classification systems currently used in clinical settings, treatment alternatives from a counseling perspective, and related ethical concerns. Prerequisite(s): COUN 5350 or PSYC 5360 or approval of the Department Chair.

COUN 5359. Brief Therapy. 3 Semester Credit Hours.
Explore psychopathology that includes the history of abnormal behavior and an in-depth study of the specific diagnostic psychological disorders. Emphasis will be on classification systems currently used in clinical settings, treatment alternatives from a counseling perspective, and related ethical concerns. Prerequisite(s): COUN 5350 or permission of department chair.

COUN 5363. Substance Abuse. 3 Semester Credit Hours.
Study addiction counseling. Special emphasis is given to models of addiction, chemical dependence, process addictions, co-dependence and related ethical concerns.

COUN 5365. Ethical Foundation of Counseling. 3 Semester Credit Hours.
Explore ethical principles of counselors, related codes of ethics, models for ethical decision making, and how to apply them to counseling practice.

COUN 5367. Play Therapy. 3 Semester Credit Hours.
Learn play therapy with an emphasis on developing counseling skills using play as the means of communication and understanding. Study background, history, various play techniques, and related ethical concerns. Prerequisite(s): COUN 5350 or permission of department chair.

COUN 5386. Clinical Mental Health Internship. 3 Semester Credit Hours.
Explore professional activities in counseling and become familiar with a variety of professional activities and resources. Must complete 600 clock hours, of which at least 240 are direct client contact, in no less than two semesters and no more than three semesters. Interns will receive a minimum of 1.5 hours per week of group supervision and 1 hour per week of individual/triadic supervision. Prerequisite(s): COUN 5393 and permission of Practicum/Internship Director. Field experience fee - $75.

COUN 5388. Counseling Problems. 1-3 Semester Credit Hours.
Study of selected problems in counseling. Open to graduate students in counseling who are independently capable of developing a problem in the area of counseling and guidance. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need.

COUN 5389. Special Topics in Counseling. 3 Semester Credit Hours.
Examine current advanced study material on a specialized topic of interest to counseling and psychology. Explore required readings from current counseling and psychology publications and other related periodicals. Course may be repeated for credit as topics vary.

CRIJ 3300. Juvenile Delinquency. 3 Semester Credit Hours.
Study the nature, extent, causation, treatment, and prevention of juvenile delinquency, including a survey of the procedures and operations of the juvenile justice agencies.

CRIJ 3301. Female Offenders. 3 Semester Credit Hours.
Study female offenders in the criminal justice system, including historical perspectives, juvenile offenders, programming and treatment, and prison and community corrections.

CRIJ 3305. Criminology. 3 Semester Credit Hours.
Study and critique various theories of crime causation, including an examination of classical, biological, psychological, and sociological perspectives on the etiology of crime. Maybe crosslisted with SOCI 3305. Only one may be taken for credit.
CRIJ 3310. Criminal Justice Supervision and Management. 3 Semester Credit Hours.
Study theories and principles of supervision as applied to criminal justice agencies including organization, leadership, motivation, human resources flow, and managerial ethics. Prerequisite(s): Junior classification or permission of instructor.

CRIJ 3311. Techniques of Interviewing. 3 Semester Credit Hours.
Study interview and interrogation techniques, including preparation, environmental and psychological factors, legal issues, and ethics.

CRIJ 3315. Criminal Evidence. 3 Semester Credit Hours.
Analyze the procedures and rules of evidence applied to the acquisition, offering, admissibility, and presentation of evidence from the crime scene, courtroom, and appellate court perspectives.

CRIJ 3320. Policing. 3 Semester Credit Hours.
Examine law enforcement, and the role of police in communities and society. Learn to critically evaluate policing as a profession. Special emphasis on dispelling myths and providing tools needed to reach conclusions based upon the available research in the field of police work.

CRIJ 3325. Institutional Corrections. 3 Semester Credit Hours.
Study the structure and function of correctional systems and how various philosophies of correctional treatment affect the operation of confinement institutions.

CRIJ 3330. Community Corrections. 3 Semester Credit Hours.
Study the philosophy, administrative procedures, and operational techniques used in the community based treatment and supervision of offenders.

CRIJ 3340. Homeland Security. 3 Semester Credit Hours.
Study the strategic, legal, policy, operational, and organizational issues associated with the defense of the U.S. homeland from foreign and domestic terrorist threats. Examine the psychology of mass movements, terrorists’ ideology, religion and terror, legal issues in homeland security, weapons of mass destruction, effective interfacing between local, state, and federal agencies, emergency management operations, and dealing with mass casualties.

CRIJ 3345. Criminal Justice in Film. 3 Semester Credit Hours.
Explore the role of film in the development of perceptions and stereotypes of criminals, criminal justice professionals, and victims.

CRIJ 3352. Physical Aspects of Forensic Science. 3 Semester Credit Hours.
Examine various forensic physical sciences and their relation to crime scene investigation and the collection, preservation and identification of evidence. Learn methods of laboratory analysis of fingerprints, firearms, tool marks, documents, and evaluate trace evidence, such as glass, soil, paint, hairs, and fibers.

CRIJ 3353. Biological Aspects of Forensic Science. 3 Semester Credit Hours.
Examine various forensic biological sciences and their relation to crime scene investigation and the collection, preservation and identification of evidence. Learn methods of laboratory analysis including forensic disciplines of pathology, anthropology, odontology, entomology, toxicology, serology, DNA, and blood pattern analysis.

CRIJ 3384. Criminal Justice Field Experience. 3 Semester Credit Hours.
Application and integration of academic content and development of skills within a criminal justice setting. Entry into this course will be arranged with the internship coordinator. May be taken more than once for credit. Field experience fee $75.

CRIJ 4300. Treatment in Corrections. 3 Semester Credit Hours.
Examine the various types of treatment provided in corrections. Students learn about treatment practices and programs used in corrections, with an emphasis on evidence-based practices. Examine research on the effectiveness of treatment programs.

CRIJ 4303. Race, Crime, and Justice. 3 Semester Credit Hours.
Examines racial profiling, immigration, the death penalty in the context of criminal justice practice. Provides current issues regarding the relationship between race and ethnicity and all components of the criminal justice system in the US. One may not take both this course and SOCI 3303 for credit.

CRIJ 4308. Victimology. 3 Semester Credit Hours.
This course includes a comprehensive study of victimization, including the relationship between the victims and offenders, and their interaction with the criminal justice system.

CRIJ 4312. Criminal Justice Ethics. 3 Semester Credit Hours.
(WI) Analyze contemporary ethical issues in crime and justice. Classical and contemporary ethical theories are applied to the discussion of such issues as discretion, corruption, use of force, racism, deception, professionalism, and the nature and meaning of justice.

CRIJ 4315. Criminal Justice Statistics. 3 Semester Credit Hours.
Learn statistical concepts and techniques that can assist in evaluating research. Techniques include measures of central tendency, dispersion, and significance. Examine hypothesis testing using t-tests, ANOVA, and Chi square, and learn to manipulate, analyze, and interpret data using SPSS.

CRIJ 4316. Methods of Criminal Justice Research. 3 Semester Credit Hours.
(WI) Learn the methods of criminological and criminal justice research, with emphasis on research ethics, research design, and methods of data collection and analysis.

CRIJ 4320. Criminal Justice Statistics II. 3 Semester Credit Hours.
Learn intermediate-level statistics used in Criminal Justice research, with focus on statistical analyses commonly used in hypothesis testing with an introduction to measures of association and multivariate analyses. Prerequisite(s): CRIJ 4315 or permission of instructor.

CRIJ 4350. Advanced Investigation. 3 Semester Credit Hours.
Explore advanced criminal and civil investigation, with an introduction to special investigative techniques. Emphasis on crime scene processing, crime scene analysis, forensic evaluations, investigative techniques, and investigative surveys.

CRIJ 4351. Forensic Anthropology. 3 Semester Credit Hours.
Apply the science of physical anthropology to the legal investigative process. Learn to identify human remains, as well as age, sex, ancestry, and stature of those remains and how these are used to help establish positive identification. Special emphasis on skeletal trauma and pathology to determine cause and manner of death. Cross-listed with ANTH 4351; only one may be taken for credit.

CRIJ 4388. Criminal Justice Problems. 3 Semester Credit Hours.
Engage in independent reading, research, and discussion on selected criminal justice topics. Entry into this course will be arranged by the instructor.

CRIJ 4389. Special Topics in Criminal Justice. 3 Semester Credit Hours.
Explore selected criminal justice topics. Topics will vary according to timeliness and special needs. May be taken more than once for credit.
CRIJ 4395. Criminal Justice Senior Seminar. 3 Semester Credit Hours.
Utilize knowledge of the criminal justice system in the capstone of the
criminal justice curriculum. Examine current practices related to
operations, recruitment, testing, training, and law, to prepare for entry to
the criminal justice profession. Prerequisite(s): CRIJ 3305, CRIJ 3310 and
CRIJ 4316. Restricted to senior-year CJ majors.

CRIJ 5090. Criminal Justice Comprehensive Examination. 0 Semester
Credit Hours.
Study and integrate criminal justice knowledge in order to take the
criminal justice comprehensive exam for non-thesis students. Non-thesis
students should register for the comprehensive examination during their
final semester of graduate coursework, or upon permission of advisor. All
comprehensive examinations will be written, but an oral component may
also be required. A maximum of three attempts will be allowed. Thesis
students do not take this examination.

CRIJ 5198. Criminal Justice Thesis. 1-3 Semester Credit Hours.
Prepare and write a graduate thesis in the field of criminal justice. This
course represents a student's initial and continuing thesis enrollment. At
least six total hours is required to complete the thesis requirement. The
student continues to enroll in this course until the thesis is submitted and the
thesis is successfully defended.

CRIJ 5300. Linear Regression. 3 Semester Credit Hours.
Introduces students to statistical concepts and techniques that can
assist them in evaluating research and in engaging in research on the
graduate level. Both bivariate and multiple regression techniques
will provide the main content of the course. Prerequisite(s): 3 hours in
undergraduate or graduate statistics, or consent of instructor.

CRIJ 5301. Advanced Criminology. 3 Semester Credit Hours.
Examine major theoretical perspectives of crime and deviance. Analyze
theories for their logical and empirical adequacy in light of what is known
about the distribution of crime and deviant behavior. Prerequisite(s):
Undergraduate or graduate coursework in Criminology or permission of
instructor.

CRIJ 5302. Philosophy of Law. 3 Semester Credit Hours.
Explores the origin of law, the purpose of law, and law and morality.
Examine different philosophical perspectives influencing law makers, law
enforcers, and judicial decision making.

CRIJ 5303. Race and Ethnicity. 3 Semester Credit Hours.
Examine issues related to racial and ethnic minorities and crime
in America, including perceptions of race, class, offending, and
victimization. Emphasis on disparities in offending, victimization, law
enforcement practices, trial process, and sentencing.

CRIJ 5304. Advanced Methods in Criminal Justice. 3 Semester Credit
Hours.
Study social scientific research methods applied to criminal justice
research, and critically examine research designs and published findings.
Includes an advanced review of procedures and techniques for research in
criminology, law enforcement, courts, and corrections. Prerequisite(s):
Undergraduate or Graduate course in Research Methods or permission of
instructor.

CRIJ 5306. Criminal Justice Program Evaluation. 3 Semester Credit
Hours.
Learn to define program evaluation, the need for program evaluations,
and the methods used to conduct evaluations.

CRIJ 5307. Homeland Security. 3 Semester Credit Hours.
Study strategic, legal, policy, operational, and organizational issues
associated with the defense of the U.S. homeland from foreign and
domestic terrorist threats. Topics include legal issues in Homeland
Security, effective interfacing between local, state, and federal agencies,
emergency management operations, and planned response strategies.
Maybe crosslisted with HLS 5307. Only one may be taken for credit.

CRIJ 5308. Victimology. 3 Semester Credit Hours.
This course includes a comprehensive study of victimization, including
the relationship between the victims and offenders, and their interaction
with the criminal justice system. Students will provide a literature review
on a topic of interest.

CRIJ 5309. Terrorism. 3 Semester Credit Hours.
Examine the definitions, history, beliefs, practices, organizational
structure, and conflicts involved in terrorist activities. Address funding
and criminal connections with terrorist organizations, efforts at
counterterrorism as well as the psychological aspects of suicide
terrorism.

CRIJ 5310. Criminal Justice System. 3 Semester Credit Hours.
Examine the criminal justice system in the United States, with a systemic
approach to the study of criminal justice and the interrelationships of the
various components. Special emphasis on the social and political issues
related to the criminal justice system.

CRIJ 5311. Logistic Regression. 3 Semester Credit Hours.
Introduces students to logistic regression models for estimating discrete
or categorical variables. Prerequisite: 3 hours in CRIJ 5300, or consent of
instructor.

CRIJ 5312. Treatment in Corrections. 3 Semester Credit Hours.
Study the various types of treatment provided in corrections. Learn about
treatment programs used in correctional institutions and community
corrections, with an emphasis on evidence-based treatment.

CRIJ 5315. Graduate Proseminar. 3 Semester Credit Hours.
Introduces students to the department and faculty. Emphasis placed
on effective study habits and writing skills associated with research, as
well as other activities/parameters that will assist the student in being
successful in the program. This course is cross-listed with HLS 5315;
only one may be taken for credit.

CRIJ 5321. Leadership and Supervision. 3 Semester Credit Hours.
Examine leadership and organizational theories focused on identifying
problems and solutions in criminal justice management. The case study
method and current literature provide experiences on how leadership
styles, human resources, and the organizational environment impact
management decisions. Maybe crosslisted with HLS 5321. Only one may
be taken for credit.

CRIJ 5322. Advanced Criminal Justice Ethics. 3 Semester Credit Hours.
Study the practical implications of moral philosophy and ethics in a free
society during the day-to-day administration of a criminal justice agency.

CRIJ 5389. Special Topics in Criminal Justice. 3 Semester Credit Hours.
Examine selected topics related to criminal justice. This course may be
repeated when topics vary, for additional course credit.
Economics (ECON)
ECON 3301. Intermediate Macroeconomics. 3 Semester Credit Hours.
Study of the aggregate economy introduced in Economics 2301 with emphasis on theory. Learn the Classical and Keynesian systems, general equilibrium theories, economic growth, and public policy in a global setting. Prerequisite(s): ECON 2301.

ECON 3302. Intermediate Microeconomics. 3 Semester Credit Hours.
Explore advanced studies of microeconomic theory. Special emphasis on consumer behavior, production and cost theory, market structure, and factor markets. Prerequisite(s): ECON 2302.

ECON 3303. Money and Banking. 3 Semester Credit Hours.
Study the structure and functions of financial markets and financial intermediaries, the behavior and pattern of interest rates, the basic concepts of commercial bank management, the nature of money and the role of the Federal Reserve in its creation, the basic structure of the economy and the impact of monetary actions on this structure. Credit for both FIN 3303 and ECON 3303 will not be awarded. Prerequisite(s): FIN 3301.

ECON 3304. Environmental Economics. 3 Semester Credit Hours.
Study the economics of the natural environment. Economic tools and issues such as social cost, externalities, cost-benefit analysis, property rights, and state and federal environmental policies will be examined with emphasis on problems associated with water pollution, waste disposal, and society’s burden of social costs. Prerequisite(s): 3 hours ECON.

ECON 3305. Economics in Financial Markets. 3 Semester Credit Hours.
Study the aggregate financial system and capital markets and the impact these have on financial intermediaries. Particular emphasis on flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FIN 3304 and ECON 3305 will not be awarded. Prerequisite(s): FIN 3301 and ECON 3303.

ECON 3306. Political Economy. 3 Semester Credit Hours.
Study the historical, philosophical, and theoretical relationships between the state and the economy. Credit for both POLI 3306 and ECON 3306 will not be awarded. Prerequisite(s): 3 hours of ECON and 6 hours of POLI or permission of instructor.

ECON 4301. International Economics. 3 Semester Credit Hours.
Analyze international economic theory and policy, the foundations of modern trade theory and its extensions, welfare effects of tariffs and non-tariff barriers, commercial policies of the United States, trade policies of developing countries, multinationals, balance of payments, and foreign exchange markets. Prerequisite(s): 3 hours ECON.

ECON 4302. Economic Development of the US. 3 Semester Credit Hours.
Survey of the economic development of the United States from colonial times to the present. Credit for both ECON 4302 and HIST 4302 will not be awarded. Prerequisite(s): ECON 1301 or ECON 2301 and 6 hours HIST.

ECON 4310. Managerial Economics. 3 Semester Credit Hours.
Study economic theory and methodology in business and administrative decision-making. Learn the tools of economic analysis and their use in formulating business policies. Particular emphasis on profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Credit for both FIN 4310 and ECON 4310 will not be awarded. Prerequisite(s): FIN 3301.

ECON 4321. Development of Rural Areas. 3 Semester Credit Hours.
Study the fundamental causes of economic decline in rural areas. Learn application of economic principles and theory to problems of rural areas. Evaluate current methods, and public programs for economic development, with special emphasis on applications of analytical methods to development problems. Prerequisite(s): ECON 2302.

ECON 4365. Intermediate Economics. 3 Semester Credit Hours.
Discuss the American free enterprise system, the nation’s economy and its strengths and weaknesses. Examine professional journals, articles, books and reports by the government and private sources, in order to coordinate and apply the analytical knowledge acquired during the period of study. Prerequisite(s): Macroeconomics and microeconomics, college algebra or MATH 3309 or permission of instructor.

ECON 4388. Economic Problems. 1-3 Semester Credit Hours.
Study of selected problems in economics. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Entry into this course will be arranged with the Economics counselor.

ECON 5308. Managerial Economics. 3 Semester Credit Hours.
Study economic theory and methodology to business and administrative decision-making. Utilize the tools of economic analysis to demonstrate and formulate business policies. Particular emphasis on profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Credit for both FIN 5308 and ECON 5308 will not be awarded.

ECON 5359. Economic Applications Issues. 3 Semester Credit Hours.
Examine the application of economic theory in the firm (micro) and in the overall economy (macro), in-depth research and analysis of current economic issues through critical examination of the professional literature and the current environment of business government.

ECON 5364. Global Commerce Seminar. 3 Semester Credit Hours.
Focus on global competitive challenges facing business management teams. Evaluate how companies have strategically entered and developed international markets and managed global diversification. Learn to analyze international market potential, assess business risks and become familiar with institutions and national policies directing international trade.

ECON 5388. Economic Problems. 1-3 Semester Credit Hours.
Study selected problems in economics. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need.

Education (EDUC)
EDUC 3300. World Regional Geography for Educators. 3 Semester Credit Hours.
Examine practices for teaching World Regional Geography. Required for a Bachelor of Science degree in Interdisciplinary Studies and for teacher certification. Must be completed before students attempt the TExES, the teacher certification exam, and before student teaching.

EDUC 3315. Literacy Instruction for Bilingual Classroom. 3 Semester Credit Hours.
Examine knowledge and skills required to teach limited English language learners, with an emphasis on program implementation, curriculum, materials, oral language, literacy development and assessment strategies. Spanish and English will be spoken in this class. Prerequisite(s): Passing scores on the BTLPT – Spanish (Bilingual Target Language Proficiency Test) – Spanish, EDUC 3325, EDUC 3320 and READ 3311.
EDUC 3320. Professional Development in Learner Centered Schools. 3 Semester Credit Hours.
Examine students in learner centered schools. Study lesson planning, learning styles and strengths of diverse learners, learner-centered instruction, instructional strategies, lesson plans, TEKS educational equality, and the professional standards of educators. Technology lab and documentation of field experiences are required. Certification Fee - $150.

EDUC 3325. Fundamentals of Bilingual and English as a Second Language Education. 3 Semester Credit Hours.
Examine history, philosophies, theoretical, and legal foundations regarding Bilingual/English as a Second Language education. Learn the knowledge and skills required to teach English Language Learners, with an emphasis on instructional strategies. Prerequisite(s): EDUC 3320.

EDUC 3330. Professional Development II: Effective Instruction. 3 Semester Credit Hours.
Examine the relationship between the state-adopted curriculum, learner-centered proficiencies, and best practices. Study lesson cycles, models of learning, instruction, uses of technology, assessment, classroom management, micro-teaching and field experience. Classroom management lab and documentation of field experiences are required. Prerequisite(s): EDUC 3320 and admission to the Teacher Education Program.

EDUC 3340. Mathematics Instruction for Classroom Teachers. 3 Semester Credit Hours.
Study for preservice educators to plan, organize, deliver, and evaluate developmentally appropriate educational strategies and instructional techniques in teaching mathematics to diverse learners. Design responsive instruction appropriate for all learners which reflects an understanding of relevant mathematics content, promotes active engagement, and is based on continuous and appropriate assessment.

EDUC 3350. Science Instruction for Classroom Teachers. 3 Semester Credit Hours.
Study for preservice educators to plan, organize, deliver, and evaluate developmentally appropriate educational strategies and instructional techniques in teaching science to diverse learners. Design responsive instruction appropriate for all learners which reflects an understanding of relevant science content, promotes active engagement, and is based on continuous and appropriate assessment.

EDUC 3355. The Arts for Educators. 3 Semester Credit Hours.
This methods course is concerned with providing experience for preservice educators to plan, organize, deliver, and evaluate developmentally appropriate educational strategies and instructional techniques in teaching the arts to diverse learners. The students design responsive instruction appropriate for all learners which reflects an understanding of relevant music, art and theater content, promotes active engagement, and is based on continuous and appropriate assessment.

EDUC 4304. Early Childhood Environments Professional Development III. 3 Semester Credit Hours.
Study all aspects of classroom management, including the physical environment and use of centers for diverse groups of early elementary students. Examine current issues related to early childhood education. Demonstrate developmentally appropriate effective teaching practices in field-based setting. Prerequisite(s): Admission to the Teacher Education Program, Application for Practicum, READ 3330, EDUC 3325, EDUC 3330, EDUC 3340 and EDUC 3350; Concurrent enrollment in READ 4304, READ 4305 and EDUC 4320. Field experience fee $75.

EDUC 4305. Language Concepts and Proficiencies in a Bilingual Classroom. 3 Semester Credit Hours.
Examine curriculum requirements as applicable to bilingual education, language concepts and proficiencies needed for teaching language arts, math, science, and social studies in bilingual classrooms. Evaluate commercial and research-based programs in order to adapt materials for students with varying degrees of language and literacy proficiency. Field experiences required. Prerequisite(s): Passing scores on the BTLPT – Spanish (Bilingual Target Language Proficiency Test-Spanish), EDUC 3325, EDUC 3315, READ 3311 and READ 3335.

EDUC 4315. Elementary Curriculum, Assessment and Instruction. 3 Semester Credit Hours.
Implement assessment-driven instruction and curricular design in interdisciplinary contexts. Apply knowledge of developmental stages, learner needs, and the stated expectations of TEKS in the core content areas to design, implement, and evaluate an interdisciplinary curriculum. Study effective teaching practices, problem based learning and technology applications. Pre-requisites EDUC 3320, EDUC 3330 and concurrent enrollment in EDUC 4304, READ 4304 and READ 4305.

EDUC 4320. Social Studies Instruction for Teachers. 3 Semester Credit Hours.
This methods course is concerned with providing experience for preservice educators to plan, organize, deliver, and evaluate developmentally appropriate educational strategies and instructional techniques in teaching Social Studies to diverse learners. The students design responsive instruction appropriate for all learners which reflects an understanding of relevant content, promotes active engagement, and is based on continuous and appropriate assessment. Emphasis is on integration of content.

EDUC 4325. History for Educators. 3 Semester Credit Hours.
This methods course is concerned with providing experience for pre-service educators to plan, organize, deliver, and evaluate developmentally appropriate educational strategies and instructional techniques in teaching US, Texas and world history to diverse learners. The students design responsive instruction appropriate for all learners which reflects an understanding of relevant history content, promotes active engagement, and is based on continuous and appropriate assessment.

EDUC 4330. Professional Development III. 3 Semester Credit Hours.
Field-based and practicum experiences are required in school settings, where students plan units of instruction, examine various models of instruction, analyze classroom management strategies, and demonstrate competencies in effective teaching practices. Prerequisite(s): Admission to the Teacher Education Program, EDUC 3330 and READ 3335. Field experience fee - $75.

EDUC 4335. Issues in Professional Development. 3 Semester Credit Hours.
Learn to synthesize and validate concepts encountered during clinical teaching. Emphasis on professional issues related to teaching and the school environment. Prerequisite(s): Admission to Clinical Teaching and successful completion of designated content area Texas Examination of Educator Standards (TExES). Field experience fee - $75.
EDUC 4340. Technology Application and Integration for Classroom Teachers. 3 Semester Credit Hours.
Study for preservice educators to plan, organize, deliver, and evaluate instruction for diverse learners through the effective use and integration of current technology. Use of technology for ethical and professional communication with colleagues, community, and students. Prerequisite(s): Admission to Clinical Teaching; successful completion of designated content area Texas Examination of Educator Standards (TExES); concurrent enrollment in EDUC 4691 and EDUC 4335 or permission of department chair.

EDUC 4384. Classroom Teaching Internship. 3 Semester Credit Hours.
Explore supervised field-based activities in public school classrooms. Major emphasis is placed on the development of instructional strategies and professional practices designed to improve teaching performance. May be repeated for credit. Prerequisite(s): Admission to Teacher Education Program. Field experience fee - $75.

EDUC 4388. Education Problems. 1-3 Semester Credit Hours.
Study of selected problems in education. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Prerequisite(s): Junior or senior standing, admission to the Teacher Education Program and permission of Curriculum and Instruction Program Coordinator.

EDUC 4691. Clinical Teaching. 6 Semester Credit Hours.
Explore supervised clinical teaching in the public schools at the appropriate level (1-18). A demonstration of proficiency in the application of effective teaching practices and classroom management strategies is required. Prerequisite(s): Admission to Clinical Teaching and the successful completion of designated content area of the Texas Examination of Educator Standards (TExES); Concurrent enrollment in EDUC 4335 and EDUC 4340*, or permission of department chair. *7-12 math students may take MATH 3315 in place of EDUC 4340. Field experience fee - $75.

EDUC 5090. Education Comprehensive Examination. 0 Semester Credit Hours.
Study and take the education examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

EDUC 5198. Education Thesis. 1-6 Semester Credit Hours.
Independent research course in which a student proposes and completes an original, quantitative research project. Scheduled when the student is ready to begin thesis. No credit awarded until proposal and thesis are complete. Prerequisite(s): Completion of all other coursework required for the degree and consent of the major professor or permission of department chair.

EDUC 5300. Foundations and History of Education. 3 Semester Credit Hours.
Examine history of education in the United States through a study of the philosophical, historical, psychological and social foundations of curriculum. Emphasis is on the development of a philosophy of education and critical thinking about issues in education. Students must complete this course within the first twelve semester hour of graduate study.

EDUC 5301. Readings in Professional Development. 3 Semester Credit Hours.
Examine current issues in the professional development of educators. Study models of professional development, impact of professional development on public school student achievement, effective evaluation of professional development, and identification of best practice in writing and evaluating research with an emphasis on literature reviews.

EDUC 5302. Cultural Diversity in Schools and Community. 3 Semester Credit Hours.
Examine various dimensions of culture related to teaching, learning, and support services in the community. Study ethnicity, socio-economic status, language, gender, religion, age, and exceptionality.

EDUC 5304. Human Development. 3 Semester Credit Hours.
Analyze human behavior with emphasis on the child, adolescent, and adult learner. Develop insight and social and cultural forces in the formation of personality, the self, and roles in group membership.

EDUC 5306. Adult Education. 3 Semester Credit Hours.
Examine philosophy and concepts of adult education including the role of the adult educator, setting of objectives, integration of adult learning with career goals or changes and assessment of educational needs of adults.

EDUC 5311. Methods of Effective Teaching. 3 Semester Credit Hours.
Study research on effective teaching practices with an emphasis on direct instruction. Learn mastery learning, assessment of learning and use of assessment to guide instruction. Apply technology and effective teaching practices to the design and delivery of instruction. Technology lab is required. Certification Fee - $150.

EDUC 5312. Language and Social Studies Seminar. 3 Semester Credit Hours.
Learn to teach Social Studies through the application of the writing process, reading/writing connections, and children's literature. Prerequisite(s): 18 hours of professional education course work.

EDUC 5314. Creating and Managing Learning Environment. 3 Semester Credit Hours.
Learn to create and maintain a positive learning environment. Study cultural dimensions of classroom management, motivating student achievement, fostering cooperation among students, reinforcing appropriate behavior, and ethics and law governing teacher-student relations. Apply teaching and classroom management practices in a clinical laboratory setting.

EDUC 5322. Teaching Mathematics and Science. 3 Semester Credit Hours.
Study methods and materials for the teaching of math and science. Emphasis will be on helping teachers become more effective in teaching math and science by developing questions, investigations, speculations, and explorations that reflect not only the content of each area of study, but the process involved in learning.

EDUC 5334. Curriculum for Early Childhood. 3 Semester Credit Hours.
Study early childhood education curriculum and practices. Examine current trends in early childhood curriculum with an emphasis on the modifications needed to ensure the success of all young children. Prerequisite(s): 18 hours of professional educational course work.

EDUC 5338. Curriculum Design and Implementation. 3 Semester Credit Hours.
Explore curriculum selection, design, implementation, and evaluation processes within the classroom and school district settings. Study factors that influence curriculum decision-making processes and a review of theories of curriculum development. Major emphasis on curriculum alignment and curriculum auditing.
EDUC 5340. Evidence Based Teaching. 3 Semester Credit Hours.
In this course, participants will learn about various instructional strategies to enhance learning experiences in education. The class will cover appropriate methods and techniques from basic principles of learning and brain-based/whole-brain techniques. The course will also foster the development of working skills needed in cooperative planning, selecting, and organizing teaching materials, utilization of the environment, individual and group guidance, and evaluation activities.

EDUC 5345. Advanced Instructional Strategies for Diverse Learners. 3 Semester Credit Hours.
Study appropriate methods and techniques from basic principles of learning. Develop working skills needed in cooperative planning, selecting, and organizing teaching materials, utilization of the environment, individual and group guidance, and evaluation activities.

EDUC 5350. Assessment and Interpretation for Education Leaders. 3 Semester Credit Hours.
Examine assessment as a process with emphasis on assessment of student achievement and on data interpretation for the purpose of improving instruction.

EDUC 5355. Effective Instructional Programs. 3 Semester Credit Hours.
Study research-based best instructional and curricular practices and the evaluation and enhancement of instructional and curricular programs related to identified best practices.

EDUC 5360. The Gifted Learner. 3 Semester Credit Hours.
Study characteristics and needs of gifted and talented students as they relate to both school and family settings. Different models and programs for gifted education will be studied. Formal and informal identification procedures will be examined in line with federal and state guidelines.

EDUC 5362. Creativity In the Classroom. 3 Semester Credit Hours.
Study theories and models of creativity. Emphasis will be given to identifying the creative potential of students in all classrooms. Examine and develop instructional processes which accommodate the needs of creative learners. Prerequisite(s): EDUC 5360.

EDUC 5364. Curriculum and Material Development For Gifted Learners. 3 Semester Credit Hours.
Study a comparison of regular and gifted curricula with a focus on developing an interdisciplinary curriculum for gifted learners. Examine and evaluate existing materials and equipment which support instruction for the gifted in both regular and special programs. Emphasis will be on developing and evaluating teacher constructed materials. Prerequisite(s): EDUC 5360.

EDUC 5366. Instruction and Evaluation For Gifted Learners. 3 Semester Credit Hours.
Analyze methods of determining specific learning styles and talents, with emphasis placed on implementing appropriate instruction for programs. Learn methods and tools of informal and formal evaluation and assessment. Prerequisite(s): EDUC 5360 and EDUC 5364.

EDUC 5369. Education Seminar. 1-3 Semester Credit Hours.
Presentation of project proposal, implementation, and conclusions. Must be repeated a minimum of 3 times for 1 hour credit each semester to complete masters project. Student must be continuously enrolled until the graduate project is completed.

EDUC 5370. Techniques of Research. 3 Semester Credit Hours.
Explore fundamental concepts and tools of research applied to psychological and educational problems. Study rationale of research, analysis of problems, library skills, sampling, appraisal instruments, statistical description and inference, writing the research report, and representative research designs.

EDUC 5384. Teaching Internship. 3 Semester Credit Hours.
Gain field-based experience in classroom teaching. Interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a school classroom. Prerequisite(s): Admission to a teacher certification program; satisfactory performance in the professional development courses preceding the internship. May be repeated for credit. Field experience fee - $75 or Internship fee - $1500 (effective fall 2016).

EDUC 5385. Teaching Internship II. 3 Semester Credit Hours.
Explore a supervised field-based experience in classroom teaching. Interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a school classroom. Prerequisite(s): Admission to a teacher certification program at TAMUCT; satisfactory performance in the professional development courses preceding the internship; Second semester Prerequisite(s): EDUC 5384. Field experience fee - $75 or Internship fee - $1500 (effective fall 2016).

EDUC 5388. Special Education Problems. 1-6 Semester Credit Hours.
Study of selected problems in special education. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Open to graduate students who are capable of developing a problem independently. Prerequisite(s): Graduate major in Education.

EDUC 5389. Special Topics In Education. 3 Semester Credit Hours.
Examine different topics each semester with a focus on such subjects as the gifted student, the education of culturally disadvantaged, teacher evaluation, or other selected topics concerning the teaching/learning process. This course may be repeated for credit as topic changes. Prerequisite(s): Permission of instructor.

EDUC 5391. Gifted Education Practicum. 3 Semester Credit Hours.
Supervise professional activities in gifted and talented programs. Students will be required to demonstrate competence in the process of delivering a synergistic gifted and talented program. Prerequisite(s): Successful completion of EDUC 5360, EDUC 5362, EDUC 5364 and EDUC 5366.

Educational Leadership (EDLD)

EDLD 5090. Educational Leadership Comprehensive Examination. 0 Semester Credit Hours.
Study for and take the educational leadership exam for non-thesis students. Non-thesis students should register for the comprehensive examination during their final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

EDLD 5198. Educational Leadership Thesis. 1-6 Semester Credit Hours.
Prepare for and write the educational leadership thesis for graduate students. Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisite(s): Completion of all other coursework required for the degree and consent of the major professor or permission of department chair.

EDLD 5300. Foundations of Educational Leadership. 3 Semester Credit Hours.
Study lenses of power, influence, ethics, and leadership theory. Compare personal diagnoses of leadership, learning, and personality strengths to the knowledge and skill set needed for leadership of pre-K schools. Prerequisite(s): Admission to program and approval of program coordinator. Certification Fee - $150.
EDLD 5301. Research in Educational Leadership. 3 Semester Credit Hours.
Study the fundamentals of research with emphasis on research terminology, design, methodology, data collection, ethics, psychometric measurement qualities, and quantitative and qualitative research paradigms. Develop research and evaluation skills necessary to become critical consumers and producers of research in prek-12 schools. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5307. Leadership of Human Resources. 3 Semester Credit Hours.
Examine supervision and evaluation of faculty and staff in prek-12 schools. Study effective supervisory and evaluation approaches for the development of a continuous improvement learning culture for faculty and staff. The Texas Teacher Evaluation and Support System (T-TESS), a state-required teacher appraiser certification course, is included. $75 T-TESS certificate fee. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5309. Legal Issues in School Leadership. 3 Semester Credit Hours.
Explore legal issues impacting the administration of prek-12 schools. Understand the ethical application of legal principles found in relevant constitutional, statutory, administrative, and case law. Learn how these laws and principles determine operation, organization, and administration of prek-12 schools. Special emphasis is placed on the relationship of state and federal law. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5310. Special Educational Law. 3 Semester Credit Hours.
Examine the legal framework for special education in the United States. Understand federal constitutional provisions, federal and state statutes, and federal and state judicial decisions affecting special education, including the rules and regulations for the various federal and state agencies.

EDLD 5316. Leadership of Effective Instruction. 3 Semester Credit Hours.
Develop instructional practice in prek-12 schools with the use of data analysis, learning strategies, special programs support, technology integration, and coaching protocols. Special emphasis on maintaining a continuous improvement cycle to ensure equity and engagement of all students. Advancing Educational Leadership (AEL), a state-required teacher appraiser certification course, is included. $75 AEL certificate fee. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5317. Public School Finance and Fiscal Management. 3 Semester Credit Hours.
Study the principles of school finance, budgeting, and accounting procedures used in school districts. Special emphasis is placed on the development of a working knowledge of the history of school finance, current and emerging financial issues, litigation, budget development, fiscal policy, and accountability. Prerequisite(s): EDLD 5318 and EDLD 5336 or permission of department chair. Certification Fee - $150.

EDLD 5318. Administrative Law and Personnel Administration. 3 Semester Credit Hours.
A comprehensive study of public school law as it relates to contractual and at-will personnel. Emphasis is placed on advertising, interviewing, selecting, and evaluating personnel. Special attention is given to Equal Employment Opportunity guidelines, Federal Right to Privacy Act, employee contracts, induction, and recordkeeping. Prerequisite(s): Superintendent Certificate Program admission or permission of department chair.

EDLD 5319. The School Superintendency. 3 Semester Credit Hours.
Examine the roles and responsibilities of the chief school administrator. Emphasis is placed on the range of leadership skills that executive leadership utilize to work with the community, school board, professional staff, and students in development of a capacity-building culture and district vision. Prerequisite(s): EDLD 5318 and EDLD 5336 or permission of department chair.

EDLD 5335. Educational Planning and Resource Development. 3 Semester Credit Hours.
Develop a sustainable leadership process and examine the role of leadership in educational planning. Study strategic planning and the use of district’s major administrative systems and resources to fulfill organizational goals. Prerequisite(s): EDLD 5317, EDLD 5318, EDLD 5319 and EDLD 5338 or permission of department chair.

EDLD 5336. Instructional Development and School Improvement. 3 Semester Credit Hours.
Examine state policy affecting instructional improvement on public school campuses. Special emphasis is placed on results-based accountability systems. Explore curriculum planning and evaluation, professional development, student assessment, and data analysis utilized to develop and sustain a learning system that meets the needs of all students. Prerequisite(s): Superintendent Certificate Program admission or permission of department chair.

EDLD 5339. Processes of Educational Leadership. 3 Semester Credit Hours.
Study effective organizational processes in prek-12 schools. Special emphasis on learning organization strategies, exemplary leadership practices, and collaborative action tools, in order to support the development of a flexible and creative culture continuously engaged in school improvement. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5340. School-Community Relationships. 3 Semester Credit Hours.
Examine school resources in support of school improvement. Develop integrated continuous improvement processes supported by optimal allocation of financial, human, technological, facility, time, and other campus resources. Special emphasis on developing a safe and engaging school learning environment. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5342. Leadership of Campus Resources. 3 Semester Credit Hours.
Examine school resources in support of school improvement. Develop integrated continuous improvement processes supported by optimal allocation of financial, human, technological, facility, time, and other campus resources. Special emphasis on developing a safe and engaging school learning environment. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5345. Leadership of Curriculum Systems. 3 Semester Credit Hours.
Study curriculum systems in prek-12 schools. Learn to create, integrate, implement, and evaluate curriculum. Special emphasis on curriculum leadership and decision making that link student developmental needs with high levels of learning, and supporting teachers in the curriculum implementation process. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5355. Leadership of Diverse Learning Communities. 3 Semester Credit Hours.
Study diverse prek-12 school communities with an emphasis on ethical issues dealing with leadership, governance, and policy development. Develop processes for identifying and ameliorating issues associated with demographic and cultural differences. Learn to facilitate internal and external community engagement to achieve equity and excellence within the school system. Prerequisite(s): Admission to program and approval of program coordinator.
EDLD 5360. Educational Leadership Applications. 3 Semester Credit Hours.
Apply leadership theory to campus leadership practice. Analyze critical issues in school leadership through the integration of the roles of the principle with professional experience. Master's degree comprehensive exam preparation and Principal Practicum planning are included. Prerequisite(s): Admission to program and approval of program coordinator.

EDDD 5388. Problems. 1-3 Semester Credit Hours.
Open to graduate students who are capable of developing a problem independently. Problems are chosen by the student and approved in advance by the instructor. Prerequisite(s): Full admission into the Office of Graduate Studies and a graduate degree or certification program.

EDLD 5389. Special Topics In Educ Admin. 3 Semester Credit Hours.
An examination of different topics each semester with a focus on contemporary issues in Educational Administration and leadership. This course may be repeated for credit as the topic changes.

EDLD 5391. Superintendent Practicum. 3 Semester Credit Hours.
Demonstrate competent professional practice through supervised activities in the culminating experience for the Superintendent Certificate Program. Implement an action plan for professional growth and school district improvement based on state standards and leadership practices. For satisfactory completion of practicum requirements, course may be repeated one time. Only 3 semester hours of coursework can be used to satisfy certification requirements. Field experience fee - $75. Prerequisite(s): EDLD 5317, EDLD 5318 and EDLD 5319 or permission of program coordinator.

EDLD 5392. Principalship Practicum 1. 3 Semester Credit Hours.
The Principalship Practicum 1 course is delivered the first semester of the two-semester practicum experience. Candidates in the course will demonstrate competent professional practice through supervised activities in the culminating experience for the MEd/Principal Certificate Program. Candidates will also implement an action plan for professional growth and school improvement based on state standards and leadership practices. For satisfactory completion of practicum requirements, course may be repeated one time. Field experience fee - $75. Prerequisite(s): Admission into program and approval of program coordinator.

EDLD 5393. Principalship Practicum 2. 3 Semester Credit Hours.
The Principalship Practicum 2 course is delivered the second semester of the two-semester practicum experience. Candidates in the course will demonstrate competent professional practice through supervised activities in the culminating experience for the MEd/Principal Certificate Program. Candidates will also implement an action plan for professional growth and school improvement based on state standards and leadership practices. For satisfactory completion of practicum requirements, course may be repeated one time. Field experience fee - $75. Prerequisite(s): Admission into program and approval of program coordinator.

Educational Technology (EDTE)

EDTE 3300. Desktop Publishing in Classroom. 3 Semester Credit Hours.
Explore applications relating to digital graphics, printing techniques, animation products, and editing tools used in desktop publishing. Analyze K-12 Technology Applications Texas Essential Knowledge and Skills (TEKS) and create a variety of desktop publishing products for use in future classrooms.

EDTE 3305. Multimedia in the Classroom. 3 Semester Credit Hours.
An application of multimedia, graphics, and animation tools used for teaching Technology Applications. Students will apply appropriate techniques and strategies to create lesson plans and examples for use in the classroom. Prerequisite(s): EDTE 3300.

EDTE 3315. Teacher Technology Application. 3 Semester Credit Hours.
Explore field based opportunities in area schools for students to observe technology applications teachers at all levels (EC-12) and explore computer lab management in K-12 learning environments. Prerequisite(s): EDTE 3305 and EDUC 3320.

EDTE 4300. Video in the Classroom. 3 Semester Credit Hours.
Learn to teach video, graphics, and animation in K-12 Technology Applications classes. Apply tools and techniques for integrated video technology to enhance the learning environment and prepare exemplary videos and lesson plans for future classroom use. Prerequisite(s): EDTE 3315, EDUC 3320 and admission to Teacher Education Program.

EDTE 4305. Web Mastering. 3 Semester Credit Hours.
Explore and use Web technology in educational settings. Study appropriate technologies and techniques to plan and implement Web based instructional products for use in the K-12 classroom. Create lesson plans and exemplar products appropriate for teaching Technology Applications in Web mastering. Prerequisite(s): EDTE 4300 and EDUC 3330.

EDTE 4310. Learning, Leading and Assessment. 3 Semester Credit Hours.
Study K-12 learning outcomes, data analysis, instructional decision making, and mentoring skills necessary for peer support. Apply tools for enhancing professional growth and productivity and use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite(s): EDUC 3330.

EDTE 4388. Educational Technology Problems. 1-3 Semester Credit Hours.
Study of selected problems in educational technology. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Open to students of Junior or senior standing who have been admitted to the Teacher Education Program and permission of instructor and Curriculum and Instruction Program Coordinator.

EDTE 5348. K-12 Educational Technology. 3 Semester Credit Hours.
This course focuses on K-12 learning outcomes, data analysis, and instructional decision making. Mentoring skills necessary for peer support are also explored. Students will apply tools for enhancing their own professional growth and productivity and will use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments.

EDTE 5349. Educational Media and Technology. 3 Semester Credit Hours.
Examine the role of technology in school settings and explore available technologies and the applications for instruction. Focus is on Web 2.0 applications for communication and collaboration that expand and extend learning environments.

EDTE 5350. Teaching Desktop Publishing. 3 Semester Credit Hours.
Integrate tools of desktop publishing and graphic applications to successfully demonstrate knowledge and skills needed to teach Desktop Publishing. Explore current research in the area of technology applications. Apply tools for enhancing professional growth and productivity and use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite(s): EDTE 5349.
EDTE 3350. Discourse Theory & Application. 3 Semester Credit Hours.
Students will receive instruction and training in written discourse theory and practice as appropriate and necessary preparation for tutoring in the University Writing Center and/or the English and Languages Department Language Arts Lab. Students must receive prior permission to enroll. Prerequisite(s): ENGL 1301, ENGL 1302, 6 hours sophomore ENGL, and permission of Writing Program Director and Writing Center Directors.

ENGL 3303. Western Literature I. 3 Semester Credit Hours.
(WI) A survey of Western Literature from ancient times through the Renaissance. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3304. Western Literature II. 3 Semester Credit Hours.
(WI) A survey of Western Literature from the Enlightenment to the Present. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3305. Critical Analysis of Lit. 3 Semester Credit Hours.
(WI) A study of contemporary criticism as it relates to the study of form, theory, and content of fiction, nonfiction, drama, poetry, and other artistic expression. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3306. Readings in Adolescent Lit. 3 Semester Credit Hours.
A survey of literature with a focus on teenage audiences. Readings include both the classics and contemporary selections. Study is concerned with increasing student understanding of unique aspects of adolescent literature and its application in public school curricula. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3309. Tech Writing & Document Design. 3 Semester Credit Hours. (WI) The process of developing technical information, including researching, drafting, editing, revising, and designing technical reports, proposals, manuals, job application documents and professional correspondence for specific audiences, using word processing and graphic applications. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3310. Technical Writing & Editing. 3 Semester Credit Hours.
(WI) Study of advanced technical communication situations such as formal reports, grant proposals, and professional articles, and extensive discipline-specific professional-level practice in these forms. Study of general editorial techniques in formats, graphics, and layout and design methods in technical publications. Prerequisite(s): ENGL 1301, ENGL 1302, and 3 hours sophomore ENGL and ENGL 3309.

ENGL 3312. Graphics & Technical Writing. 3 Semester Credit Hours.
This course examines the integration of graphic components in printed and electronic mediums. Students use computer applications to compose and design graphics such as bar graphs, organizational charts, flow charts, diagrams, and drawings. Prerequisite(s): ENGL 1301, ENGL 1302, and 3 hours sophomore ENGL and ENGL 3309.

ENGL 3320. Advanced Grammars. 3 Semester Credit Hours.
An introduction to the grammatical structure of modern English at the level of word, clause, and discourse presented through the application of the principles of descriptive grammars accompanied by a review of current prescriptive grammars. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3330. Advanced Composition. 3 Semester Credit Hours.
(WI) Students examine the rhetoric of composition through intensive writing workshops and close reading of composition-related texts. The goals of the course are (1) to discover and define some coherent relations between rhetoric and composition and (2) to challenge the students’ presuppositions about essayistic space through a process of peer- and instructor-reviewed writing workshops. Prerequisite(s): ENGL 1301.

ENGL 3335. Film Studies. 3 Semester Credit Hours.
(WI) A study of movies as dramas involving narrative plot, characterizations, theme, etc. and as artistic productions involving shots, cuts, and other film techniques.

ENGL 3339. Literature & Film. 3 Semester Credit Hours.
This course introduces students to the relationship between literature and film and the practice of cinematic adaptation.

ENGL 3343. Creative Writing. 3 Semester Credit Hours.
Focuses on the craft and art of writing narrative, poetic, and dramatic discourse. Attention to the conception, design, and execution both of the whole work and of elements of figurative language, characterization, dialogue, point of view, and poetic structure, as well as other elements of the craft. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3350. Children's Literature. 3 Semester Credit Hours.
A general survey of literature for children. Includes a study of types of literature for children and of the development of criteria for the selection and evaluation of children's books. This course may be counted as an elective but not towards the 24-hour advanced English requirement for an English major. Prerequisite(s): ENGL 1301, ENGL 1302, and 6 hours sophomore ENGL.
ENGL 3370. Introduction to Linguistics. 3 Semester Credit Hours.
A study of descriptive linguistics revealing the nature and scope of the characteristics and complexities of human language. Much of the course consists of learning the phonology, morphology, syntax, semantics, and pragmatics of modern English. Attention also focuses on the nature and diversity of the rule-bound creativity underlying the tacit systematic use of human language. Prerequisite(s): ENGL 1301 and ENGL 1302.

ENGL 3372. Sociolinguistics. 3 Semester Credit Hours.
Study of the relationship of language and society as shown in the following areas: language change, language variation and social class, pidgin and Creole languages, and language policy and planning.

ENGL 3374. Psycholinguistics. 3 Semester Credit Hours.
Deals with a variety of formal cognitive mechanisms that are relevant to the knowledge and use of natural languages.

ENGL 3376. Discourse Analysis. 3 Semester Credit Hours.
Investigates the structure of spoken communication from a linguistic perspective to enable students to understand narrative and conversation. Students study the principles of pragmatic theory, speech act theory and critical discourse analysis.

ENGL 4300. Shakespeare. 3 Semester Credit Hours.
An in-depth study of representative types of Shakespeare's drama and poetry. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4311. History of Rhetoric. 3 Semester Credit Hours.
(WI) This course provides students with a foundation in the history of rhetoric, paying particular attention to what many have labeled as the origin of rhetorical studies in classical Greece. Prerequisites: ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4312. Rhetorical Criticism. 3 Semester Credit Hours.
(WI) This course introduces students to rhetorical criticism. Through a survey approach, students will be introduced to a wide range of analytical tools and strategies to effectively describe, analyze, and interpret a wide range of discourse. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4313. Visual Rhetoric. 3 Semester Credit Hours.
(WI) Introduces students to a variety of lenses that can be used to study visual texts, including (but not limited to) Content Analysis, Compositional Interpretation, Semiology, Psychoanalysis, Discourse Analysis, and Audience Studies. Emphasizes the importance of visual rhetoric in communication and argument. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4314. Multicultural Rhetorics. 3 Semester Credit Hours.
(WI) This course introduces students to multicultural rhetorics. Students will read texts examining the theory/practice of Asian, African, Latino/a, and African American Rhetorics. Special attention will be given to traditionally underrepresented voices in the rhetorical tradition. Prerequisites: ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4316. Literary Authors. 3 Semester Credit Hours.
(WI) An in-depth study of a single author or a single group of closely related authors. Topics vary and the course can be repeated for credit if taken under a different emphasis. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4317. Literary Themes. 3 Semester Credit Hours.
(WI) An in-depth study of one major theme in literary history. Topics vary and the course can be repeated for credit if taken under a different emphasis. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4318. Literary Period. 3 Semester Credit Hours.
(WI) An in-depth study of one major literary period in literary history. Topics vary and the course can be repeated for credit if taken under a different emphasis. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4319. Literary Genres. 3 Semester Credit Hours.
(WI) An in-depth study of one major literary genre. Topics will vary and the course can be repeated for credit if taken under different emphasis. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4320. Writing for Electronic Media. 3 Semester Credit Hours.
The advanced study of and practice in writing for electronic media with a primary focus on planning, designing, and composing professional pages for the World Wide Web. Prerequisite(s): ENGL 1301, ENGL 1302, 3 hours sophomore ENGL and ENGL 3309.

ENGL 4330. Grant & Proposal Writing. 3 Semester Credit Hours.
This course offers advanced practice in analyzing and writing proposals for businesses, governmental agencies, and/or private foundations.

ENGL 4335. Film Studies. 3 Semester Credit Hours.
(WI) A study of movies both as dramas - involving plot, characterization, theme, etc. - and as artistic productions - involving shots, cuts, and other film techniques. Other aspects of film criticism are covered. A three-hour lab per week is required. Prerequisite(s): ENGL 1301, ENGL 1302, and 6 hours of sophomore ENGL.

ENGL 4336. Film History. 3 Semester Credit Hours.
This course examines the historical development of film as an industry and major modern art form. Attention given to important movements, periods, and nationalities.

ENGL 4337. Film Auteurs. 3 Semester Credit Hours.
This course examines the work of one or more film director. Attention given to critical analysis of representative films and comprehension of critical literature.

ENGL 4338. Film Genres. 3 Semester Credit Hours.
This course examines genre as a means of production and reception. Attention given to the recurring characters, actions, and values in films and the cultural role of these stories.

ENGL 4339. Film Theory & Criticism. 3 Semester Credit Hours.
This course examines the theoretical and critical approaches common to film. Attention given to the major approaches to understanding film from the spectator’s side of the camera.

ENGL 4360. Adv Studies in Secondary Engl. 3 Semester Credit Hours.
This course applies the standards of the National Council of Teachers of English to the curriculum of secondary English. It provides an intensive review of composition principles, language conventions, literary genres, and computer instructional technology. Prerequisite(s): ENGL 1301 and ENGL 1302 and one English WI course.

ENGL 4378. History of the English Language. 3 Semester Credit Hours.
Diachronic study of the English language with focus on the Old English, Middle English, and Modern English periods. Topics include phonological, morphological, syntactic, and lexical change in English along with the cultural and historical events and contact situations, which accompany language development.

ENGL 4388. English Problems. 1-3 Semester Credit Hours.
A course featuring independent reading, research, and discussion under personal direction of instructor, topics to vary according to student need. Open to students of Senior classification with permission of department chair.
ENGL 4390. Writing Center Pedagogy. 3 Semester Credit Hours.
This class introduces students to the theory, research, and practices of tutoring writing by engaging them with the prominent scholarship on writing centers while providing practical experience through observations, co-tutoring, and live tutoring hours in the University Writing Center.

ENGL 5300. Shakespeare. 3 Semester Credit Hours.
A close study of Shakespeare's literature and language with selections from representative texts including the histories, comedies, tragedies, and/or sonnets.

ENGL 5310. Studies in American Literature. 3 Semester Credit Hours.
Focuses on restricted periods in American literary history. Examples include colonial American literature, the American Renaissance, American literary naturalism, post-World War II American literature, and minority literature in America. May be repeated for credit when topics vary.

ENGL 5320. Studies in English Language. 3 Semester Credit Hours.
Focuses on historical and/or linguistic study of the English language. Topics will vary. Examples include history of the English language and the English language in America. May be repeated for credit when topics vary.

ENGL 5321. Psycholinguistics. 3 Semester Credit Hours.
Deals with a variety of formal cognitive mechanisms that are relevant to the knowledge and use of natural languages. Primary emphasis is on the modular view of the mind and its consequences for both L1 and L2 language acquisition.

ENGL 5330. Studies in Rhetoric. 3 Semester Credit Hours.
A study of written language theories. Course contents include readings from a wide spectrum including classical Greece and Rome, the European enlightenment, nineteenth century America, and modern and post-modern periods. May be retaken for credit when topics vary.

ENGL 5340. Studies in Modern Fiction. 3 Semester Credit Hours.
An evaluation of English and American short stories, novels, and related criticism. Topics will vary and will include study of themes and development of the genre. May be repeated for credit when topics vary.

ENGL 5342. Adaptation. 3 Semester Credit Hours.
This course introduces students to the concept of adaptation and to one account for how this concept has evolved. The focus is, admittedly, more on the notion of adaptation as a way to engage a text critically than it is on specific adaptations. All assignments, even those that ask students to evaluate a particular adaptation, should reflect this conceptual focus.

ENGL 5350. Studies in Lit before 1500. 3 Semester Credit Hours.
A study of representative types of pre-1500 literature in English. Topics may vary. May be repeated for credit when topics vary.

ENGL 5352. Chaucer. 3 Semester Credit Hours.
An in-depth study of the language and literature of Geoffrey Chaucer, including his minor poetry and dream visions, Troilus and Criseyde, and the Canterbury Tales.

ENGL 5360. Modern American & Brit Poetry. 3 Semester Credit Hours.
A study of representative themes in the development of American and English poetry. Related critical readings will be studied. Topics will vary. May be repeated for credit when topics vary.

ENGL 5370. Studies in Comparative Lit. 3 Semester Credit Hours.
A comparative study of great literature in the world in translation. Topics may vary and may include examination of theme, technique, and type. May be repeated for credit when topics vary.

ENGL 5372. English Seminar. 1-3 Semester Credit Hours.

ENGL 5374. Methods of Bib & Res Analysis. 3 Semester Credit Hours.
An introduction to methods of research and effective utilization of library resources. May include analytical bibliography, enumerative bibliography, and textual criticism.

ENGL 5380. Studies in Teaching of Comp. 3 Semester Credit Hours.
The course is devoted to the study of the aims, skills, materials, and practices of composition teaching at college and junior college levels. May be repeated for credit when topics vary.

ENGL 5382. Composition Assessment. 3 Semester Credit Hours.
This class introduces students to the scholarship, theory, and methods for assessing writing with a particular focus on assessment theory and history (especially non-psychometric understandings of validity and reliability) and classroom assessment (e.g. grading and response) with some discussion of large-scale assessments (e.g. program assessment, placement, standardized testing, etc.).

ENGL 5384. English Internship. 3 Semester Credit Hours.
Supervised professional activities in the college composition classroom including presentations, evaluation, and conferences. May be repeated once for credit. Field experience fee $75.

ENGL 5385. Writing Program Administration. 3 Semester Credit Hours.
Investigates the work of writing program administrators, including FYC Coordinators, WAC Coordinators, WID Coordinators, and Writing Center Coordinators. Students can anticipate learning from current writing program administrators.

ENGL 5386. Computer Mediated Composition. 3 Semester Credit Hours.
Explores notions of 21st century writing, paying particular attention to digital and multimodal composition; particular attention is given to teaching these text-types.

ENGL 5387. Studies in Literacy. 3 Semester Credit Hours.
Examines the evolution of literacy and the expectations of literate students; approaches for conducting research in literacy studies is also addressed.

ENGL 5388. Special Problems. 1-3 Semester Credit Hours.
Conference course. Directed independent study under supervision of a senior faculty member.

ENGL 5390. Writing Center Pedagogy. 3 Semester Credit Hours.
This class introduces students to the theory, research, and practices of tutoring writing by engaging them with the prominent scholarship on writing centers while providing practical experience through observations, co-tutoring, and live tutoring hours in the University Writing Center.

ENGL 5398. Thesis. 1-6 Semester Credit Hours.
Scheduled when student is ready to begin thesis. No credit until thesis is accepted. Prerequisite(s): ENGL 5374, 24 hours of graduate credit and permission of department chair.

Exercise Physiology (EPHP)

EPHP 3301. Exercise Physiology I. 3 Semester Credit Hours.
The purpose of this course is to increase the student's knowledge and understanding of the physiological adaptations that occur during exercise. Emphasis will be applied to the cardiovascular, respiratory, and digestive systems. Prerequisites: BIOL 2401, BIOL 2402.

EPHP 3302. Exercise Physiology II. 3 Semester Credit Hours.
The purpose of this course is to further increase the student's knowledge and understanding of the physiological adaptations that occur during exercise. Emphasis will be applied to the nervous, muscular, skeletal, and endocrine systems. Prerequisite: EPHP 3301.
EPHP 3303. Anatomical Kinesiology. 3 Semester Credit Hours.
The purpose of this course is to study the application of basic mechanics of human motion to physical education activities. Includes a study of gross anatomy with application of the anatomical and mechanical principles involved in human movement. Prerequisites: BIOL 2401, BIOL 2402.

EPHP 3304. Exercise Biochemistry. 3 Semester Credit Hours.
This course provides an overview of the biochemistry and metabolism related to exercise, training adaptations, and nutrition. Prerequisite: CHEM 1411, CHEM 1412.

EPHP 3305. Principles and Techniques of Strength Training and Conditioning. 3 Semester Credit Hours.
This course provides an overview of the principles of program design. Methods of resistance training and assessment are emphasized in laboratory demonstrations. Prerequisite: EPHP 3302.

EPHP 3306. Exercise Testing and Prescription. 3 Semester Credit Hours.
The purpose of this course is to teach students how to use relevant fitness testing equipment and prescribe appropriate exercise program based on fitness evaluations. Students will learn the guidelines and protocols for safe and effective exercise testing for normal and special populations. Prerequisite: EPHP 3302.

EPHP 4101. Advanced Resistance Training. 1 Semester Credit Hour.
This course provides an opportunity for students to develop an increased understanding and appreciation for the principles of resistance training through direct participation in this style of training. Prerequisite: EPHP 3302.

EPHP 4102. Advanced Cardiovascular Training. 1 Semester Credit Hour.
This course provides an opportunity for students to develop an increased understanding and appreciation for the principles of cardiovascular training through direct participation in this style of training. Prerequisite: EPHP 3302.

EPHP 4301. Leadership in Exercise and Sport. 3 Semester Credit Hours.
(WI)The purpose of this course is to provide a general overview of leadership dynamics and their application to exercise and sports settings. Prerequisites: EPHP 3302.

EPHP 4302. Sports Nutrition. 3 Semester Credit Hours.
This course provides an overview of the role of nutrition as a means to enhance health and performance in exercise and sport. Topics to be covered include principles of healthful nutrition, energy metabolism, the role of vitamins and minerals, ergogenic aids, and weight management. Prerequisite: EPHP 3304.

EPHP 4305. Exercise Physiology and Human Performance Capstone. 3 Semester Credit Hours.
(WI)This course serves as a capstone seminar in which students will demonstrate expertise in a selected area of exercise and sport science. Prerequisites: 18 hours of EPHP credit.

EPHP 4684. Exercise Physiology and Human Performance Internship. 6 Semester Credit Hours.
The internship provides hands-on experience for the human performance major in the area of his or her concentration. A minimum of 250 hours on-site is required. The experience includes a special project determined jointly by the student and the agency intern supervisor. Prerequisites: EPHP 3301, 3302, 3303, 3304, 3305, 3306.

Family and Consumer Science (FCS)

FCS 3300. Child Development. 3 Semester Credit Hours.
Analyze a child's physical, mental, social, and emotional development from birth to adolescence. Emphasis is placed on the child’s first six years and those factors which influence his/her growth. One hour lab per week in child development laboratory, to include directed observation of young children. Prerequisite(s): Junior classification or permission of department chair.

Finance (FIN)

FIN 3300. Introduction to Financial Planning. 3 Semester Credit Hours.
Analyze personal financial decisions, including basic financial planning, tax issues, managing savings and deposit accounts, buying real assets, the use of credit, insurance management investments and saving for retirement.

FIN 3301. Financial Management I. 3 Semester Credit Hours.
Analyze financial decision-making at the corporate level with emphasis on the maximization of stockholder wealth. Learn financial statement analysis, the valuation of stocks and bonds, cost of capital, capital budgeting, dividend policy, leverage and capital structure, methods of firm valuation, working capital management, mergers and acquisitions, and bankruptcy. Prerequisite(s): ACCT 2302 or ACCT 2402 and ECON 2301.

FIN 3302. Financial Intermediaries. 3 Semester Credit Hours.
Study the internal operations of financial intermediaries with major emphasis on organization, source and allocation of funds, supervision, and regulation. Prerequisite(s): FIN 3301 and ECON 3303.

FIN 3303. Money and Banking. 3 Semester Credit Hours.
Study the structure and functions of financial markets and financial intermediaries, the behavior and pattern of interest rates, the basic concepts of commercial bank management, the nature of money and the role of the Federal Reserve in its creation, the basic structure of the economy and the impact of monetary actions on this structure. Credit for both FIN 3303 and ECON 3303 will not be awarded. Prerequisite(s): FIN 3301.

FIN 3304. Economics in Financial Markets. 3 Semester Credit Hours.
Study the aggregate financial system and capital markets and the impact these have on financial intermediaries. Special emphasis on flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FIN 3304 and ECON 3305 will not be awarded. Prerequisite(s): FIN 3301.

FIN 3309. Global Financial History. 3 Semester Credit Hours.
Study different financial crises in history. Explore global and long-term overviews of socio-economic factors that influence the development of financial instruments, institutions, markets and entrepreneurs.
FIN 3387. Cooperative Education. 1-3 Semester Credit Hours. Integrate academic study with work experience that is relevant to a major or minor. Two-semester minimum requirement that may be accomplished by 1) alternating semesters of full-time study with semesters of curriculum-related employment, or 2) enrolling in courses at least half-time (6 semester hours) and working part-time in parallel positions of curriculum-related employment. Cooperative Education advisor will supervise the student’s and assign the final grades. Students may participate in the Cooperative Education but will earn only a maximum of 6 hours credit toward a degree. Prerequisite(s): Completion of 30 semester hours which includes 12 hours in the major or minor discipline in which the Cooperative Education course is desired, minimum overall GPA of 2.5 and a minimum GPA of 3.0 in the appropriate major or minor field, and permission of department chair. Field experience fee $75.

FIN 4300. Advanced Financial Management. 3 Semester Credit Hours. Analyze value-based management techniques with emphasis on the factors affecting the corporation’s intent to maximize shareholder wealth. Explore financial statement analysis, cash flow analysis, economic and market value added securities valuation, the cost of capital, capital budgeting, capital structure, divided policy, the use of leverage, working capital management, and corporate governance. Prerequisite(s): FIN 3301.

FIN 4301. International Financial Management. 3 Semester Credit Hours. Analyze the financing of investment abroad, the management of assets in differing financial environments, issues and questions which concern financial management of international corporations. Explore foreign investments decision, cost of capital and financial structure for multinational decision making, management of foreign subsidiary working capital, and financial control of multinational operations. Prerequisite(s): FIN 3301 or permission of department chair.

FIN 4302. Real Estate Finance. 3 Semester Credit Hours. Study monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment act, and state housing agency. Prerequisite(s): Permission of department chair.

FIN 4303. Case Studies in Finance. 3 Semester Credit Hours. (WI) Utilize fundamental concepts learned in previous finance, accounting, and economics courses to analyze real-world finance problems. In structured and unstructured cases, student teams analyze problems and recommend solutions. Cases drawn from areas such as corporate finance, investments, international finance, and personal finance. Prerequisite(s): ACCT 3303.

FIN 4304. Investments. 3 Semester Credit Hours. Study the development of investment policy, the character of investment risk, comparison of investment media, description and analysis of security markets and their operations. Prerequisite(s): FIN 3301.

FIN 4305. Federal Tax Accounting I. 3 Semester Credit Hours. Explore the present income tax law and regulations, income tax legislation, treasury and court decisions, departmental ruling, income tax problems and returns, social security and self-employment taxes. Prerequisite(s): ACCT 2302 or ACCT 2402 and Junior classification. Credit for both ACCT 4305 and FIN 4305 will not be awarded.

FIN 4306. Federal Tax Accounting II. 3 Semester Credit Hours. Study current income tax law and tax accounting procedures. Preparation of income tax returns of partnerships and corporations. Prerequisite(s): FIN 4305 or permission of School Director. Credit for both ACCT 4306 and FIN 4306 will not be awarded.

FIN 4307. Analysis of Fin Statements. 3 Semester Credit Hours. Analyze corporate financial statements. Learn how information can be analyzed and processed to aid creditors, investors, managers, consultants, auditors, directors, regulators and employees in their business decisions. Prerequisite(s): FIN 3301.

FIN 4308. Risk Management. 3 Semester Credit Hours. Analyze processing, investing, and evaluation of risk management. Examine risk management process and its application in commercial, personal, and public risk. Explore various types of insurance products, the process by which insurance is sold, and how individuals and organizations manage risk via insurance products. Prerequisite(s): FIN 3301 or permission of department chair.

FIN 4310. Managerial Economics. 3 Semester Credit Hours. Study economic theory and methodology in business and administrative decision-making. Explore economic analysis and its use in formulating business policies. Analyze concepts of profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Credit for both FIN 4310 and ECON 4310 will not be awarded. Prerequisite(s): FIN 3301.

FIN 4324. Financial Internship. 1-6 Semester Credit Hours. Participate in a finance related position for work experience with a public or private organizations that is preapproved and supervised. May be repeated for a total of 6 credit hours. Prerequisite(s): FIN 3301 and permission of department chair.

FIN 4325. Finance Problems. 1-3 Semester Credit Hours. Study of selected problems in finance. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. May be repeated with permission department chair. Prerequisite(s): Permission of department chair.

FIN 4329. Selected Topics in Finance. 3 Semester Credit Hours. Examine current issues and topics in finance. Study readings from current finance publications and other related periodicals. Activities may include directed study, participation in professional organizations, research and presentations, job market analysis, preparation and sitting for professional certification exams. May be repeatable for credit if the topic varies. Prerequisite(s): 12 semester hours of FIN and permission of department chair.

FIN 4330. International Fin Strategy. 3 Semester Credit Hours. Examine the major international issues pertaining to finance, including choosing and implementing an appropriate corporate strategy, the determination of exchange rates, international risk management, transfer pricing, and evaluating and financing international investment opportunities.

FIN 4331. International Finance. 3 Semester Credit Hours. Study bank management and bank regulation. Examine the operations and management policies of depository institutions, the conditions that have led to bank regulation and deregulation, the risk structure of credit for commercial and consumer clients, and capital management issues for a bank.

FIN 4333. Investments. 3 Semester Credit Hours. Explore the development of investment policy, the character of investment risk, a comparison of investment media, description and analysis of security markets and their operations. Prerequisite(s): FIN 3301 or equivalent.
FIN 5305. Corporate Finance Case Studies. 3 Semester Credit Hours. Incorporate case studies and financial analysis to make financial management decisions. Analyze selected cases and prepare solutions. Discuss solutions in class and prepare proposals. Students will be required to use prior knowledge, current research, and analytical ability in preparing their proposals. Prerequisite(s): Graduate standing.

FIN 5306. Markets and Institutions. 3 Semester Credit Hours. Explore the operation, mechanics, and structure of the financial system within the United States, emphasizing its institutions, markets, instruments, and monetary policy of the Federal Reserve and its impact upon financial institutions.

FIN 5307. Financial Management. 3 Semester Credit Hours. Study financial decision making in the modern corporation. Explore capital budgeting, capital structure, corporate sources of funding, dividend policy, financial risk management, standard theories of risk and return, and valuation of assets. Prerequisite(s): FIN 5301 or equivalent.

FIN 5308. Managerial Economics. 3 Semester Credit Hours. Analyze economic theory and methodology in business and administrative decision-making. Study the tools of economic analysis and their use in formulating business policies. Explore concepts of profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Credit for both FIN 5308 and ECON 5308 will not be awarded.

FIN 5309. Global History of Finance. 3 Semester Credit Hours. Study the history of money to develop a unified framework for understanding the economic events, public policy, and financial innovation that characterize different geographical settings over time.

FIN 5310. Risk Management. 3 Semester Credit Hours. Explore the theory and practice of private insurance and its economic and social significance. Analyze life, health, automotive, homeowners, and liability insurance. Study various forms of risk management, characteristics of insurance contracts, government regulatory characteristics, and institutional structures are studied. Prerequisite(s): none.

FIN 5360. Finance Theory. 3 Semester Credit Hours. Study selected theoretical models used in finance. Explore the seminal theories that make up modern finance and form the basis for current research. Prerequisite(s): FIN 5307.

FIN 5370. Consumer Finance Seminar. 3 Semester Credit Hours. Explore consumer and business finance topics. Analyze debt management, initial public offering of a new business, Internet based finance and regulatory aspects, and management of compensation. Credit for both FIN 5370 and HRM 5326 will not be awarded.

FIN 5388. Financial Problems. 1-3 Semester Credit Hours. This course offers students the opportunity to become acquainted with current research being conducted within the student's area of interest; directed reading of a number of sources selected in concert by the student's professor. Prerequisite(s): Permission of instructor.

FIN 5389. Selected Topics in Finance. 3 Semester Credit Hours. Examine selected topics in finance. Special emphasis on investments, corporate financial management, and financial markets and institutions. This course may be repeated for credit as the topic changes. Prerequisite(s): Graduate standing and FIN 3301 or FIN 5307 or permission of instructor.

Fine Arts (F A)

F A 3347. Music History to 1750. 3 Semester Credit Hours. Explore the history of western music, beginning with the earliest musical instruments ever found, proceeding through ancient Mesopotamia, ancient Greece and Rome, and continuing through the Medieval, Renaissance, and Baroque periods of European music. Special emphasis on theoretical structure, social and historical context, interaction with other art forms, instrumentation, and others.

F A 3349. Music History from 1750. 3 Semester Credit Hours. Explore the history of western music, continuing the Baroque period, and proceeding through the Classical, Romantic, and twentieth century periods. Special emphasis on theoretical structure, social and historical context, interaction with other art forms, and instrumentation.

F A 3350. World Music. 3 Semester Credit Hours. Introduces ethnomusicology and a cross cultural study of music. Explore music and performance from around the world, and their impact on the political, social, religious, artistic, and economic spheres. This course is appropriate for any student of any musical background. Formal training in music is not required, and you do not have to know how to read music notation.

F A 4301. The Arts in Contemporary Society. 3 Semester Credit Hours. (WI) Explore an interdisciplinary approach to the relationships of art, music, and theatre in contemporary society. Prerequisite(s): Senior or advanced Junior standing with 18 hours in ART, MUSI, or THEA or permission of department chair.

F A 4311. The Protest Song in America. 3 Semester Credit Hours. (WI) Explores the connection between songs and social/political movements in the United States from the founding of the nation to the present era with special emphasis on analyzing lyrical expressions in the great American song tradition.

F A 4312. The Blues. 3 Semester Credit Hours. (WI) Explores the origins, evolution, and influence of the blues as both a musical and literary art form through its impact on American culture and society with special emphasis on analyzing blues lyrical and poetic expressions in the great American song tradition.

F A 4321. The Artist on Film. 3 Semester Credit Hours. (WI) Explores a variety of films and texts on various artists in order to debate and define the stereotypes placed upon artists. Analyze the ways in which the films either clarify or distort the artist’s biography, work, and legacy.

F A 4330. Fine Arts Seminar. 1-3 Semester Credit Hours. Explore current topics and issues in fine arts. Topics will vary. May be repeated twice for credit as topics vary.

F A 4388. Fine Arts Problems. 1-3 Semester Credit Hours. Independent reading, research, and discussion under personal direction of instructor. Topics vary according to student need. Prerequisite(s): Permission of department chair.

Geography (GEOG)

GEOG 3303. Geographic Techniques. 3 Semester Credit Hours. Examine the three main techniques in geographic analysis: computer cartography, spatial statistics, and geographic information systems (GIS). Learn basic principles and techniques of producing maps, basic spatial statistics, and the use of GIS as a tool to gather, store, manipulate, and analyze various spatial databases. Prerequisite(s): GEOG 1303 or permission of instructor.
GEOG 4305. Geography Seminar. 3 Semester Credit Hours.
Examine major issues within modern geography. May be repeated for credit when topics vary. Prerequisite(s): GEOG 1303 or permission of instructor.

Health (HLTH)
HLTH 3351. Principles of Health and Fitness for Children. 3 Semester Credit Hours.
Study health and physical education as they relate to children ages 6-14. Emphasis on skills related to personal health and safety, physical fitness, motor development, games and sports, gymnastics, and rhythmic activities. Prerequisite(s): Junior classification or permission of department chair.

Health Administration (HEAD)
HEAD 5311. Health Administration and Strategy. 3 Semester Credit Hours.
Analyze the foundation of strategy within the complex industry of health organizations. Study theoretical frameworks and empirical analyses to emphasize the health services administrator's role in health care. Learn how health administrators support both the providers and recipients of health care. Use a focal point to create a deep understanding of competitive advantage in the market and in government operations.

HEAD 5312. Health Care Economics, Finance and Accounting. 3 Semester Credit Hours.
Study the highest cognitive and affective understanding of applied health care, economics, finance and accounting in health services organization. Analyze theoretical frameworks and empirical analyses to emphasize organizational and provider services. Use these services in relation to capacities and competencies within the health care industry and patient/client needs and wants.

HEAD 5313. Health Policy and Law. 3 Semester Credit Hours.
Study current policy and future political ideology and their impact on care in health organizations. Learn clinical framework to present issues and policy outcomes. Examine the basic principles and practices of laws affecting health facilities and medical practices, patient care and treatment, and medical and health employment.

HEAD 5314. Health Informatics and Trends. 3 Semester Credit Hours.
Study the Management Information Systems (MIS) needed in health care organizations. Explore the hardware, software, and human systems requirements for operational support. Provides a foundation for those individuals who are interested in becoming certified as computer systems managers in health care organizations.

HEAD 5315. Health Ethics and Residency. 3 Semester Credit Hours.
Learn historical, present and future ethical issues in health administration. Emphasis on decision, clinical, business, organizational and social ethics.

Higher Education Leadership (HIED)
HIED 5302. Planning and Resource Management in Higher Education. 3 Semester Credit Hours.
This course provides an overview of the economics and finance of higher education in the United States, with an emphasis on the analysis of financial policies and current issues at the national, state, and institutional levels.

HIED 5303. Higher Education Law. 3 Semester Credit Hours.
This course explores legal aspects and issues of constitutional, statutory, and case law and the ethical implications on professional practice and compliance. Current trends and potential ethical dilemmas of the practitioner will also be covered.

HIED 5304. Student Development and the College Environment. 3 Semester Credit Hours.
This course serves as an overview of the field of student affairs and the impact of the college environment on student development.

HIED 5305. Research Methods in Higher Education. 3 Semester Credit Hours.
This course provides a general overview of research in the field through an introduction to research methodologies and basic statistics.

HIED 5306. Critical Issues in Higher Education. 3 Semester Credit Hours.
This course is an examination of social, political, ethical, and economic issues that impact higher education.

HIED 5307. Leading Change in Higher Education. 3 Semester Credit Hours.
This course provides a survey of organizational change and corresponding leadership dynamics in the field of higher education.

HIED 5308. Assessment and Evaluation in Higher Education. 3 Semester Credit Hours.
This course examines various aspects of assessment and evaluation in higher education such as assessing student outcomes, reviewing program outcomes, and institutional accreditation.

HIED 5309. Introduction to Technology-Enhanced Learning. 3 Semester Credit Hours.
This course provides as study of the history and evolution of distance education. Social and political/economic factors, theories, learning and teaching models, technology and media innovations, institutions and systems, and major works are examined. A variety of technologies are used to support the development of foundational skills that are integral to current practice.

HIED 5310. Utilizing Technology in Course Design and Development. 3 Semester Credit Hours.
This course provides an exploration of the online teaching and learning dynamic, including its theoretical foundation and best practices. Philosophical frameworks of learning, such as instructional, social, and cognitive presence; interaction, collaboration, engagement, and participation will be discussed.

HIED 5311. Leadership and Administration in Technology-Enhanced Learning. 3 Semester Credit Hours.
This course provides an introduction to the organization, management, and administration of distance education and e-learning training programs and systems. Topics include management theory and practice, organizational behavior and change, leadership roles and styles, and planning and policy as they pertain to technology-enhanced learning.

HIED 5384. Higher Education Internship I. 3 Semester Credit Hours.
This course provides experiential learning opportunities for students within their area of emphasis. Students will be responsible for accruing 100 hours of contact with the internship site supervisor and/or time spent on internship major project.
HIED 5385. Higher Education Internship II. 3 Semester Credit Hours.
This course provides experiential learning opportunities for students within their area of emphasis. Students will be responsible for accruing 100 hours of contact with the internship site supervisor and/or time spent on internship major project. The institution site for HIED 5385 must be different than HIED 5384 and cannot be the student's current employer.

History (HIST)

HIST 3300. Historian's Craft. 3 Semester Credit Hours.
Introduces the study of history. Learn to think historically, understand how historians construct and write about the past, and critically evaluate historical arguments. Develop writing and research skills to interpret primary sources and master professional standards of presentation. Required for all history majors. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3310. American Beginnings. 3 Semester Credit Hours.
(WI) Explore the history of America from first European contact to 1763. Special emphasis on relations between Europeans and Native Americans, imperial rivalries, and the development of the English mainland colonies. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3311. Creating a Nation. 3 Semester Credit Hours.
Explore the history of the United States from 1763 to 1815. Special emphasis on the causes and consequences of the American Revolution, the writing of the Constitution, and the triumph of liberal democracy. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3312. The Age of Jackson from 1815-1848. 3 Semester Credit Hours.
Examine American development during the Jacksonian period with an emphasis on the expansion of social and political democracy. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3313. The Civil War and Reconstruction. 3 Semester Credit Hours.
Explore the events leading to the Civil War and the impact of that war and Reconstruction on American development. Special emphasis on social and cultural forces as well as politics. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3315. Populism and Progressivism, 1877-1917. 3 Semester Credit Hours.
Study American history, at the turn of the century, emphasizing the impact of industrialism and urbanism on politics and society. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3316. Military History of the United States. 3 Semester Credit Hours.
Study the role of the military in American development with emphasis on the 20th century. Concentrates on the evolution of strategy and tactics, organizational change and civilian-military relations. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3320. Social History of the United States to 1877. 3 Semester Credit Hours.
Examine the social, cultural, and economic development of the United States from colonial times to the end of Reconstruction. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3321. Social History of the United States from 1877. 3 Semester Credit Hours.
(WI) Examine the social, cultural, and economic development of the United States since the end of Reconstruction. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3322. History of Texas. 3 Semester Credit Hours.
Explore Texas history from the Spanish colonial period to the present. Concentrates on the dynamics of Hispanic heritage, the Revolution and Republic, the Civil War and Reconstruction, and the political and economic developments of the modern state. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3324. Hollywood Westerns and the American West. 3 Semester Credit Hours.
Examine the 20th century American Western history through an examination of Western films, from the early twentieth century to the present day. Analyze mythic interpretations and historical realities of the American West to understand the role of the western in shaping perceptions of the West.

HIST 3325. United States Women's History to 1877. 3 Semester Credit Hours.
Study the history of women in America from the colonial period through 1877, with special emphasis on women's roles in public and private life, and the historical role of women in the development of the nation.

HIST 3326. United States Women's History from 1877. 3 Semester Credit Hours.
Study the history of women in America from 1877 through the present, with special emphasis on the emergence of modern American women during the latter part of the Nineteenth century and women's roles in the continued development of the nation.

HIST 3327. African American History to 1877. 3 Semester Credit Hours.
Explore African American history from the colonial period to 1877, with special emphasis on the slave trade, the development of the institution of slavery, free blacks and the impact of the Civil War and Reconstruction on African Americans.

HIST 3328. African American History from 1877. 3 Semester Credit Hours.
Explore African American history from the end of Reconstruction to the present, with special emphasis on black leaders, disenfranchisement, lynching and the quest for equality in the mid-twentieth century.

HIST 3329. Church and State. 3 Semester Credit Hours.
Examine the relationship of church and state in United States history, and the role religion has played in American political life, culture, and society.

HIST 3332. The Renaissance and Reformation, 1300-1648. 3 Semester Credit Hours.
Examine European political, diplomatic, and cultural history from 1300 to 1648. Special emphasis on Renaissance Humanism, the Protestant movements, the Catholic Reformation, and the emergence of the European state system during the age of religious wars. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3339. Europe in the Middle Ages. 3 Semester Credit Hours.
Examine Medieval Europe from the decline of the ancient world to the eve of the Renaissance. Special emphasis on the political, economic and social changes underlying the formation and development of medieval civilization. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3341. Europe from 1814 - 1919. 3 Semester Credit Hours.
Examine the important developments in the political, diplomatic, social, economic, and intellectual history of Europe between the Congress of Vienna and the first World War, including the Revolution of 1848, the Industrial Revolution, and European diplomatic events leading to the Great War. Prerequisite(s): 6 hours of HIST or permission of department chair.
HIST 3360. Asian Civilization. 3 Semester Credit Hours.
A survey of Asian civilizations with a primary focus on the history and cultures of India, China, and Japan. Examine general trends in the political, economic, social, and intellectual history of Asia, highlighted by discussions and consideration of selected cultural elements, such as art, literature, and film.

HIST 3361. History and Film. 3 Semester Credit Hours.
Introduces topics in history through the study of film, with supplementary reading, lectures, and discussions.

HIST 3370. Colonial Latin America. 3 Semester Credit Hours.
Examine the exploration and colonization of the Spanish and Portuguese dominions in South and Central America, including political history of the colonies, the church and colonial institutions, commercial systems of Spain and Portugal, expansion into the North American borderlands, and early independence movements. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 3371. History of Mexico Before Independence. 3 Semester Credit Hours.
Examine Mexican history from the arrival of the first peoples through the end of the Spanish colonial era. Special emphasis on early native civilizations, especially the Maya and Aztec, as well as the incursion of the Spanish and the conquest and colonization of Mexico.

HIST 3372. History of Mexico from 1821 - Present. 3 Semester Credit Hours.
Examine modern Mexico, including the independence movement, conflict of centralism and federalism, war with the United States, political and economic developments under Juarez, Maximilian, and Diaz, and the social revolution of the 20th century. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4301. United States History and the World. 3 Semester Credit Hours.
(WI) Learn how world events influenced American history from 1789 to the present. Examine American diplomatic, economic, political, and social reactions to major world occurrences. Emphasis will be on the twentieth century, particularly on the two world wars and the Cold War Era.

HIST 4302. Economic Development of the United States. 3 Semester Credit Hours.
Survey the economic development of the United States from colonial times to the present. Credit for both HIST 4302 and ECON 4302 will not be awarded. Prerequisite(s): ECON 1301 or ECON 2301 and 6 hours of HIST.

HIST 4307. History Careers Outside the Classroom. 3 Semester Credit Hours.
Examine the choices available for historians who seek careers outside of classroom teaching, including museums, historic preservation, cultural resource management, archival administration, parks, oral history, corporate history, and editing and publishing. Will not count as a history course for purposes of teacher certification. Prerequisite(s): 6 hours of HIST.

HIST 4310. United States History from 1914 - Present. 3 Semester Credit Hours.
Examine the history of the United States since 1914, with an emphasis on political, social, and economic development of the nation. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4312. Topics in Women's History. 3 Semester Credit Hours.
(WI) Explore special topics in the history of American women. May be repeated when topic varies.

HIST 4313. Topics in African American History. 3 Semester Credit Hours.
Develop understanding of African American history through advanced study of selected topics. May be repeated when the topic varies.

HIST 4314. History of Trans-Mississippi West. 3 Semester Credit Hours.
Examines the history of the Great West from the Lewis and Clark expedition to the 20th century. Special emphasis on the West as a distinctive region in national politics, state building in the 19th century, and the development of agriculture, transportation, and commerce. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4315. History of the South. 3 Semester Credit Hours.
Surveys southern history emphasizing distinctive factors which set the region apart from the rest of the United States, including social and cultural development. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4317. Topics in Native American History. 3 Semester Credit Hours.
Examine advanced Native American history topics. May be repeated when the topic varies.

HIST 4318. Topics in Oral History. 3 Semester Credit Hours.
Examine advanced Oral History topics, including instruction in the history, methodology, and analysis of oral history. May be repeated when the topic varies.

HIST 4327. History of Russia and Eastern Europe to 1917. 3 Semester Credit Hours.
Examination of Russia and Eastern Europe from the ancient period to the 1917 Bolshevik Revolution. Topics include: the development of Kievan Rus, the Mongol invasion, the Time of Troubles, the French Revolution and Napoleon, the Crimean War, the growth of revolutionary movements, and major philosophical, cultural, religious, and political ideas. Prerequisite: 6 hours of History or permission of Department Chair.

HIST 4328. History of the Soviet Union and Post-Soviet Russia and Eastern Europe. 3 Semester Credit Hours.
Examination of the creation and the development of the Soviet Union and Post-Soviet Europe. Major events covered include: the Bolshevik Revolution, official cultural policies, World War II, the Cold War, the fall of Communism, transition to Capitalism, resurgent nationalism, and post-Communist political movements. Prerequisites: Recommended that students take History of Russia and Eastern Europe to 1917 Required: 6 hours HIST or permission of Department Chair.

HIST 4332. England and Great Britain to 1603. 3 Semester Credit Hours.
Explore English history from Roman Britain to the death of Queen Elizabeth and the end of the Tudor dynasty. Special emphasis on the political, legal, and religious changes which formed the foundations of modern England. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4333. England and Great Britain from 1603. 3 Semester Credit Hours.
Explore English and British history from 1603 to modern times. Special emphasis on the constitutional, political, economic, and legal changes which shaped Great Britain, including a survey of the empire and the United Kingdom. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4335. Social History of Modern Europe. 3 Semester Credit Hours.
An analysis of European society since the industrial revolution, with emphasis on the social impact of industrialization and urbanization, changing patterns of social stratification, mobility, and class conflict in the 19th and 20th centuries. Pre-requisite: 6 hours of HIST or permission of department chairperson.
HIST 4336. European Intellectual and Cultural History. 3 Semester Credit Hours.
Examine the fundamental ideas in the European intellectual tradition through an analysis of primary texts. Analyze the foundations of Western thought in the Judeo-Christian and Greco-Roman traditions, as well as the ideas and ideologies that have shaped modern European mentalities. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4337. Europe from 1919 - 1945. 3 Semester Credit Hours.
Examine the period from the Paris Peace conference in 1919 to the end of the Second World War in Europe. Special emphasis on political and economic instability, the rise of dictatorships, and European diplomatic crises leading to war.

HIST 4341. Revolution in Europe from 1789 - 1814. 3 Semester Credit Hours.
Examine the political, social, economic, and intellectual forces unleashed in the French Revolution and Napoleonic era, beginning with a study of the Old Regime and ending with the Congress of Vienna in 1814. Special emphasis on the rise of liberalism and nationalism in Europe. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4345. World War II and the Holocaust. 3 Semester Credit Hours.
Examine European history between the rise of Fascism and Communism after the Great War to the end of World War II in 1945. Special emphasis on European diplomacy in the inter-war years, the conduct of the Second World War, and the Holocaust. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4364. Topics in National Histories. 3 Semester Credit Hours.
Examine the history of a particular state or region in depth. May be repeated for credit when the topics vary. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4365. History of the World since 1919. 3 Semester Credit Hours.
Explore major trends in world history following World War I, including the impact of the Great Depression, the rise of totalitarianism, and the coming of World War II. Special emphasis on the postwar period. Prerequisite(s): 6 hours of HIST or permission of department chair.

HIST 4380. History Seminar. 1-3 Semester Credit Hours.
Individual instruction in selected fields of history. Emphasis on reports and wide readings in selected fields. May be taken more than once for credit. Prerequisite(s): Senior standing or permission of department chair.

HIST 4381. Concepts of History Education. 3 Semester Credit Hours.
Considers the methods and techniques for presenting historical material to secondary students. Learn to organize material into a logical framework to better present the interplay of people, nations, and cultures through time. Focuses on mastery of subject areas of the Texas Examination for Educator Standards for teacher certification.

HIST 4382. Historical Method. 3 Semester Credit Hours.
(WI) Examine the concepts basic to historical thinking, causation, periodization, change, and continuity, the roles of social forces and individuals, and problems of interpretation, accuracy, and truth. Compare the social sciences and the humanities with an emphasis on the distinctive nature of the historical discipline as it has developed through time. Prerequisite(s): HIST 3300.

HIST 4388. History Problems. 1-6 Semester Credit Hours.
Independent reading, research and discussion. Entry into this course will be arranged with the history counselor.

HIST 4389. Special Topics in History. 3 Semester Credit Hours.
Examine important periods, regions, and themes in history. May be repeated when the topic varies.

HIST 4391. History Practicum. 3 Semester Credit Hours.
Gain professional experience in the workplaces where historians find professional careers including museums, historic preservation, cultural resource management, archival administration, teaching, parks, oral history, corporate history, and editing and publishing. Will count as an elective but not for teacher certification or completion of the history major. Prerequisite(s): HIST 4307. May be repeated once for credit. Field experience fee $75.

HIST 4395. History Senior Research Seminar. 3 Semester Credit Hours.
(WI) Develop and apply historical research and writing skills through the exploration of selected topics. Prerequisite(s): HIST 2311, HIST 2312, HIST 1301 and HIST 1302.

HIST 5090. History Comprehensive Examination. 0 Semester Credit Hours.
Comprehensive Examination for non-thesis students in the field of History. The Comprehensive Examination should be completed during the final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

HIST 5198. History Thesis. 1-6 Semester Credit Hours.
Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisite(s): 24 hours graduate credit, including HIST 5380 and at least one research seminar, and consent of major professor.

HIST 5300. Elements of Historical Inquiry. 3 Semester Credit Hours.
Examine history as a profession, including how historians read sources, pose questions, draw inferences, shape their narratives, and engage historical writings.

HIST 5307. Public History Seminar. 3 Semester Credit Hours.
Examine public history careers available for master's level history graduates in areas outside of classroom teaching. This is a gateway course for all public history courses.

HIST 5308. Museum Studies. 3 Semester Credit Hours.
Examine the theory and practice of the multiple careers available to historians in museums, including curating, collections care, educational programming, exhibits, media relations, financial development, and construction and management of facilities.

HIST 5309. Historic Preservation. 3 Semester Credit Hours.
Examine historic preservation as an area of professional employment for historians.

HIST 5310. Archival Principles and Practices. 3 Semester Credit Hours.
Examine the principles and practices of archival management.

HIST 5315. United States Foreign Policy since 1945. 3 Semester Credit Hours.
Explores United States national security and foreign policy since 1945, and the historical antecedents of contemporary foreign policy challenges. Emphasis on policy decisions, domestic and bureaucratic processes, the role of intelligence, and the use of force and diplomacy.

HIST 5320. Selected Topics in State and Local History. 3 Semester Credit Hours.
Explore selected topics in state and local history, as well as readings and research in Texas history. May be repeated when topics vary.

HIST 5322. Selected Topics in American History. 3 Semester Credit Hours.
Research and writing on selected topics in American History. May be repeated for credit when topics vary.
HIST 5325. Readings in American History to 1877. 3 Semester Credit Hours.
Explore the major themes and critical works in selected topics of American History to 1877. Writing assignments will include the types of writing conducted most frequently by historians, including book reviews, literature reviews, and annotated bibliographies.

HIST 5326. Readings in American History since 1877. 3 Semester Credit Hours.
Readings and discussions of selected problems in American History since 1877. May be repeated for credit when topics vary.

HIST 5335. Europe since 1945. 3 Semester Credit Hours.
Study the main turning points in the history of postwar Europe, with an emphasis on the European integration movement. Themes include theories of integration, the democratic deficit, the transparency, accountability, and legitimacy of European policy processes, the Common Market, monetary integration and the Euro, common foreign, security, and the defense policy, social immigration policy, issues of enlargement, and relations between the European Union and non-EU entities.

HIST 5340. Readings In European History. 3 Semester Credit Hours.
Readings and discussions of selected topics in early modern and modern European history. May be repeated for credit when topics vary.

HIST 5342. Selected Topics in European History. 3 Semester Credit Hours.
Research and writing on selected topics in European history. May be repeated for credit when topics vary.

HIST 5360. Readings in World History. 3 Semester Credit Hours.
Readings and discussion of selected topics in the history of regions and countries outside of Europe and the United States. May be repeated for credit when topics vary.

HIST 5380. Historiography and Historical Method. 3 Semester Credit Hours.
Explore various ideological schools of thought in the study of history. Emphasis on recent trends and techniques in historical writing. Prerequisite(s): HIST 5300 and full admission to the graduate program or permission of instructor.

HIST 5388. History Problems. 1-6 Semester Credit Hours.
Conference course exploring various topics in the study of history, with independent reading, research, and discussion, under supervision of senior professor.

HIST 5391. History Practicum. 3 Semester Credit Hours.
Gain professional experience in workplaces where historians find professional careers including museums, historic preservation, cultural resource management, archival administration, teaching, parks, oral history, corporate history, and editing and publishing. Will count as an elective but not for teacher certification or completion of the history major. May be repeated once for credit. Prerequisite(s): Permission of instructor and department chair. Field experience fee $75.

Homeland Security (HLS)

HLS 5301. Advanced Criminology. 3 Semester Credit Hours.
In-depth examination of major theoretical perspectives of crime and delinquency. Theories are analyzed for their logical and empirical adequacy in light of what is known about the distribution of crime. Prerequisite: undergraduate or graduate coursework in criminology/victimology, or instructor approval. This course is cross-listed with CRIJ 5301; only one may be taken for credit. Prerequisite: 3 semesters hours of upper-level, undergraduate or graduate criminology/victimology, or approval of instructor.

HLS 5307. Homeland Security. 3 Semester Credit Hours.
Study the strategic, legal, policy, operational, and organizational issues associated with the defense of the U.S. homeland from foreign and domestic terrorist threats. Topics include legal issues in Homeland Security, effective interfacing between local, state, and federal agencies, emergency management operations, and planned response strategies. May be crosslisted with CRIJ 5307. Only one may be taken for credit.

HLS 5309. Terrorism. 3 Semester Credit Hours.
Examine the definitions, history, beliefs, practices, organizational structure, and conflicts involved in terrorist activities. Address funding and criminal connections with terrorist organizations, and discuss efforts at counterterrorism as well as the psychological aspects of suicide terrorism. Cross-listed with CRIJ 5309; only one may be taken for credit.

HLS 5320. Religious Terrorism. 3 Semester Credit Hours.
Examine the religious motivations, support, and tactics behind the phenomena of domestic and foreign terrorism. Review case studies and histories of specific terrorist organizations, and discuss justifications for violence and terrorist targets. Cross listed with RELS 5320; only one may be taken for credit.

HLS 5321. Leadership and Supervision. 3 Semester Credit Hours.
Examine leadership and organizational theories focused on identifying problems and solutions in criminal justice management. Utilize the case study method and current literature to explore how leadership styles, human resources, and the organizational environment impact management decisions. Maybe crosslisted with CRIJ 5321. Only one may be taken for credit.

HLS 5370. Foundations of Information Security. 3 Semester Credit Hours.
Examine fundamental concepts and principles of information Security Management, and Information Assurance as it affects modern business operations. Explore major issues and legal aspects related to physical, technical, and operational cyber security measures. Develop risk management skills, and learn business access security, communication and network security, operating systems security, and identity and access control management. Maybe crosslisted with CRIJ 5370. Only one may be taken for credit. Prerequisite(s): None.

Human Resource Management (HRM)

HRM 5090. Human Resources Comprehensive Examination. 0 Semester Credit Hours.
Study and take the human resources examination for non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.
HRM 5301. Human Resource Management. 3 Semester Credit Hours. 
Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed in current legal considerations, issues and research. Prerequisite(s): BUSI 5300.

HRM 5302. Human Resource Management. 3 Semester Credit Hours. 
Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed in current legal considerations, issues and research. Prerequisite(s): Management Leveling.

HRM 5303. Managing Human Resource Development. 3 Semester Credit Hours. 
Explore the management of human resources development training programs. Examine management issues, identify and respond to training needs, cost/benefit analysis, four-phase evaluation and the selection and development of training staff. Prerequisite(s): Management Leveling.

HRM 5304. Personnel Problems Seminar. 3 Semester Credit Hours. 
Study selected problems in employment, employee education and training, labor relations, industrial health and safety, wage and salary administration, and employee services. Engage in independent research, reading and discussions under the personal direction of the instructor. Topics may vary according to student need.

HRM 5305. Human Resource Law. 3 Semester Credit Hours. 
Examine legal issues and regulatory processes related to employment relationships, equal employment opportunity and affirmative action, privacy, employment testing and staffing, compensation and benefits, employee/labor relations, and occupational health and safety.

HRM 5307. Human Resource Consulting and Job Analysis. 3 Semester Credit Hours. 
Study theories, strategies, operational issues and research related to conducting job analyses. Learn job description and specification development. Emphasis is placed on using appropriate techniques to acquire measure, assess and use information gathered in the work place. Explore and develop consulting skills as used in the HR field. Field projects are used extensively. Prerequisite(s): HRM 5302 or the permission of instructor.

HRM 5310. The Adult Learning Environment. 3 Semester Credit Hours. 
Examine learning patterns, interests and participation among adults, with implications for training and development programs. Particular attention is given to the joint responsibility for learning between trainer and adult participants.

HRM 5314. Workforce Planning and Employment. 3 Semester Credit Hours. 
Study the legal, ethical and organizational considerations related to recruitment, assessment, selection, placement and appraisal of employees and managers within various types of organizations. Learn case law as a basis for discussing the role of the EEOC, INS, DOL and other enforcement agencies in this critical human resource function. Special emphasis on career development and record-keeping. Prerequisite(s): HRM 5302, HRM Leveling, or approval of the instructor.

HRM 5315. Employee Benefits and Services. 3 Semester Credit Hours. 
Examine legal, social and technical issues and research surrounding current trends in employee benefit programs. Analyze group health, disability and life insurance, retirement planning, time-off (leave) and wellness programs. Emphasis is placed on program administration, implementation and evaluation. Prerequisite(s): HRM 5302 or permission of instructor.

HRM 5316. Compensation Management. 3 Semester Credit Hours. 
Analyze theories, concepts, operational practices and research related to managing comprehensive compensation programs. Learn various types of compensation plans, including job evaluation levels and wage structures. Emphasis is placed on the development of sound compensation programs which consider current trends, legal implications and social requirements. Quantitative applications are required to analyze various case studies and problems. Prerequisite(s): HRM 5302, HRM Leveling, or approval of the instructor.

HRM 5324. Employment and Labor Relations. 3 Semester Credit Hours. 
Explore the labor union movement and the process of collective bargaining, the formation of a union, labor agreement negotiation, labor agreement administration, grievance processes, and arbitration and mediation. Examine labor law and legal issues in labor relations, including the National Labor Relations Act and the functions of the NLRB. Negotiation skills are developed in mock labor contract negotiations. Prerequisite(s): HRM 5302 and HRM 5301 or HRM 5305 or concurrent enrollment.

HRM 5326. Human Resource Management Seminar. 3 Semester Credit Hours. 
Study selected topics in human resource management. Engage in independent research, reading, and discussions under direction of professor. Topics may vary according to student need. May be repeated once for credit when topics vary.

Study basic international business concepts, cultural literacy, and discipline specific content applied to practical experiences and activities in a visited foreign country. Graduate students will be required to complete an extensive research project in addition to other course requirements. A study abroad at the student’s expense is required. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion. Prerequisite(s): Admission into a COBA graduate program and permission of instructor. Field experiences fee $75.

HRM 5334. Professional Issues in Human Resource. 3 Semester Credit Hours. 
Examine contemporary professional issues in human resource management. Emphasis on current issues, ethical decision-making processes, work place investigations, and continued professional development. Successful completion of a comprehensive competency examination covering the principal areas within the human resource management functions is required. Prerequisite(s): BUSI 5310, HRM 5302, HRM 5303, HRM 5305, HRM 5314 and HRM 5316, or concurrent enrollment in each.
HRM 5384. Human Resource Management Internship. 3 Semester Credit Hours.
Gain professional experience in the human resource field under the supervision of a faculty-approved management sponsor. Emphasis is placed on the application of human resource management skills to practical problems and situations. A minimum of 20 work hours per week is expected, with a total of 200-300 on-the-job hours required during the semester. Prerequisite(s): Completion of 12 graduate semester hours in Human Resource Management, preregistration coordination and permission of course instructor. Field experiences fee $75.

HRM 5388. Human Resource Management Problems. 3 Semester Credit Hours.
Study selected problems in human resource management, and conduct research within a specific area of interest. Engage in independent research, reading, and discussions as directed by the responsible professor. Topics may vary according to student need. Prerequisite(s): Permission of department chair.

Liberal Studies (LIBs)

LIBS 3300. Intro to Liberal Studies. 3 Semester Credit Hours.
(WI) Students are introduced to the major issues in interdisciplinary studies. Students research how their academic concentrations emerged as distinct disciplines and produce a research paper and presentation of their findings. Prerequisite(s): ENGL 1301.

LIBS 4395. Liberal Studies Capstone. 3 Semester Credit Hours.
(WI) This course requires students to integrate and use fundamental concepts learned in previous courses within the students' degree concentrations including research and analysis of real-world phenomena and problems. Students present written reports on their research, supplemented by appropriate internet and multimedia materials, as well as portfolios documenting their research. This is a writing intensive course for Liberal Studies majors. Prerequisite(s): BCIS 1301 or CIS 3300; ENGL 3309; senior standing and approved degree plan for Bachelor of Science in Liberal Studies program.

LIBS 5090. Comprehensive Examination. 0 Semester Credit Hours.
Non-thesis students should register for the comprehensive examination during their final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

LIBS 5300. Interdisciplinarity. 3 Semester Credit Hours.
This course allows students to assess and to discuss various topic(s) examined from an interdisciplinary approach. Emphasis is upon investigating the contributions of interdisciplinary research in academia. Prerequisite: Graduate standing.

LIBS 5310. Interdisciplinary Methods. 3 Semester Credit Hours.
This course investigates interdisciplinary research methods and the application of these methods. Students research, write, and present projects on topic(s) related to their focus areas. Prerequisite: Graduate standing.

LIBS 5398. Interdisciplinary Capstone. 3 Semester Credit Hours.
Students enroll in this course when they are prepared to begin their capstone project. Students need to earn an A or B to complete this course satisfactorily and to earn credit. Prerequisites: 24 hours graduate credit, including LSK 5300 and LSK 5310, and consent of the MSLS Graduate Coordinator.

Management (MGMT)

MGMT 3301. Principles of Management. 3 Semester Credit Hours.
Study the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. Special emphasis on the systems concept of management and role of the manager in each level of the organization.

MGMT 3302. Personnel and Human Resource Management. 3 Semester Credit Hours.
Study fundamental functions of human resource management, relationship between personnel management and organizations’ emerging role of personnel administration in development of strategic policy for organizations. Prerequisite(s): MGMT 3301 or permission of department chair.

MGMT 3303. Supervisory Management. 3 Semester Credit Hours.
Investigate the role, function, and responsibilities of the supervisor in modern organizations through study of sociological and psychological theories in human relations. Emphasis is on development of supervisory skills in communications, motivation, discipline, morale, and grievances as they arise in superior-subordinate relationships. Prerequisite(s): MGMT 3301 or permission of department chair.

MGMT 3310. Entrepreneurship I. 3 Semester Credit Hours.
Learn how to identify and evaluate opportunities that may become the foundation for a new business venture. Learn to develop a new business venture using the business model canvas. Assess the value of a concept and explore opportunity recognition, innovation and creativity, the legal structure of business, and types of entrepreneurial ventures. Prior knowledge in basic business fundamentals and good writing skills are preferred, but not required.

MGMT 3350. Organizational Behavior. 3 Semester Credit Hours.
Analyze behavior of people at work in all types of organizations. Learn fundamentals of organizational behavior, values, ethics, motivation, group dynamics, individual differences, attitudes, decision-making, conflict, power, change, stress, leadership, rewarding behavior, communication, and organizational structure. Prerequisite(s): MGMT 3301 and BUSI 3301.

MGMT 4302. Productive Relationships. 3 Semester Credit Hours.
Examine the practicals and theories related to dealing with human behavior. Emphasis on identifying and classifying behavior in order to better understand behavior and to develop strategies for effectively managing interpersonal relationships. A materials fee of $45 is required for needed course materials. Prerequisite(s): MGMT 3301 and BUSI 3301.

MGMT 4303. Wage and Salary Administration. 3 Semester Credit Hours.
Study wage and salary administration in public and private organizations. Examine determinants of general wage and salary levels and structures, and total compensation systems. Explore the interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, and employee satisfaction. Prerequisite(s): MGMT 3302 and BUSI 3301.

MGMT 4304. Recruitment and Selection of Human Resources. 3 Semester Credit Hours.
Study recruitment and selection of human resources for organizations. Examine optimal utilization of human resources within organizations, and the use of tests and other techniques in human resource management. Prerequisite(s): MGMT 3302 and BUSI 3301.
MGMT 4305. Human Resource Development. 3 Semester Credit Hours.
Learn practical and theoretical approaches to training and development of employees in an organization. Study role and scope of training and development functions, philosophies, strategies, needs analysis, development of program content, and evaluation Prerequisite(s): MGMT 3302 and BUSI 3301.

MGMT 4306. Employer and Labor Relations. 3 Semester Credit Hours.
Study collective bargaining, labor market fundamentals, unionism, and related issues of labor economics. Prerequisite(s): MGMT 3301.

MGMT 4310. Entrepreneurship II. 3 Semester Credit Hours.
Develop skills required to manage and grow a new venture past the start-up. Apply general business concepts to the challenges facing entrepreneurs. Draw on a broad range of business disciplines including management, marketing, finance, and accounting to develop a business plan. As such, background knowledge in these areas, as well as good writing skills, is strongly preferred, but not required. Prerequisite(s): MGMT 3301 or permission of department chair.

MGMT 4321. Production and Operations Management. 3 Semester Credit Hours.
Study industrial organization, scientific management, planning and control, building locations and layouts, wage rates, corporation relationships, and research. Prerequisite(s): MGMT 3301 and BUSI 3311.

MGMT 4322. Management Science. 3 Semester Credit Hours.
Learn quantitative techniques of decision-making with an emphasis on managerial needs. Study discipline of continuous improvement in managerial decision-making. Analyze problem definition, data gathering and analysis, process improvement, improvement control, and be able to make recommendations to improve business results. Prerequisite(s): MGMT 3301 and BUSI 3311.

MGMT 4325. Leadership Theory and Practice. 3 Semester Credit Hours.
Study leadership theories and issues with practical application of newer leadership models in contemporary organizations. Explore facets of both leadership and followership, along with the impact of the particular organizational setting and situation. Explore situation analysis through active reflection, analysis of case studies, simulations, and popular business press treatment of leadership situations. Prerequisite(s): BUSI 3301 and MGMT 3301.

MGMT 4340. Management Seminar. 3 Semester Credit Hours.
Study current issues in management. Analyze readings from current management publications and other related periodicals. May be repeated for credit when topics vary. Prerequisite(s): 15 hours of MGMT or permission of department chair.

MGMT 4350. Management Information Systems. 3 Semester Credit Hours.
(WI) Investigate management issues related to business information systems designed to meet the informational needs of the various business subsystems. Learn the concepts of systems development, security, privacy and ethics associated with information systems are stressed. Credit will be awarded for only 1 of the following courses: ACCT 4350, CIS 4350, or MGMT 4350. Prerequisite(s): BUSI 3301 and MGMT 3301.

MGMT 4354. International Management. 3 Semester Credit Hours.
Study the international dimensions of the marketplace and environment related to management. Examine the role of culture within international strategic management, organizational behavior and human resource management. Prerequisite(s): MGMT 3301, BUSI 3301 and BUSI 3344.

MGMT 4356. Global Management Practices. 3 Semester Credit Hours.
Study basic international business concepts, cultural literacy, and discipline specific content applied to practical experiences and activities in a visited foreign country. A study abroad at the student’s expense is required. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion. Prerequisite(s): Junior or senior standing. BUSI 4354, MGMT 4356, or MKTG 4356 may not be taken concurrently. Field assignment fee of $75.

MGMT 4360. Emergency Management. 3 Semester Credit Hours.
Learn theories, principles and approaches to emergency management. Study the Philosophy of Comprehensive Emergency Management (CEM) with its four phases of preparedness, mitigation, response, and recovery. Analyze past disasters presented along with their attendant policy formations leading to the FEMA all hazards approach.

MGMT 4370. Introduction to Project Management. 3 Semester Credit Hours.
This course provides a comprehensive overview of project management. The culture, principles, and basic techniques of project management are addressed using the project life-cycle as the primary organizational guideline. The project management functions of planning, organizing, motivating and controlling with an emphasis on the application to business and technology are explained. Basic tools of project management such as work breakdown structure, scheduling, earned value analysis, and risk management are explained and demonstrated. Prerequisites: BUSI 3301, BUSI 3311, MGMT 3301; Materials Fee: $35 for a simulation experience.

MGMT 4384. Management Internship. 3 Semester Credit Hours.
Participate in a management related position with a public or private business organization that is preapproved and supervised. May be repeated for a total of 6 credit hours. Prerequisite(s): MGMT 3301 and permission of department chair. Field experiences fee: $75.

MGMT 4388. Management Problems. 1-3 Semester Credit Hours.
Study selected problems in management. Engage in independent research, reading and discussions under the personal direction of the instructor. Topics may vary according to student need. May be repeated with permission of department chair. Prerequisite(s): Senior standing and permission of department chair.

MGMT 5090. Management Comprehensive Examination. 0 Semester Credit Hours.
Study and take the management examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

MGMT 5301. Organizational Behavior. 3 Semester Credit Hours.
Learn behavioral theory in organizational context. Study individual and group dynamics in the business environment. Specific emphasis given to leadership, motivation, communication, employee supervision, and morale. Prerequisite(s): Management leveling.
MGMT 5302. Sustainable Business: A One Planet Approach. 3 Semester Credit Hours.
Broad overview of the definitions, theory, and leadership practices associated with strategizing, collaborating, innovating, organizing and managing the changes necessary to adopt a triple bottom line approach (people, planet, profit) for sustainable effectiveness into the organization’s business functions: marketing, finance, operations, etc. This is a foundational course for the One Planet Masters program and is intended to provide a base level of sustainability literacy needed for successful completion of the associated graduate courses. Prerequisite: Management Leveling.

MGMT 5305. Analytical Methods of Management Decisions. 3 Semester Credit Hours.
Study analytical techniques which may be used to facilitate decisions analysis. Learn concepts of utility, break even analysis, network models, linear programming, game theory and computer simulation. Use course activity to survey analytical techniques which may be used to facilitate analysis of alternative decisions and practice in applying the techniques through problem solving. Prerequisite(s): BUSI 3311 or MATH 3300 and graduate standing.

MGMT 5306. Influence Organizational Productivity By Interpersonal Relationships. 3 Semester Credit Hours.
Learn the practicals and theories related to interpersonal behavior and its influence on organizational productivity. Learn to identify and classify behavior in order to better understand behavior and to develop strategies for creating productive relationships with others. Particular emphasis is directed toward the impact of interpersonal behavior in business organizations and the potential effect on productivity. A materials fee of $45 is required for needed course materials.

MGMT 5307. Responsibilities and Ethics of Leadership. 3 Semester Credit Hours.
Analyze an organization’s social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study method for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the organizational environment, and society. Prerequisite(s): Management Leveling.

MGMT 5308. Designing Organizations for Sustainable Effectiveness. 3 Semester Credit Hours.
Examines theories, processes and “fit” models of organization design and alignment of structure, technology, information systems, reward systems, people and culture, and management processes with organizational goals. Emphasis is on maximizing the triple bottom line for sustainable effectiveness and how organizations can be led and managed so they are economically, socially, and environmentally sustainable. Prerequisite(s): MGMT 5301.

MGMT 5309. Global Leadership for Sustainability. 3 Semester Credit Hours.
This course is the integrating capstone course for the MS One Planet Leadership program. Examines and both mainstream and emerging theories and approaches to leadership, including models of leadership for sustainability and developing the global mindset necessary for flourishing enterprises to maximize the triple bottom line. Applies leadership principles and models to varied organizational situations with a primary focus on developing leaders who can effectively deal with the economic, social, and environmental challenges global leaders face in today’s volatile and chaotic business climate. Prerequisite(s): Students must have completed or be currently enrolled in the core courses for the program, MGMT 5301, MGMT 5308, & MGMT 5368, or instructor approval.

MGMT 5310. Leadership Formation and Development. 3 Semester Credit Hours.
This course examines both mainstream and emerging theories and approaches to leadership development and formation, with an emphasis on case study and experiential methods of examining the application of leadership principles and models. It provides each student the opportunity to focus on developing their personal and organizational abilities and skills to become triple bottom line leaders who can better resolve the economic, social and environmental issues of the global, Internet age. Prerequisite(s): MGMT 5301.

MGMT 5311. Sustainable Operations & Services. 3 Semester Credit Hours.
Foci on providing students with a broad understanding and knowledge of operations and service management concepts. Emphasis will be placed on incorporating various aspects of sustainability, while designing, managing and controlling business operations and services. In addition, students will be exposed to several analytical tools, models and methodologies that are necessary to design, develop and evaluate various sustainable business operations. Prerequisites: Management and Statistics Leveling.

MGMT 5315. International Management for Sustainability. 3 Semester Credit Hours.
Focus on the multinational aspects of leading and managing sustainable development. Research, synthesis, and presentation of current and seminal research on the subjects of globalization and internationalization will be dominant components. The need for social, ecological, and economic dimensions of sustainability in international business transactions will also be discussed. Prerequisite: MGMT 5301.

MGMT 5320. Negotiations. 3 Semester Credit Hours.
Learn distributive negotiation, integrative negotiation, biases and pitfalls in negotiation, building trust, developing a negotiation style, power, persuasion, ethics, creativity and problem solving. Theoretical lecture/discussion and practical application/skill development, including in-class role plays, are used in this course. A materials fee of $40 is required for needed course materials.

MGMT 5330. Cross Sector Partnerships for Sustainability. 3 Semester Credit Hours.
Cross-sector partnerships have proven to be one of the most effective approaches to complex environmental challenges. Through case studies of environmental partnerships, literature on collaboration strategies, reflective journals and field research, students will develop the skills necessary to lead future collaborative sustainability initiatives. Prerequisites: MGMT 5301 and MGMT 5307.

MGMT 5340. Management Seminar. 3 Semester Credit Hours.
Explore selected management topics of current importance to business management. May be repeated once for credit when topics vary.

MGMT 5345. Entrepreneurship. 3 Semester Credit Hours.
The course is designed to cover the fundamentals of entrepreneurship. Students will be provided with tools and methods for successfully developing and launching a new venture. Students will have an opportunity to develop a business plan, and will be exposed to concepts such as creativity, risk-taking, and sustainable entrepreneurship.
MGMT 5350. Project Management. 3 Semester Credit Hours.  
Study a comprehensive overview of project management. Analyze culture, principles, and basic techniques of project management using the project life cycle as the primary organizational guideline. Learn project management functions and use basic tools of project management such as work breakdown structure, scheduling, contracting, earned value analysis, and risk management. A materials fee of $35 is required to support a learning simulation.

MGMT 5356. Global Management Practices. 3 Semester Credit Hours.  
Study basic international business concepts, cultural literacy, and discipline specific content applied to practical experiences and activities in a visited foreign country. A study abroad at the student's expense is required. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion. Prerequisite(s): Admission into a COBA graduate program and permission of instructor. Field experiences fee $75.

MGMT 5368. Development & Change for Learning Organizations. 3 Semester Credit Hours.  
Students apply strategies for developing organizational learning using behavioral science. Viewing organizations as complex ecological systems, students will master systems thinking related to organization development so that change efforts improve both the organization and the wider systems within which it operates. Prerequisite(s): MGMT 5301.

MGMT 5384. Management Internship. 3 Semester Credit Hours.  
Participate in a management related position with a public or private business organization that is preapproved and supervised. Acquiring a business organization that is preapproved and supervised. May be repeated for a total of 6 hours credit. Prerequisite(s): Permission of department chair. Field experiences fee $75.

MGMT 5388. Management Problems. 1-6 Semester Credit Hours.  
Study problems, topics, and perform research in management within the student's area of interest. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. This course offers students the opportunity to study. Prerequisite(s): Permission of department chair.

Marketing (MKTG)

MKTG 3301. Marketing. 3 Semester Credit Hours.  
Examine principles and concepts of marketing goods, services, and intangibles by profit and non-profit organizations in a free enterprise and global economy.

MKTG 3312. Public Relations. 3 Semester Credit Hours.  
Study the techniques used in planning public relations programs for businesses, schools, churches, and civic associations. Learn press relations, crisis management, advertising, speech writing, and campaign activities. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 3315. Personal Selling. 3 Semester Credit Hours.  
Study the role and techniques of personal selling as a component of the marketing mix. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 3316. Consumer Behavior. 3 Semester Credit Hours.  
Analyze individual and group behavior of people performing in consumer role. Study buying motives, social class, and research techniques in consumer behavior. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 3317. Retailing. 3 Semester Credit Hours.  
Learn fundamental operations of retailing, studying of buying practices, pricing, store locations and layout, sales promotions, personnel management, and stock control. Study design to aid the student seeking a general knowledge of the retail field as well as those specializing in Marketing. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 3318. Promotional Strategy. 3 Semester Credit Hours.  
Study a controlled, integrated program of promotional variables. Learn how to present a company and its products to prospective customers, to promote need-satisfying attributes of products toward the end of facilitating sales, and long-run performance. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 3320. Marketing Research. 3 Semester Credit Hours.  
Study accurate, objective, and systematic gathering, recording, and analyzing of data about problems relating to marketing goods and services. Prerequisite(s): MKTG 3301, BUSI 3301 and BUSI 3311.

MKTG 4301. Advertising. 3 Semester Credit Hours.  
Analyze advertising in modern media. Study the history, design, effects of advertising, and the uses of different media for advertising purposes. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 4302. Services Marketing. 3 Semester Credit Hours.  
Learn about service environment. Analyze the most successful service-oriented industries and firms within the world’s fastest-growing economic sector. Prerequisite(s): MKTG 3301 and BUSI 3301.

MKTG 4305. Digital and Internet Marketing. 3 Semester Credit Hours.  
This course provides a theoretical and practical understanding of digital marketing. Students will learn various digital marketing practices such as managing and executing search engine optimization campaign (e.g., Google AdWords), building an effective website, and converting clicks into purchases through an experiential learning approach. Prerequisite: MKTG 3301.

MKTG 4316. Marketing Management. 3 Semester Credit Hours.  
Study strategic planning and management of all functional aspects of the marketing operation of an enterprise using comprehensive analytical methods and an integrated marketing mix. Prerequisite(s): Senior standing and 9 hours of MKTG.

MKTG 4340. Marketing Seminar. 3 Semester Credit Hours.  
Examine the current issues/topics in Marketing. May be repeated for credit if the topic varies. Prerequisite(s): MKTG 3301, BUSI 3301 and permission of instructor.

MKTG 4354. International Marketing. 3 Semester Credit Hours.  
Study comparative marketing systems, including economic, social, technological, governmental, and political environments as they affect international marketing operations. Prerequisite(s): MKTG 3301, BUSI 3301 and BUSI 3344 or permission of department chair.

MKTG 4356. Global Marketing Practices. 3 Semester Credit Hours.  
Study basic international business concepts, cultural literacy, and discipline specific content applied to practical experiences and activities in a visited foreign country. A study abroad at the student’s expense is required. Student may complete a maximum of six hours of SOBA sponsored study abroad toward degree completion. Field assignment fee: $75. Prerequisite(s): MKTG 3301, junior or senior standing and permission of instructor. BUSI 4354, MGMT 4356, or MKTG 4356 may not be taken concurrently.

MKTG 4384. Marketing Internship. 1-6 Semester Credit Hours.  
Participate in a marketing-related position with a public or private business organization that is preapproved and supervised. Acquiring a new marketing-related position after approval of the internship or the approval of experiences beyond the scope of the student’s present job. May be repeated for a total of 6 hours credit. Prerequisite(s): MKTG 3301, Faculty Sponsorship, and permission of department chair. Field experiences fee: $75.
MKTG 4388. Marketing Problems. 1-6 Semester Credit Hours.
Study of selected problems in marketing. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. May be repeated with permission of department chair. Prerequisite(s): Senior standing and permission of department chair.

MKTG 4389. Special Topics in Marketing. 3 Semester Credit Hours.
Examine current topics in marketing. Explore required readings from current marketing publications and other related periodicals. May be repeated for credit when topics vary. Prerequisite(s): 9 hours of MKTG.

MKTG 5308. Marketing Management. 3 Semester Credit Hours.
Study the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Explore case analysis and participate in presentation of results. Prerequisite(s): permission of department chair.

MKTG 5309. Marketing Strategy. 3 Semester Credit Hours.
Develop the role of product, pricing, promotion, and channel and physical distribution in the development of a firm's integrated marketing program. Study cases used to evaluate and compose alternative courses of action.

MKTG 5310. Integrated Marketing Communications. 3 Semester Credit Hours.
Study concepts associated with Integrated Marketing Communications (IMCs). Learn an experiential learning approach, wherein students apply the concepts learned in the classroom to the creation of an IMC campaign for an organization.

MKTG 5312. Brand Management. 3 Semester Credit Hours.
Learn branding, what it is, how it works, how it acquires and maintains economic and non-economic value. Explore the origins, power, theory, meaning, relevance and practice of brands, brand development, brand metrics and brand management though an experiential learning approach. Prerequisite(s): MKTG 5308 or permission of department chair.

MKTG 5315. International Marketing. 3 Semester Credit Hours.
Study comparative marketing systems, including economic, social technological, governmental, and political environments as the affect international marketing operations. Students will be required to complete an extensive research project in addition to other course requirements.

MKTG 5340. Marketing Seminar. 3 Semester Credit Hours.
Explore selected marketing topics of current importance to business marketing. May be repeated once for credit when topics vary.

MKTG 5356. Global Marketing Practices. 3 Semester Credit Hours.
Study of basic international business concepts, cultural literacy, and discipline specific content applied to practical experiences and activities in the foreign county. A study abroad at the student's expense is required. Graduate students will be required to complete an extensive research project in addition to other course requirements. Student may complete a maximum of six hours of COBA sponsored study abroad toward degree completion. Prerequisite(s) Course: Admission into a COBA graduate program and permission of instructor. Field experiences fee $75.

MKTG 5388. Marketing Problems. 1-3 Semester Credit Hours.
(Credit-variable) Study selected problems in marketing. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Prerequisite(s): Permission of department chair.

Marriage and Family therapy (MFT)

MFT 5090. Marriage and Family Therapy Theory Comprehensive Examination. 0 Semester Credit Hours.
Study and take the marriage and Family Therapy Theory examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

MFT 5301. Introduction of Marriage and Family Therapy Theory. 3 Semester Credit Hours.
Explore the historical development, theoretical and empirical foundations of systems theory including a survey of the major models of marriage, couple and family therapy.

MFT 5302. Advanced Marriage and Family Therapy Theory. 3 Semester Credit Hours.
Examine contemporary therapeutic directions and core competencies in the field of marriage and family therapy.

MFT 5307. Ethics in Marriage and Family Therapy. 3 Semester Credit Hours.
Analyze ethical issues related to the profession and practice of Marriage and Family Therapy including the AAMFT Code of Ethics, professional identity, professional organizations and state licensure.

MFT 5309. Assessment and Treatment of Diverse Families. 3 Semester Credit Hours.
Learn the impact of diversity, power, and privilege as related to culture, class, ethnicity, gender, sexual identity, and religion in families and the influence of context on couple and family treatment. Assess the use of genograms and treatment will focus on effectively helping multi-stressed families.

MFT 5313. The Person of the Therapist Identification. 3 Semester Credit Hours.
Study identification and the development of the person as the therapist, which serves to hone skills in therapy.

MFT 5350. Marriage and Family Therapy Research Methods. 3 Semester Credit Hours.
Learn research methodology, data analysis and the evaluation of research in couple and family therapy. Study how research informs, Marriage and Family Therapy common factors, and evidence based practice.

MFT 5351. Diverse Couples Assessment and Treatment. 3 Semester Credit Hours.
Analyze theoretical models and skills necessary for effective treatment of couple relationship problems. Seminar format will offer training towards certification in Gottman Method Couples Therapy, as well as introduction to Emotion Focused Couples Therapy. Prerequisite(s): MFT 5301.

MFT 5352. Gender and Sexuality in Marriage and Family Therapy. 3 Semester Credit Hours.
Learn male and female sexual anatomy, and address male and female sexual problems and their treatment. Special Emphasis on sex therapy, including cultural diversity, age, disability and illness, sexual abuse and rape.
MFT 5353. Medical Family Therapy. 3 Semester Credit Hours.
Examine the role of the marriage and family therapist in larger behavioral health systems. Learn collaborative manner addressing the unique psychosocial problems of individuals, couples, and families with acute and chronic medically related concerns. Study principles of individual diagnosis of mental illness as defined in the DSM and the implications for systematically based treatment.

MFT 5355. Treating Military Families. 3 Semester Credit Hours.
Explore unique characteristics of military families and provide an overview of assessment and treatment options for common clinical concerns presented by military families.

MFT 5356. Combat Related Trauma. 3 Semester Credit Hours.
Explore the unique characteristics and symptoms of grief, PTSD and combat related trauma. Study systemic treatment options in order to help clients meet their treatment goals.

MFT 5357. Common Factors in Marriage and Family Therapy. 3 Semester Credit Hours.
Explore therapeutic relationship, client factors and hope/expectancy, and their implications for clinical practice.

MFT 5358. Group Process in Marriage and Family Therapy. 3 Semester Credit Hours.
Study human relationships in groups, particularly in the group therapy context. Explore the application of various aspects of group dynamics including leadership, motivation, perception, power and decision making.

MFT 5371. Advanced Couples Interventions. 3 Semester Credit Hours.
Study advanced skills and interventions in Gottman Method Couple Therapy and Emotion Focused Couple Therapy. Prerequisite(s): MFT 5301, MFT 5302 and MFT 5351.

MFT 5372. Relationship Education. 3 Semester Credit Hours.
Study multiple approaches to providing relationship education directly to couples and provides students the opportunity to prepare presentations that could be delivered in real-world settings. Prerequisite(s): MFT 5301, MFT 5302 and MFT 5351.

MFT 5380. Addiction in Marriage and Family Therapy. 3 Semester Credit Hours.
Study systemic framework for understanding addictions and how they impact the family system. Prerequisite(s): MFT 5301 and MFT 5302.

MFT 5381. Adolescent in Family Therapy. 3 Semester Credit Hours.
Explore marriage and family therapy theories in relation to treatment of various disorders in adolescence. Study relational, systemic, and contextual factors that are considered in and behavioral health systems which treat adolescents. Prerequisite(s): MFT 5301, MFT 5302 and PSYC 5304.

MFT 5382. Delinquency in Marriage and Family Therapy. 3 Semester Credit Hours.
Study juvenile delinquency and adolescent substance use through systemic and contextual lens. Examine and compare MFT theories related to juvenile delinquency and adolescent substance use. Prerequisite(s): MFT 5301, MFT 5302, PSYC 5304 and MFT 5381.

MFT 5383. Marriage and Family Therapy Pre-Practicum. 3 Semester Credit Hours.
Study interviewing and training skills in the Marriage and Family Therapy program while preparing for field placement. Gain an understanding of Marriage and Family Therapists, how clients change and basic therapeutic strategies. Explore basic skills and tools necessary to become competent clinicians. Use role playing, videotapes, and video cameras as part of the learning process. Prerequisite(s): MFT 5301.

MFT 5391. Clinical Practicum I. 3 Semester Credit Hours.
Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307 and MFT 5383. Field experience fee - $75.

MFT 5392. Clinical Practicum II. 3 Semester Credit Hours.
Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383 and MFT 5391. Field experience fee - $75.

MFT 5393. Clinical Practicum III. 3 Semester Credit Hours.
Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383, MFT 5391 and MFT 5392. Field experience fee - $75.

MFT 5394. Clinical Practicum IV. 3 Semester Credit Hours.
Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383, MFT 5391, MFT 5392 and MFT 5393. Field experience fee - $75.

MFT 5397. Clinical Practicum V. 3 Semester Credit Hours.
Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383, MFT 5391, MFT 5392, MFT 5393, and MFT 5394. Field experience fee - $75.

Mathematics (MATH)

MATH 3300. Principles of Statistics. 3 Semester Credit Hours.
Data collection and analysis, elementary probability, discrete and continuous distributions, regression, correlation, estimation, and nonparametric methods. This course cannot be counted on a degree program for a mathematics major. Credit cannot be awarded for both MATH 3300 and MATH 3450. Prerequisite(s): MATH 1314.
MATH 3301. Number Theory. 3 Semester Credit Hours.
The study of congruence relations, rational integers, diophantine equations, quadratic reciprocity law, linear forms, integral domains, and related topics. Prerequisite(s): 6 hours of MATH including MATH 2413.

MATH 3302. Principles of Geometry. 3 Semester Credit Hours.
Euclidean geometry topics including logic, properties of parallel lines, triangles, quadrilaterals, circles, measurement, similarity, proportionality, and transformations. Technology will be incorporated where appropriate. Credit for both MATH 3302 and MATH 4302 will not be awarded. Prerequisite(s): MATH 2413.

MATH 3303. Concepts of Elementary Math I. 3 Semester Credit Hours.
Problem solving, sets, functions, logic, elementary number theory, concepts of properties of whole numbers, rational numbers, integers, and real numbers. Designed for those planning to teach in elementary school. Prerequisite(s): MATH 1314 and Junior standing.

MATH 3305. Concepts of Elementary Math II. 3 Semester Credit Hours.
Basic concepts in algebra, geometry, calculators and computers, metric system and measurement, and probability and statistics. Meets basic probability requirement for math majors, certifying teachers, and interdisciplinary studies. Prerequisite(s): MATH 3303.

MATH 3306. Differential Equations. 3 Semester Credit Hours.
Solutions and applications of homogeneous and nonhomogeneous ordinary differential equations, including first-order equations and higher-order linear equations. Qualitative properties of solutions are investigated, as well as exact methods for solving differential equations and initial value problems including series, Laplace transform, separation of variables, variation of parameters, and undetermined coefficients. Prerequisite(s): MATH 2414.

MATH 3309. Algebraic Function. 3 Semester Credit Hours.
Survey of elements from Algebra, Trigonometry, Geometry, Probability and Statistics, Finite Mathematics, and Calculus. The class places a strong emphasis on real-world applications and interpretation. Technology will be incorporated where appropriate.

MATH 3310. Discrete Mathematics. 3 Semester Credit Hours.
Introduces students to the techniques and tools of reasoning, decision making, and combinational problem solving. Topics include sets and logic, combinations, probability, relations and functions, Boolean properties, and graph theory. Prerequisite(s): MATH 1314 or MATH 3309.

MATH 3311. Probability & Statistics I. 3 Semester Credit Hours.
This course contains the fundamentals of probability theory and the basics of statistics. Topics include probability axioms, sampling distributions, descriptive statistics, finite random variables, infinite discrete random variables, continuous random variables, and the Central Limit Theorem. Prerequisite(s): MATH 2414 and MATH 3305 or an elementary probability course.

MATH 3315. Mathematics & Technology. 3 Semester Credit Hours.
Use of current technologies related to creating interactive presentations/documents for math as well as use of current technologies related to mathematical analysis and state certification exams.

MATH 3332. Linear Algebra. 3 Semester Credit Hours.
A study of the theory of real vector spaces and linear transformations. Topics include vector spaces, inner product, norm, distance, subspaces, spanning sets, linear dependence and independence, bases, dimension, linear systems, coordinates, linear transformations, kernel, image, isomorphisms, inverse linear transformations, matrix representations of linear transformations, similarity, direct sums, and canonical forms. Prerequisite(s): MATH 2414.

MATH 3350. Principles of Bio-Statistics. 3 Semester Credit Hours.
An introduction to statistical methods that are applied in biology and agriculture. Use of technology and hands-on spreadsheet assignments are required in this course. Prerequisite(s): MATH 2413.

MATH 3360. Numerical Analysis I. 3 Semester Credit Hours.
An introduction to numerical analysis. Topics are being selected from error analysis, solving algebraic equations, interpolation, numerical differentiation and integration, methods for solving systems of equations, approximation theory, and initial value problems of ordinary differential equations. Prerequisite(s): MATH 2414 and 3 hours of COSC.

MATH 3370. An Introduction to Linear Programming. 3 Semester Credit Hours.
The topics will include Convexity, Extreme Points, Linear Programming for efficiency of mixtures, transportation, and other economic models. Basic analysis of the simplex method and duality will be used to solve such problems and to determine the long-term usefulness of models.

MATH 3375. An introduction to Partial Differential Equations. 3 Semester Credit Hours.
The topics will include advanced vector calculus, the heat and wave equations, separation of variables, Fourier Transforms, convolution, and geometric analysis. Prerequisite(s): MATH 2414 and PHYS 2425.

MATH 3433. Calculus III. 4 Semester Credit Hours.
The calculus of two dimensional vectors, parametric equations, cylindrical and spherical coordinates, multivariable differential calculus, directional derivatives and their applications, multiple integration, vector analysis, line and surface integrals, Green's Theorem, Stokes' Theorem. Use of computer technology and laboratory assignments will be required in this course. Prerequisite(s): MATH 2414.

MATH 4302. College Geometry. 3 Semester Credit Hours.
Euclidean geometry topics including logic, properties of parallel lines, triangles, quadrilaterals, circles, measurement, similarity, proportionality, and transformations. Additional topics include projective and non-Euclidean geometry. Technology is incorporated where appropriate. Substitutes for MATH 3302 for 4-8 certifying students. Prerequisite(s): MATH 2413.

MATH 4304. Survey of Mathematical Ideas. 3 Semester Credit Hours.
This course is designed to bring together and supplement the technical material of other mathematics courses to communicate mathematics effectively. Topics in algebra, trigonometry, geometry, statistics, and discrete mathematics will be explored. Technology will be used where appropriate. Prerequisite(s): MATH 2413 and MATH 3302 or MATH 4302 or concurrent registration.

MATH 4304L. Survey of Mathematical Ideas Lab. 1 Semester Credit Hour.
This lab is required for all math majors and must be taken with MATH 4304. This lab addresses and prepares students for content on the state mathematics state examinations for grade levels 7-12. All other majors requiring MATH 4304 will continue to take base course, but will not take this lab. Prerequisites: MATH 2413 and MATH 3302 or MATH 4302 or concurrent registration and Senior Standing.
MATH 4305. Concepts of Elem Math III. 3 Semester Credit Hours.
This course is designed to develop and extend the mathematical content knowledge of prospective middle school teachers. Topics include the development of algebraic reasoning through the use of patterns, relations, and functions with an emphasis on multiple representations (numerical, graphical, verbal, and/or symbolic). Technology is being integrated into the curriculum where appropriate. Prerequisite(s): MATH 3305 for EC-6 and 4-8 Mathematics majors; MATH 2413 for all other students.

MATH 4307. Complex Analysis. 3 Semester Credit Hours.
A first course in complex analysis which involves learning the arithmetic/geometry of the complex number field; calculus of functions of a complex variable, analytic and harmonic functions; residue theory. The course also includes an introduction to conformal mappings and boundary value problems.

MATH 4309. Advanced Analysis I. 3 Semester Credit Hours.
A study of the theory of the calculus of functions of a single variable. Topics include the topology of the real line, functions, sequences and their limits, continuity, differentiation, and integration. Prerequisite(s): MATH 2414.

MATH 4311. Probability & Statistics II. 3 Semester Credit Hours.
Continuation of MATH 3311 with focus on statistical inference. Topics include the Central Limit Theorem, sampling distributions, confidence intervals, hypothesis testing, inferences based on two samples, and an introduction to ANOVA. Prerequisite(s): MATH 3311.

MATH 4320. Mathematical Modeling. 3 Semester Credit Hours.
An advanced introduction to models related to applied sciences. Topics include applications of linear programming, scheduling, graph theory, and game theory. Prerequisite(s): MATH 2414 and 6 hours of advanced mathematics or pre-calculus.

MATH 4332. Abstract Algebra. 3 Semester Credit Hours.
An introduction to abstract algebraic structures, including groups, rings, ideals, polynomial rings, and applications. Prerequisite(s): MATH 3332.

MATH 4380. Undergraduate Research Project. 1-3 Semester Credit Hours.
Methods of research in the mathematical sciences or in mathematics education through a research project directed by a departmental faculty member. The student is required to prepare a final report and presentation. No credit is earned until the student has enrolled in at least 3 credit hours, and the final report and presentation are certified as completed by the faculty member directing the project, at which time the student will receive 3 credit hours. Prerequisite(s): Mathematics major, senior standing, and 24 semester hours of MATH courses and permission of department chair.

MATH 4389. Special Topics in Math. 3 Semester Credit Hours.
Topics are being selected from areas of mathematics suitable for upper level study. This course may be repeated once with permission of department chair, as topics change. Prerequisite(s): MATH 2414 and 6 hours of advanced MATH.

MATH 4488. Mathematical Problems. 1-4 Semester Credit Hours.
Special problems in mathematics. Not covered by any course in the curriculum. Work may be either theory or laboratory. May be repeated with permission of department chair for additional credit when fewer than four credits have been earned. Prerequisite(s): Permission of department chair.

MATH 5090. Comprehensive Examination. 0 Semester Credit Hours.
Non-thesis students should register for the comprehensive examination during their final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

MATH 5198. Thesis. 1-6 Semester Credit Hours.
Scheduled when the student’s committee chair determines the student is ready to begin the thesis. No credit is earned until the student has enrolled in at least 6 credit hours of thesis and the thesis is certified as completed by the student’s committee, at which time the student will be awarded 6 credit hours of thesis.

MATH 5301. Nonparametric Statistics. 3 Semester Credit Hours.
Introduction to nonparametric statistics. Topics will include hypothesis testing, contingency tables, rank tests, and goodness-of-fit tests. Prerequisite(s): MATH 3300 or MATH 3311 or MATH 3450 or MATH 5305.

MATH 5302. Financial Mathematics I. 3 Semester Credit Hours.
A thorough review of the mathematics related to calculating present and accumulated values for various streams of cash flows, with applications to: reserving, valuation, pricing, asset/liability management, investment income, capital budgeting, and valuing contingent cash flows. This class (together with Financial Mathematics 2) is intended to provide sufficient background for the student to succeed in passing the Actuarial FM exam.

MATH 5305. Probability & Statistics. 3 Semester Credit Hours.
Topics will be selected from: distributions and stochastic processes, parametric and nonparametric statistics, and time series analysis. Prerequisite(s): MATH 3311.

MATH 5306. Dynamical Systems. 3 Semester Credit Hours.
Advanced study of dynamical systems. Topics will be selected from discrete and continuous dynamical systems, sensitivity analysis, models of the physical, life, and social sciences, and bifurcation analysis. Prerequisite(s): MATH 3306 and MATH 3332.

MATH 5308. Abstract Algebra. 3 Semester Credit Hours.
Topics will be selected from: groups, homomorphism, isomorphism, direct products and sums, invariant properties, rings, and fields. Prerequisite(s): MATH 4332.

MATH 5309. Complex Variables. 3 Semester Credit Hours.
An introduction to complex analysis. Topics will be selected from elementary operations and analytic functions, curves and integrals, power series, Cauchy’s theorem, zeroes and singularities of analytic functions, Laurent series, maximum principle, analytic continuation, harmonic functions, conformal mapping and transformations. Prerequisite(s): MATH 3343.

MATH 5311. Operations Research. 3 Semester Credit Hours.
This course examines the theoretical support and applications of the simplex algorithm for linear programming and for dynamic programming. Transportation and scheduling problems are among the applications to be emphasized. Prerequisite(s): MATH 3332.

MATH 5312. Design of Experiments. 3 Semester Credit Hours.
Students will learn about planning and conducting an experiment. Data analysis using appropriate software is covered. Prerequisite(s): MATH 5305 or permission of department chair.

MATH 5315. Operations Research II. 3 Semester Credit Hours.
Selected topics in Operations Research, chosen from among the following: Search, Selection and Optimization Techniques; System Modeling; Network Analysis; Inventory and Production Modeling; Sequencing and Scheduling; Decision Theory; Queuing Theory; Simulation and Monte Carlo Techniques; and Markov Chains.
MATH 5320. Real Analysis. 3 Semester Credit Hours.
Topics will be chosen from: sets and operators; cardinal numbers and
ordinal types; metric spaces and Lebesgue measure; metric properties of
sets; differentiation and integration. Prerequisite(s): MATH 4309.

MATH 5325. Real Analysis II. 3 Semester Credit Hours.
Completeness properties of the real number system. Topology of the
real line. Introduction to Lebesgue measure and integral. Convergence of
sequences.

MATH 5330. Mathematical Modeling. 3 Semester Credit Hours.
An advanced course in mathematical modeling. Topics will be selected
from scaling, dimensional analysis, regular and singular perturbation
theory, stability theory, and asymptotic analysis. Prerequisite(s): MATH
3306 and MATH 3332.

MATH 5335. Statistics II. 3 Semester Credit Hours.
This is an advanced course in probability distributions, joining
distributions, covariance and problems related to the actuary field.
Prerequisite(s): MATH 5305.

MATH 5340. Topology. 3 Semester Credit Hours.
An introduction to point set topology. Topics will include open and closed
sets, interior, closure, boundary, neighborhoods, continuous functions,
separation and subspaces. Additional topics will be selected from
compactness, connectedness and continua. Prerequisite(s): MATH 4309.

MATH 5345. Financial Mathematics II. 3 Semester Credit Hours.
A mathematical introduction to financial instruments, including
derivatives, and the concept of no-arbitrage as it relates to financial
mathematics. This class (together with Financial Mathematics 1) is
intended to provide sufficient background for the student to succeed in
passing the Actuarial FM exam.

MATH 5350. Applied Linear Algebra. 3 Semester Credit Hours.
An advanced course in linear algebra. Topics will be selected from linear
spaces and operators, canonical forms, quadratic forms and optimization,
computation and condition, and compatible systems. Prerequisite(s):
MATH 3332.

MATH 5360. Numerical Analysis. 3 Semester Credit Hours.
An advanced study of numerical analysis. Topics will be selected from
linear systems, approximation theory, numerical differential and integral
equations, integration theory. Prerequisite(s): MATH 4309 and MATH
3360 or 6 hours of COSC.

MATH 5375. Statistical Reasoning and Probability. 3 Semester Credit
Hours.
Topics in applied statistics including ANOVA, experimental design,
single and multiple linear regression, hypothesis testing of linear models,
forecast errors and confidence intervals. Prerequisite(s): MATH 3311 or
equivalent.

MATH 5376. Topics in Secondary Math. 3 Semester Credit Hours.
This course applies the standards of the National Council of Teachers
of Mathematics to the curriculum of secondary mathematics. It explores
techniques to implement the standards through the use of manipulatives,
graphing handhelds, and computer technology. Prerequisite(s): 24 hours
of MATH, including MATH 2413.

MATH 5378. Technology-Aided Mathematics. 3 Semester Credit Hours.
Students will engage in mathematical problem-solving using
technological tools. Technologies may include graphing handhelds,
data collection devices, computer software packages, and internet
resources. This course may be repeated for credit as the topic changes.
Prerequisite(s): 24 hours of MATH, including MATH 120.

MATH 5379. Topics In Mathematics Theory. 3 Semester Credit Hours.
An examination of topics in mathematical theory appropriate for
secondary mathematics educators. Topics will be selected from
geometry and topology, number theory, modern algebra, and library
research in mathematics. This course may be repeated for credit as the
topic changes. Prerequisite(s): Permission of department chair.

MATH 5380. Selected Topics in Mathematics. 3 Semester Credit Hours.
An examination of topics in applied mathematics. Topics for study
will be selected from advanced mathematical modeling, advanced
numerical techniques, practical optimizations, calculus of variations,
dynamic programming, integral equations, optimal control, perturbation
methods, and library research in applied mathematics. This course may
be repeated for credit as the topic changes. Prerequisite(s): Permission of
department chair.

MATH 5381. Research Analysis. 1 Semester Credit Hour.
An overview of the components of research in the main areas of
mathematics. These areas will include pure mathematics and statics,
applied mathematics and statistics, and mathematics education. The
course will culminate with a study of what is a proper literary review
and how to submit an article for publication. Prerequisite(s): Graduate
standing in the mathematics department or permission of department
chair.

MATH 5389. Advanced Special Problems. 1-3 Semester Credit Hours.
Special problems in mathematics. Work may be either theory or
laboratory. May be repeated with permission of the department chair
for additional credit when fewer than four credits have been earned.
Prerequisite(s): Permission of department chair.

Military Science (MILS)

MILS 3301. Training Mgmt & Warfight Funct. 3 Semester Credit Hours.
This course is designed to enable a student with no prior military or cadet
experience to quickly learn essential cadet knowledge and skills. The
course introduces the principles of physical fitness, healthy lifestyles and
the Leader Development Program that will be used to evaluate leadership
performance and provides cadets with developmental feedback, used
throughout the year. Cadets learn how to plan and conduct individual
and small unit training, as well as basic tactical principles. The course
conducts a four-week study of reasoning skills and the military-specified
application of these skills in the form of the Army’s troop leading
procedures. The final four weeks examines officership. This course
serves as the first and primary course of the ROTC Advanced Courses.

MILS 3302. Leadership in Small Unit Ops. 3 Semester Credit Hours.
This course is designed to continue the development of cadets as leaders
by presenting instructions in the areas of leadership, interpersonal
communications, values and ethics. The leadership module expands
on key leadership concepts and provides feedback for cadet leadership
self-development efforts. Interpersonal communications lessons
address general communication theory as well as written and spoken
communication skills. The highlight of the communication module is
the opportunity for cadets to present an information briefing and receive
feedback from both instructor and fellow students.
MILS 4301. The Army Officer. 3 Semester Credit Hours.
This course concentrates on Army operations and training management, communications and leadership skills and supports the beginning of the final transition from cadet to lieutenant. The course enables cadets to attain knowledge and proficiency in several critical areas needed to operate effectively as an Army officer. These subjects have the added benefit of preparing cadets to lead the cadet battalion throughout the remainder of the year. At the end of this semester, cadets possess the fundamental skills, attributes, and abilities required to operate as competent leaders in the cadet battalion.

MILS 4302. Company Grade Leadership. 3 Semester Credit Hours.
The final semester course of the M S IV year trains cadets on Military Law, task organizations, maintenance, supply management, and physical training. Cadets conduct a Capstone Practical Exercise, assuming leadership roles as a lieutenant entering a new unit. The course is designed to prepare transition and groom senior cadets to become Army Officers.

MILS 4305. Intro to Cross Cultural Learn. 3 Semester Credit Hours.
The course enables students to contribute to a local society beyond the University setting. This course is a series of cultural immersion trips sponsored by the US Army Cadet Command over a 29 day period, usually during the summer semester. Prerequisite(s): ROTC cadets accepted into the ROTC program, MILS 3301 and MILS 3302.

MILS 4389. Special Topics. 1-6 Semester Credit Hours.
A course open to Military Science students. Topics vary according to student need. May be repeated for a maximum of 6 hours. Open to students of junior or senior standing. Prerequisite(s): Permission of department chair.

Music (MUSI)

MUSI 3129. Intermediate & Advanced Band Repertoire. 1 Semester Credit Hour.
This course focuses increasing knowledge and awareness of the importance of selecting appropriate concert band literature for the contest and concert stage. In addition there will be an emphasis on improving the skills needed to plan, conduct and rehearse instrumental ensembles of a variety of levels.

MUSI 3130. Intermediate & Advanced Orchestra Repertoire. 1 Semester Credit Hour.
This course focuses increasing knowledge and awareness of the importance of selecting appropriate concert orchestra literature for the contest and concert stage. In addition there will be an emphasis on improving the skills needed to plan, conduct and rehearse instrumental ensembles of a variety of levels.

MUSI 3133. Woodwind Class. 1 Semester Credit Hour.
This course is designed to facilitate the development of skills, techniques, understandings, and professional dispositions which are necessary for teaching others to play woodwind instruments.

MUSI 3134. Brass Class. 1 Semester Credit Hour.
This course focuses on the basics of musical performance with special attention to rhythm, tone quality, range, musical phrasing, intonation and style, from different stylistic periods, in a variety of key signatures and meter signatures.

MUSI 3135. Vocal Class (Instrumental Majors). 1 Semester Credit Hour.
This course serves an introduction to singing for instrumentalists who need a pedagogical knowledge for future work with singers or choirs. Instruction will include work on anatomy of the voice, breathing, posture, resonance, diction, repertoire and vocal health. In addition to accessing voices for choral and/or private lesson for singing students.

MUSI 3137. Percussion. 1 Semester Credit Hour.
This course is designed to facilitate the development of skills, techniques, understandings, and professional dispositions which are necessary for choral leadership. This course is designed to prepare prospective choral leaders, public school or secular group, in both musical and non-musical aspects of being a choral teacher.

MUSI 3138. String Class. 1 Semester Credit Hour.
This course is designed to facilitate the development of skills, techniques, understandings, and professional dispositions which are necessary for teaching others to play stringed instruments.

MUSI 3161. Diction for Singers. 1 Semester Credit Hour.
This class will study the proper pronunciations for lyrics of English, Italian, German, and French musical literature. The student is expected to effectively apply these guidelines in their own speech and singing.

MUSI 3162. Opera Workshop. 1 Semester Credit Hour.
This focuses on the organization and staging of standard operas and operettas. May be repeated. Fall (opera), spring (musical).

MUSI 3259. Choral Repertoire. 2 Semester Credit Hours.
This course focuses on the analysis of tonality, harmony and form in European music of the 18th and 19th centuries. Includes aural recognition of forms.

MUSI 3263. Form & Analysis. 2 Semester Credit Hours.
Analysis of tonality, harmony and form in European music of the 18th and 19th centuries. Includes aural recognition of forms. Prerequisite(s): MUSI 2115, MUSI 2117 and MUSI 2312.

MUSI 3264. Orchestration. 2 Semester Credit Hours.
This course covers the fundamentals of instrumentation and arranging music for instruments and vocalists in a variety of musical performance settings.

MUSI 3313. Music Appreciation. 3 Semester Credit Hours.
This course provides opportunities to become familiar with the basic elements of music. Emphasis is on learning to listen to music and on the role it plays within the wider contexts of history and society. Listening materials are drawn from a variety of sources: classical music, non-Western music, American popular music (particularly jazz, country, and rock), and the American folk tradition.

MUSI 3324. Popular Music in America. 3 Semester Credit Hours.
An introductory study of popular music in the U.S., emphasizing development and application of analytic skills oriented toward the popular arts. Concert attendance and listening requirements.

MUSI 3343. Computer Assisted Electronic Music. 3 Semester Credit Hours.
This course focuses on the use of microcomputers in generation and control of electronic music. Study of one or more commonly available microcomputer programs for MIDI application. Includes technology for music teachers.

MUSI 4095. Senior Recital. 0 Semester Credit Hours.
Senior Recital is a course in which the student prepares for and performs in their senior recital.
MUSI 4098. Senior Recital. 0 Semester Credit Hours.
Senior Recital is a course in which the student prepares for and performs in their senior recital.

MUSI 4105. Beginning Conducting. 1 Semester Credit Hour.
This class is an introduction to basic conducting skills with an emphasis on the art and study of conducting, baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading.

MUSI 4207. Advanced Conducting. 2 Semester Credit Hours.
This class is focused on advanced conducting skills.

MUSI 4312. Vocal Pedagogy. 3 Semester Credit Hours.
This course focuses on the physical aspects of the vocal mechanism, anatomy, breathing, resonance, phonation, articulation and various techniques used in identifying vocal problems and pedagogical issues for a singer as a choral director and voice teacher.

MUSI 4326. Elementary Music Methods. 3 Semester Credit Hours.
This course is designed to facilitate the development of skills, techniques, understandings, and professional dispositions which are necessary for elementary music educators. This course is designed to prepare prospective elementary music educators, public school or secular group, in both musical and non-musical aspects of being a music educator.

MUSI 4327. Instrumental & Marching Methods. 3 Semester Credit Hours.
This course focuses on teaching and procedural methods required to produce a quality marching band and instrumental program.

MUSI 4328. Sec Orchestra & Guitar Methods. 3 Semester Credit Hours.
This course focuses on teaching and procedural methods required to produce a quality orchestra program.

MUSI 4388. Problems. 1-6 Semester Credit Hours.
A directed study of selected problems in music.

MUSI 4398. Senior Recital. 0 Semester Credit Hours.
Senior Recital is a course in which the student prepares for and performs in their senior recital.

Music - Applied (MUAP)

MUAP 3269. Private Lesson Instruction V. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 4 semesters of private instruction.

MUAP 3270. Private Lesson Instruction VI. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 5 semesters of private instruction.

MUAP 4269. Private Lesson Instruction VII. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 6 hours of private instruction.

MUAP 4270. Private Lesson Instruction VIII. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 7 semesters of private instruction; Corequisite: MUSI 4098 (Senior Recital) required.

Music Ensemble (MUEN)

MUEN 3121. Symphonic Band. 1 Semester Credit Hour.
Rehearsal and performance of quality concert band literature from a variety of styles. Open to any student by audition only.

MUEN 3123. Orchestra. 1 Semester Credit Hour.
Rehearsal and performance of quality orchestral literature from a variety of styles. Open to any student by audition only.

MUEN 3124. Jazz Ensemble. 1 Semester Credit Hour.
Rehearsal and performance of quality jazz ensemble literature from a variety of styles. Open to any student by audition only.

MUEN 3142. Chorale. 1 Semester Credit Hour.
Designed to give participants a challenging, stylized choral experience. Performs a wide variety of literature, emphasizing the more difficult choral works. Open to any student by audition.

Nursing (NURS)

NURS 3300. Professional Role Transitions. 3 Semester Credit Hours.
(WI) Apply critical thinking skills to examine personal and professional growth, the nurse’s role in professional practice, and philosophies of professional nursing. Nursing theories, the foundations of professional nursing practice, are examined. The concepts of nursing informatics are explored as they interface with ethics, cultural competency, and health promotion concepts. These explorations are accomplished utilizing communication technologies such as, learning management systems, the Internet, library electronic databases, and online seminars. Information technology resources are employed for students to demonstrate skills in electronic communications that are essential to professional nursing practice and that require basic competencies in nursing informatics.

NURS 3304. Nursing Research. 3 Semester Credit Hours.
(WI) This course is a study of basic research methodologies and an examination of the professional nurse’s role in evidence-based practice. Students employ high level critical thinking and informatics skills to explore, identify, and critically appraise the credibility of Internet sources and library electronic databases to gather relevant evidence across professions that answer questions about nursing practice. Through this examination, students increase their awareness of the impact of culture and ethics on the research process and evidence-based practice.

NURS 3307. Health Assessment. 3 Semester Credit Hours.
In this course, the concepts and principles underlying the assessment of the health status of culturally diverse individuals are presented. Emphasis is placed on reviewing and renewing cognitive, affective, and psychomotor skills to obtain health histories and discover physical and psychosocial findings in the well person. Emphasis is placed on health assessment as a systematic and organized examination that will provide accurate data to form valid nursing diagnoses and plans of care. Practicum experiences allow students to enhance comprehensive health assessment and analysis skills. Prerequisite(s): NURS 3300.

NURS 3317. Pathophysiology for the Registered Nurse. 3 Semester Credit Hours.
The focus of this course is to understand the pathophysiological basis for disease processes in adults and children. Central concepts will address symptoms, treatment, and prognosis. The major direction of this course will be on clinical application of findings that underlie pathogenesis and provide a basis for evidence-based practice. The course is specifically designed to meet the needs of nursing students.

NURS 3330. Nursing Care of Older Adults. 3 Semester Credit Hours.
In this course the aging process will be examined with a focus on non-verbal communication, leadership, conducting terminology, transpositions and score reading.

NURS 3330. Nursing Care of Older Adults. 3 Semester Credit Hours.
This class is focused on advanced conducting skills.

MUEN 3142. Chorale. 1 Semester Credit Hour.
Designed to give participants a challenging, stylized choral experience. Performs a wide variety of literature, emphasizing the more difficult choral works. Open to any student by audition.

Nursing (NURS)

NURS 3300. Professional Role Transitions. 3 Semester Credit Hours.
(WI) Apply critical thinking skills to examine personal and professional growth, the nurse’s role in professional practice, and philosophies of professional nursing. Nursing theories, the foundations of professional nursing practice, are examined. The concepts of nursing informatics are explored as they interface with ethics, cultural competency, and health promotion concepts. These explorations are accomplished utilizing communication technologies such as, learning management systems, the Internet, library electronic databases, and online seminars. Information technology resources are employed for students to demonstrate skills in electronic communications that are essential to professional nursing practice and that require basic competencies in nursing informatics.

NURS 3304. Nursing Research. 3 Semester Credit Hours.
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NURS 3307. Health Assessment. 3 Semester Credit Hours.
In this course, the concepts and principles underlying the assessment of the health status of culturally diverse individuals are presented. Emphasis is placed on reviewing and renewing cognitive, affective, and psychomotor skills to obtain health histories and discover physical and psychosocial findings in the well person. Emphasis is placed on health assessment as a systematic and organized examination that will provide accurate data to form valid nursing diagnoses and plans of care. Practicum experiences allow students to enhance comprehensive health assessment and analysis skills. Prerequisite(s): NURS 3300.

NURS 3317. Pathophysiology for the Registered Nurse. 3 Semester Credit Hours.
The focus of this course is to understand the pathophysiological basis for disease processes in adults and children. Central concepts will address symptoms, treatment, and prognosis. The major direction of this course will be on clinical application of findings that underlie pathogenesis and provide a basis for evidence-based practice. The course is specifically designed to meet the needs of nursing students.

NURS 3330. Nursing Care of Older Adults. 3 Semester Credit Hours.
In this course the aging process will be examined with a focus on risk reduction and disease prevention in the older adult. The concept of healthy aging will be explored. Strategies for health promotion, restoration, and maintenance of the older adult will be examined. Expected professional nurse competencies in providing and directing culturally sensitive care of the older adult across the wellness/illness continuum will be emphasized. Prerequisite(s): NURS 3300.
NURS 4212. Professional Issues for the Registered Nurse. 2 Semester Credit Hours.
This course provides opportunities for analysis of elements that reflect the progressive development of the role of the professional nurse. It formalizes a framework that integrates the issues of political action, socio-legal concerns, multiculturalism, and ethical models into nursing practice through the debate process. Prerequisite(s): NURS 3300.

NURS 4405. Care of Individuals and Families. 4 Semester Credit Hours.
This course emphasizes the importance of the professional nurse’s engagement in ethical and evidence-based practice. Students examine nursing case management concepts as they apply critical thinking skills to integrate the concepts of pathophysiology, pharmacology, psychosocial behavior, and cultural competence to coordinate quality and safe care in a variety of settings. Students experience the nurse educator role as they employ teaching and learning principles and nursing informatics to initiate interventions with individuals and families that highlight health promotion activities. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

NURS 4410. Leadership and Management for the Registered Nurse. 4 Semester Credit Hours.
In this course, theories and principles of human behavior in organizations are examined, including an exploration of leadership roles in professional nursing practice. Students analyze concepts that reflect the progressive development of the nurse leader who applies critical thinking and information technology skills to evidence-based practice. The role of the nurse leader as an inter-professional team member is also examined. The importance of the nurse leader as a role model for continued professional growth through lifelong learning is emphasized. Issues related to political action, socio-legal concerns, cultural diversity, and ethics in professional nursing practice are explored with an emphasis on the advocacy role of the nurse. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

NURS 4506. Community Health. 5 Semester Credit Hours.
In this course, students are introduced to public/community health nursing practice and the role of systems in the care of culturally diverse populations. The role of the professional nurse as part of an inter-professional team in health promotion, disease prevention, and management of chronic health problems in community settings is explored. Students apply critical thinking and information technology skills to develop and implement evidence-based projects that positively impact the quality of life of identified populations. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

Physics (PHYS)
PHYS 3331. Mechanics. 3 Semester Credit Hours.
Particle dynamics in one, two, and three dimensions; conservation laws; dynamics of a system of particles; motion of rigid bodies; central force problems. Prerequisite(s): MATH 3306 and MATH 3433; or concurrent registration.

PHYS 3332. Electromagnetic Field Theory. 3 Semester Credit Hours.
Electrostatics; Laplace’s equation; the theory of dielectrics; magnetostatic fields; electromagnetic induction; magnetic fields of currents; Maxwell’s equations. Prerequisite(s): PHYS 2426 and MATH 3306 or concurrent registration; MATH 3433 or concurrent registration.

PHYS 3333. Thermodynamics. 3 Semester Credit Hours.
Concept of temperature, equations of state; the first and the second law of thermodynamics; entropy; change of phase; the thermodynamics functions. Prerequisite(s): PHYS 2426; MATH 3433 or concurrent registration.

PHYS 3334. Modern Physics. 3 Semester Credit Hours.
Foundations of the atomic theory of matter; kinetic theory; elementary particles; radiations; atomic model; atomic structure; atomic spectra and energy levels; quantum theory of radiation; x-rays; special theory of relativity. Prerequisite(s): PHYS 2426 and MATH 3433, or MATH 3306 or concurrent registration.

PHYS 3350. Medical Physics I. 3 Semester Credit Hours.
The course will provide an introduction to the physics of human physiological processes as well as the physics used in the design of medical diagnostic tools and techniques. Prerequisite(s): PHYS 2426 or consent of the instructor.

PHYS 4170. Undergraduate Research Project. 1-2 Semester Credit Hours.
Methods of research in physics or in physics education through a research project directed by a departmental faculty member. The student is required to prepare a final report and presentation. No credit is earned until the student has enrolled in at least 2 credit hours and the final report and presentation are certified as completed by the faculty member directing the project, at which time the student will receive 2 credit hours. Prerequisite(s): junior standing and 14 semester hours of PHYS.

PHYS 4330. Mathematical Methods of Phys. 3 Semester Credit Hours.
Mathematical techniques from the following areas: infinite series; integral transforming; applications of complex variables; vectors, matrices, and tensors; special functions; partial differential equations; Green’s functions; perturbation theory; integral equations; calculus of variations; and groups and group representatives. Prerequisite(s): MATH 3306 and MATH 3433.

PHYS 4335. Quantum Physics. 3 Semester Credit Hours.
The Schrodinger equation; one dimensional systems; the Heisenberg uncertainty principle; magnetic moments and angular momentum; two and three dimensional systems; approximation methods; scattering theory. Prerequisite(s): PHYS 3334 and MATH 3306.

Political Science (POLI)
POLI 3301. Political Economy of Globalization. 3 Semester Credit Hours.
Examine the demographic, technological, and economic forces that have come together to shape a more culturally, economically, and politically integrated world, and the hard political and economic choices that must be made in competitive environments.

POLI 3302. Elections and Political Parties. 3 Semester Credit Hours.
Study electoral process in American national, state, and local political systems. Special emphasis on the evolution of the structure and functions of political parties, and other participants in the electoral process.

POLI 3303. Comparative State and Local Government. 3 Semester Credit Hours.
Explore variations and similarities in the practice of politics and in the administration of government in the states. Special Emphasis on local government and state-national relations. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 3304. The Executive Branch. 3 Semester Credit Hours.
Examine the organization of executive power in the United States national, state, and local government systems. Evolution of the structure and functions of the Presidency, national, state and local bureaucracies, the role of parties, legislatures, courts, and interest groups are analyzed as participants in the executive process. Prerequisite(s): GOVT 2305, GOVT 2306.
POLI 3305. Legislation. 3 Semester Credit Hours.
Examine the legislative process in American national, state, and local political systems. Analyze the evolution of the structure and functions of the Congress and the state legislatures, and the role of executives, courts, parties, interest groups, and other participants in the legislative process. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 3306. Political Economy. 3 Semester Credit Hours.
Explore the historical, philosophical, and theoretical relationships between the state and the economy. Prerequisite(s): None.

POLI 3307. Public Administration. 3 Semester Credit Hours.
Examine the concepts and practices of American public administration. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 3308. International Politics. 3 Semester Credit Hours.
(WI) Explore the development of the national state system, the problems and issues which have arisen, international agencies created to cope with these problems, and the principles of international conduct.

POLI 3310. Environmental Politics. 3 Semester Credit Hours.
Explore the politics of environmental protection in America. Special emphasis on domestic environmental policy and the affects of federalism in shaping and implementing environmental policies. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 3320. Terrorism and Political Violence. 3 Semester Credit Hours.
Examine the causes of terrorism and other forms of political violence, with special emphasis on measures of prevention and counter-terrorism.

POLI 3330. Understanding Social Science Research. 3 Semester Credit Hours.
(WI) Develop skills in political science research, with emphasis on hypothesis testing, measurement, formal modeling, and statistical analysis. Statistical concepts covered include central tendencies and statistical distributions, regression, and maximum likelihood estimation.

POLI 3350. Politics and Propaganda in Film. 3 Semester Credit Hours.
(WI) This course explores the political uses of film, with a particular focus on the uses of the documentary style to influence public opinion. Topics covered include government-sponsored and privately-produced propaganda, the role of film in broader propaganda or political campaigns, and the ethical uses of film in the context of politics.

POLI 3355. Religion and Politics. 3 Semester Credit Hours.
Explore the historic development of church-state relations in the United States, the evolution of church-state constitutional law, and the impact of this history and law on the current political environment. Special Emphasis on the role played by religion in political campaigns, local politics, and interest group activities.

POLI 4301. Constitutional Law I. 3 Semester Credit Hours.
Examine the origin and growth of the constitutional aspects of national power as shown by leading U.S. Supreme Court decisions on commerce, federalism, jurisdiction, money, monopolies, treaties, and war. Prerequisite(s): GOVT 2305, GOVT 2306, HIST 1301, HIST 1302.

POLI 4302. Constitutional Law II. 3 Semester Credit Hours.
Examine the origin and development of constitutional prohibitions as shown by leading US Supreme Court decisions on civil rights, contracts, due process, economic regulation, eminent domain, labor relations, obscenity, political utterance, and religion. Prerequisite(s): POLI 4301.

POLI 4303. Political Theory through 1789. 3 Semester Credit Hours.
Philosophical ideas concerning basic political problems from the Greeks to 1789. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 4304. Political Theory Since 1789. 3 Semester Credit Hours.
Philosophical ideas concerning basic political problems since 1789. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 4305. Comparative Government and Politics. 3 Semester Credit Hours.
Examine the relationship of government and politics of the major world powers, including topics from Asia, Africa, Europe, and the Americas.

POLI 4310. Environmental Policy. 3 Semester Credit Hours.
Examine the politics of environmental protection worldwide. Special emphasis on international environmental policy and agreements and treaties made by nations to shape and implement environmental policy. Prerequisite(s): GOVT 2305, GOVT 2306.

POLI 4315. Foreign Policy. 3 Semester Credit Hours.
Study America's role in the modern world. Particular emphasis is placed on the policy makers, and on external and internal factors which affect decision making.

POLI 4316. Conflict Studies. 3 Semester Credit Hours.
Study the causes of international and civil conflict, historical changes in the nature of war, and predictions of future conflicts.

POLI 4317. Peace Studies. 3 Semester Credit Hours.
Explore the causes of peace, covering bargaining and war termination, social conflict resolution, international cooperation, and the ethics of peace.

POLI 4320. Weapons of Mass Destruction. 3 Semester Credit Hours.
Examine the physical and political effects of chemical, biological, and nuclear weapons, with emphasis on issues of deterrence and arms control.

POLI 4321. Civil Wars and Military Intervention. 3 Semester Credit Hours.
Examine the causes, characteristics, and effects of civil wars, with particular emphasis on preventing the resumption of warfare after peace agreements, and the effect of military intervention on the outcome and recurrence of civil war.

POLI 4340. Political Ethics. 3 Semester Credit Hours.
Compare theories of political ethics from ancient times to the present. Special attention is given to the topics of justice and virtue.

POLI 4341. Freedom and Authority. 3 Semester Credit Hours.
Examine the legitimacy of government and the sources of individual rights. Special attention is given to the idea of a "social contract," restraints on government, arguments for and against restricting liberty, and who should be permitted to participate in politics.

POLI 4350. Government Seminar. 3 Semester Credit Hours.
Explore topics in government with independent reading, research, discussion, and writing, under personal direction of instructor. May be taken more than once for credit. Prerequisite(s): Senior standing, 18 hours of POLI or permission of Program Coordinator.

POLI 4380. Administration of Justice. 3 Semester Credit Hours.
Analyze the structure, function, and interrelationship of the components of the criminal justice system at the federal, state, and local levels, including the history and philosophy of criminal justice in a democratic society.
POLI 4384. Political Science Internship. 3, 6 Semester Credit Hours.
Apply and integrate academic study with professional experience in Political Science. Field projects include direction of a political campaign, internship in a city or county administrative office, or in a not-for-profit organization for analyzing or carrying out governmental policy. Minimum of 160 hours of work required for 3 hours of credit. Prerequisite(s): 2.5 overall grade point average, senior standing, and permission of Program Coordinator. Field experience fee $75.

POLI 4388. Political Science Problems. 1-3 Semester Credit Hours.
Explore problems in Political Science with independent reading, research and discussion. Entry into this course will be arranged with the political science advisor and instructor.

POLI 4395. Political Science Capstone. 3 Semester Credit Hours.
(WI) Integrate and use fundamental concepts learned in previous political science courses to research and analyze real-world political phenomena and problems. Students present oral and written reports on their research, supplemented by appropriate internet and multimedia materials, as well as portfolios documenting their research.

POLI 5090. Political Science Comprehensive Examination. 0 Semester Credit Hours.
Non-thesis students should register for the comprehensive examination during their final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

POLI 5300. Political Science Research Methods. 3 Semester Credit Hours.
Learn the elements of research design and statistical analysis. Topics covered include hypothesis-testing, reliability and validity, measures of association, linear regression, and maximum likelihood estimation.

POLI 5301. Political Decision-Making. 3 Semester Credit Hours.
Learn formal models of political decision-making, including game theory, spatial voting models, decision theory, and collective social choice.

POLI 5302. Constitutional Law. 3 Semester Credit Hours.
Predict the resolution of constitutional controversies by examining theories of constitutional interpretation and judicial decision-making in the United States.

POLI 5303. Origins of Conservative Political Thought. 3 Semester Credit Hours.
This course covers the philosophical origins of conservative political thought, focusing on its traditional, statist, and libertarian variants.

POLI 5304. Political Liberalism and its Critics. 3 Semester Credit Hours.
Explore the philosophical assumptions and implications of liberalism, and examine its internal consistency and the extent to which it withstands challenges from competing systems of political thought.

POLI 5305. American Politics. 3 Semester Credit Hours.
Examine basic approaches to the study of American Politics, including major works and recent research on this topic.

POLI 5306. Comparative Politics. 3 Semester Credit Hours.
Examine basic approaches, major works, and recent research on the study of comparative politics and government.

POLI 5307. International Relations. 3 Semester Credit Hours.
Examine basic approaches to the study of the politics of international relations, including major works and recent research on the topic.

POLI 5315. Foreign Policy. 3 Semester Credit Hours.
Learn foreign policy decision-making. Understand how decisions are made, their consequences, and their ethical implications, with special emphasis on the foreign policy decisions of the United States.

POLI 5316. Conflict Studies. 3 Semester Credit Hours.
Study the causes of international and civil conflict, historical changes in the nature of war, and predictions of future armed conflicts.

POLI 5317. Peace Studies. 3 Semester Credit Hours.
Study the causes of peace, covering bargaining and war termination, social conflict resolution, international cooperation, and the ethics of peace.

POLI 5318. Terrorism Studies. 3 Semester Credit Hours.
Study the causes of terrorism and other forms of political violence, with particular emphasis on measures of prevention and counter-terrorism.

POLI 5321. Civil Wars. 3 Semester Credit Hours.
Examine the onset, evolution, and termination of civil wars. Particular emphasis is given to the role that outside actors play in civil wars, including foreign military intervention.

POLI 5330. Theories of Public Management. 3 Semester Credit Hours.
Apply theories of public administration, and study the problems of administrative management in public organizations, and the use of law for administrative decision-making.

POLI 5350. Political Forecasting. 3 Semester Credit Hours.
Research and analyze real-world political phenomena and problems. Learn and use different approaches to political forecasting, with a focus on formal models of politics.

POLI 5352. General Wars in World History. 3 Semester Credit Hours.
Assess theories of war between major powers. Attention is given to structural, economic, and military factors that contribute to world wars, as well as the prospects for a Third World War.

POLI 5355. International Relations of the Middle East. 3 Semester Credit Hours.
Examine the international politics of the Middle East, with particular emphasis on Israel and its regional rivals.

POLI 5360. Political Culture and Public Policy. 3 Semester Credit Hours.
Study the political culture as it forms and is formed by public policy, including the culture of environmental policy, bureaucratic policy, and foreign policy.

POLI 5361. Politics of Education. 3 Semester Credit Hours.
Study the relationship between politics and education in America, including both K-12 and post-secondary systems.

POLI 5362. Environmental Policy. 3 Semester Credit Hours.
Study the politics of the natural environment with emphasis on the role of government in environmental protection.

POLI 5365. Government Seminar. 3 Semester Credit Hours.
Explore selected topics in the study of Government. Contents vary according to the needs and desires of students. Independent reading, research, discussion, and writing under personal direction of instructor. May be repeated once for credit when topic varies.

POLI 5368. Problems. 1-3 Semester Credit Hours.
Explore selected topics in Political Science. Independent reading, research, discussion, under supervision of senior professor.

POLI 5391. Political Science Practicum. 3 Semester Credit Hours.
Gain professional experience in school administration, counseling, supervision, college or public school teaching, or other public service professions. May be repeated once for credit. Field experience fee: $75.
PSYC 3311. Behavior Analysis and Behavior Management. 3 Semester Credit Hours.
Examine the basic principles and methods of behavior analysis and behavior management techniques. Study systematic review of behavioral and cognitive-behavioral methodologies for dealing with human problems such as disruptive behavior, personal adjustment difficulties, behavioral deficits, phobias and fears, developmental disorders, stress and maladaptive behavior in a variety of settings. Prerequisite(s): PSYC 2301 and PSYC 3309 or permission of department chair.

PSYC 3312. Biological Foundations of Behavior. 3 Semester Credit Hours.
Study biological basis of behavior. Learn in-depth examination of physical structure of the human body and the role of chemical and electrical operations within it. Emphasis will be placed on the developmental, cognitive, affective, and behavioral effects of such operations, and recent research will be reviewed. Prerequisite(s): PSYC 2301, BIOL 3400, 6 hours of lab science, and PSYC 3309 or permission of department chair.

PSYC 3315. Human Sexuality. 3 Semester Credit Hours.
Study psychology of sexual behavior, exploring the field’s diversity, controversy, and current research, in a non-judgmental way. Explores historical, biological, psychological, and relevant social aspects of human sexuality. Prerequisite(s): PSYC 2301.

PSYC 3318. Psychology of Gender. 3 Semester Credit Hours.
An examination of gender from a psychological and cultural perspective. Discusses how and why social expectations, standards, and opportunities tend to be systematically related to gender and the corresponding effects on male and female experience. Prerequisite: PSYC 2301 or permission of department chair.

PSYC 3320. Psycholinguistics. 3 Semester Credit Hours.
Analyze the study of language, understanding languages, producing language and speech, language development, and related topics such as reading, language and the brain, linguistic diversity, and universals. Prerequisite(s): PSYC 2301 and PSYC 3309 or permission of department chair.

PSYC 3330. Statistics for the Behavioral Science. 3 Semester Credit Hours.
Study measures of central tendency, variability, and correlation. Analyze applications of statistical inference to research in Psychology, reliability and validity of psychological tests and measurement, analysis of variance, multiple analysis of variance, and regression. Prerequisite(s): PSYC 2301 and MATH 1314 or MATH 1342 or permission of department chair.

PSYC 3350. Personality. 3 Semester Credit Hours.
Analyze personality, the unique and relatively stable patterns of behavior, thoughts, and feelings that make individual human beings. Learn the different theoretical approaches - psychodynamic, cognitive, behavioral, humanistic, and existential - as they relate to personality and personality development. Prerequisite(s): PSYC 2301 and PSYC 3309 or permission of department chair.

PSYC 3360. Sport Psychology. 3 Semester Credit Hours.
Explore theories and research related to sports and exercise behavior. Study the history of sport psychology, behavioral principles, anxiety, motivation, leadership, group dynamics, gender, and personality. Analyze related principles to exercise and sport performance. Prerequisite(s): PSYC 2301 or permission of department chair.
PSYC 4301. Psychological Assessment. 3 Semester Credit Hours.
Explore principles of psychological testing. Study uses and critical evaluation of tests, achievements, intelligence, aptitude, and personalities. Prerequisite(s): PSYC 2301, PSYC 3309, and PSYC 3330, or permission of department chair.

PSYC 4302. Adaptive Psychology. 3 Semester Credit Hours.
A consideration of how adaptation has influenced social, cognitive and developmental processes in humans. Comparisons between humans and other species, and between different human cultures will be included. Prerequisite(s): PSYC 2301, BIOL 3400, 6 hours of lab science, and PSYC 3309 or permission of department chair.

PSYC 4303. Animal Behavior. 3 Semester Credit Hours.
Study animal behavior research from a psychological perspective. Examine the development and display of behaviors will include subject samples ranging from insects to humans conducted in natural, quasi-experimental, and experimental studies. Prerequisite(s): PSYC 2301, BIOL 3400, 6 hours of lab science, and PSYC 3309 or permission of department chair.

PSYC 4305. Social Psychology. 3 Semester Credit Hours.
Learn theory and phenomena of social psychology. Study the effect of social variables upon the behavior of individuals. Examine socialization, language and communication, prejudice, social attitudes, attitude change, aggression, prosocial behavior, and group behavior. Prerequisite(s): PSYC 2301 and PSYC 3309 or permission of department chair.

PSYC 4310. Industrial and Organizational Psychology. 3 Semester Credit Hours.
Study basic theories and practices of Industrial/Organizational psychology including selection testing, job analysis, performance appraisal training, employment motivation, job satisfaction, leadership and group processes within organizations. Prerequisite(s): PSYC 2301 and PSYC 3309 or permission of department chair.

PSYC 4315. Fundamentals of Program Evaluation. 3 Semester Credit Hours.
Study fundamentals of program evaluation methods used in the fields of education and human service. Learn theory, methodology, utilization of information, standards of practice and ethics. Prerequisite(s): PSYC 2301, PSYC 3309, and MATH 1342 or PSYC 3330; or permission of instructor.

PSYC 4320. History of Psychology. 3 Semester Credit Hours.
(WI) Analyze historical prescientific psychology in philosophy and physiology through the period of the psychological schools of thought. Prerequisite(s): PSYC 3307, PSYC 3309, PSYC 3330, PSYC 3312, PSYC 4305; or permission of department chair.

PSYC 4325. Motivation. 3 Semester Credit Hours.
Learn synthesis of theories of motivation with practical applications of motivating people, such as students or business employees. Examine historical and recent developments and their relationship to behavioral research, including concepts such as goals, work quality, work environment, and the use of rewards and other incentives. Prerequisite(s): PSYC 2301.

PSYC 4332. Psychopharmacology. 3 Semester Credit Hours.
Study neuroscientific basis of the effects of drugs on behavior. Emphasis will be placed on major antipsychotic, anxiolytic, antidepressant drugs and their clinical use and side effects and drug abuse such as alcohol, marijuana, and cocaine. Prerequisite(s): PSYC 2301, BIOL 3400, 6 hours of lab science, and PSYC 3309 or permission of department chair.

PSYC 4350. Forensic Psychology. 3 Semester Credit Hours.
Study forensic psychology and its relation to criminal justice. Emphasis is on social and cognitive psychology aspects like eyewitness testimony and courtroom behavior. Analyze psychological aspects of the legal system such as juvenile justice, competency to stand trial, and expert psychological testimony. Prerequisite(s): PSYC 2301.

PSYC 4384. Psychology Undergraduate Internship. 1-3 Semester Credit Hours.
Explore supervised professional activities in psychology. Major emphasis is placed on the student's involvement in successful practices in the area of interest. Students must have the approval of the Department Chair to enroll in this course.

PSYC 4388. Psychology Problems. 1-3 Semester Credit Hours.
Study of various topics related to Psychology. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Entry into the course will be arranged by the department chair.

PSYC 4389. Special Topics in Psychology. 3 Semester Credit Hours.
Examine different topics each semester with a focus on contemporary issues in psychology. This course may be repeated for credit as the topic changes.

PSYC 4435. Principle Research for Behavioral Sciences. 4 Semester Credit Hours.
(WI) Study various research designs used in the behavioral sciences. Laboratory experiences will be required to acquaint the student with experimental procedures. Instruction will also be provided in writing research reports according to the APA manuscript style and SPSS statistical applications. Prerequisite(s): PSYC 3309 or ENGL 3309 and PSYC 3330 or equivalent.

PSYC 5090. Psychology Comprehensive Examination. 0 Semester Credit Hours.
Study and take the psychology examination for Non-thesis students. Register for the comprehensive examination during final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis student do not take this examination.

PSYC 5198. Psychology Thesis. 1-6 Semester Credit Hours.
Independent research course in which a student proposes and completes an original, quantitative research project in conjunction with three graduate faculty members who serve on the thesis committee. Scheduled when the student is ready to begin thesis. No credit awarded until proposal and thesis are approved, respectively. Six hours of thesis credit is required. Prerequisite(s): PSYC 5300 and PSYC 5301 and successful completion of 12 additional credit hours in the degree plan and, permission of the Chair of the thesis committee or department chair.

PSYC 5300. Behavioral Statistics. 3 Semester Credit Hours.
Review of descriptive statistics with emphasis on inferential statistics. Learn correlation, one-way and two-way analysis of variance, regression analysis and experimental design. Use of computer software with emphasis on experience with SPSS. Prerequisite(s): undergraduate statistics recommended.

PSYC 5301. Research Methods. 3 Semester Credit Hours.
Study scientific method of research, types of research and research design. Review, analyze and interpret research findings in major field and develop a research project with the assistance of their instructor. Prerequisite(s): PSYC 5300 or equivalent graduate statistics course.
PSYC 5302. Social Psychological Processes. 3 Semester Credit Hours.
Examine the individual in a social and cultural context. Learn the behavior
of groups, the roles of individuals within groups, and the influence of
groups on an individual’s perceptions, attitudes, emotions, and behavior.
Study major theories and supporting research.

PSYC 5303. Theories of Learning. 3 Semester Credit Hours.
Study major theories of learning, factors which influence the process of
learning, and application of these theories and processes to general and
special populations. Prerequisite(s): Admission to Graduate School or
permission of department chair.

PSYC 5304. Human Development. 3 Semester Credit Hours.
Study the development of human beings from conception to death.
Analyze research and theory into physical, cognitive, social, and
personality development in each of the different age groups: prenatal,
infancy, childhood, adolescence, and adulthood.

PSYC 5311. Culture, Minority and Gender Issues. 3 Semester Credit
Hours.
Study interaction of social/cultural groups in America, problems of
minorities and ethnic groups, problems related to gender and age,
problems within family systems and contemporary sources of positive
change.

PSYC 5313. Crisis Intervention and Management Individual and Family. 3
Semester Credit Hours.
Examine dynamics and treatment of situational crises in various settings.
Learn theories and approaches to crisis intervention and management.
Prerequisite(s): COUN 5350 or permission of department chair.

PSYC 5314. Assessment Intelligence and Achievement. 3 Semester
Credit Hours.
Study the selection, administration, and interpretation of selected tests
used in the individual measurement of intelligence. Prerequisite(s): COUN
5358 and PSYC 5381, or permission of department chair. Field experience
fee - $75.

PSYC 5315. Physiological Psychology. 3 Semester Credit Hours.
Examine biological basis of behavior with an emphasis on the structure
and biochemistry of the human nervous system. Explore interactive
relationships between biological processes, psychopharmacology,
genetics, neurological disorders, normal growth and maturation,
perception, memory, emotion, stress, mental disorders, consciousness,
and communication. Study of contemporary theories and research are
investigated and critiqued.

PSYC 5316. Advanced Quantitative Methods and Experimental Design. 3
Semester Credit Hours.
Learn statistical techniques to analyze quantitative data resulting from
experimental research designs. Engage in a continuation of PSYC 5300
and PSYC 5301 and students are required to demonstrate proficiency
in SPSS for data analysis. Review One-Way and Two-Factor ANOVA.
Emphasis on ANCOVA, MANOVA, MANCOVA, multiple regression, logistic
regression, data reduction techniques (factor analysis and principal
components analysis), and non-parametric analyses suitable for two-
and multi-group designs. Explore the integration of multivariate
and advanced statistical design with applicable research paradigms.
Prerequisite(s): PSYC 5300 and PSYC 5301.

PSYC 5320. History and Systems. 3 Semester Credit Hours.
Analyze the historical development of the science of psychology from
early philosophical theories through the establishment of psychology as
a science to modern theoretical positions.

PSYC 5321. Evolutionary Psychology. 3 Semester Credit Hours.
Evaluate current theories of adaptation with a large focus on how
adaptation has influenced social, cognitive and developmental processes
in humans. Review and discuss evidence from cross-cultural and cross
species studies.

PSYC 5322. Psychometrics. 3 Semester Credit Hours.
Study systematic treatment of the logic of measurement, including
scaling models, validity, variance and covariance, reliability, theories of
measurement error an test construction. Prerequisite(s): Admission to
Graduate School or permission of department chair.

PSYC 5360. Foundations of School Psychology. 3 Semester Credit
Hours.
Study the foundations, professional standards, ethics, and laws related to
the delivery of school psychological services. Prerequisite(s): admission
to graduate school or permission of department chair.

PSYC 5380. Personality Social Assessment. 3 Semester Credit Hours.
Gain instruction and supervision in the assessment of emotional,
motivational, interpersonal, and attitudinal characteristics of children
and adults. Learn the administration, scoring, and interpretation of
many widely-used tests. Prerequisite(s): COUN 5358 and PSYC 5381, or
permission of department chair.

PSYC 5381. Assessment and Evaluation Fundamentals. 3 Semester
Credit Hours.
Examine nature and development of standardized tests, with emphasis
on ethical standards, psychometric theory, test standards, and test
construction. Learn selection criteria and utilization of standardized
or other instruments in various environments are considered. Explore
evaluations and critiques of published tests and experiential exposure to
different types of psychological tests. Prerequisite(s): Admission to the
Graduate School.

PSYC 5382. Behavior Management and Therapy. 3 Semester Credit
Hours.
Examine basic theories of human learning, major approaches to behavior
management and therapy and principles of applied behavior analysis.
Learn formal treatment planning application and evaluation of programs
for management of specific behavioral/psychological problems. Study
case reviews and practice in individual interventions.

PSYC 5383. Consultation and Supervision. 3 Semester Credit Hours.
Study application of psychological principles of consultation and
supervision in selected settings. Emphasis is on analysis of client and
consultee/supervisor behaviors, individual and group communications,
program evaluation and possible intervention options in selected
environments. Prerequisite(s): COUN 5350 or PSYC 5360, and COUN
5353, or permission of department chair.

PSYC 5384. Psychology Internship I. 3 Semester Credit Hours.
Explore supervised professional activities in psychology. Major emphasis
is placed on the student’s involvement in successful practices in the
area of interest. Students must have met all academic and professional
standards of practice before placement. Lab experiences are included.
Prerequisite(s): Completion of all course work required by the degree and
application for internship. Field experience fee - $75.

PSYC 5385. Psychology Internship II. 3 Semester Credit Hours.
Explore professional activities in psychology in the student’s area of
interest. Major emphasis is placed on the integration of theoretical
and conceptual principles, as well as professional and personal skill
development. Prerequisite(s): PSYC 5383 and application for internship.
Field experience fee - $75.
PSYC 5388. Psychology Problems. 1-3 Semester Credit Hours.
Study selected problems in psychology. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Prerequisite(s): graduate standing and permission of department chair.

PSYC 5389. Special Topics in Psychology. 1-3 Semester Credit Hours.
Examine different topics each semester with a focus on contemporary issues in counseling. This course may be repeated for credit as the topic changes.

PSYC 5391. Psychology Practicum I: Field Experience. 3 Semester Credit Hours.
Explore supervised experience in settings such as marriage and family, mental health, and/or counseling and guidance placements outside the University. The field experience will consist of 150 clock hours with 100 client contact hours. Prerequisite(s): PSYC 5391, a 3.0 GPA, and permission of department chair. Field experience fee - $75.

PSYC 5392. Psychology Practicum II: Field Experience. 3 Semester Credit Hours.
Explore settings such as marriage and family, mental health, and/or counseling and guidance placements outside the University. The field experience will consist of 150 clock hours with 100 client contact hours. Prerequisite(s): PSYC 5391, a 3.0 GPA, and permission of department chair. Field experience fee - $75.

PSYC 5393. Psychology Practicum III: Field Experience. 3 Semester Credit Hours.
Explore settings such as marriage and family, mental health, and/or counseling and guidance placements outside the University. The field experience will consist of 200 clock hours with 100 client contact hours. Prerequisite(s): PSYC 5392, a 3.0 GPA, and permission of department chair. Field experience fee - $75.

Reading (READ)

READ 3301. Introduction to Children's Literature. 3 Semester Credit Hours.
Study literature for children focusing on the use of classic and contemporary texts to promote interest, motivation, and critical reading skills for self-selected reading in the elementary student. Learn to use texts to emphasize literary genre, text structures, and literary devices as tools for making connections and meaning. Prerequisite(s): Required core ENGL classes for degree. Credit will not be granted for READ 3301 and ENGL 3350.

READ 3311. Reading I: Reading Acquisition and Development. 3 Semester Credit Hours.
Explore research-based competencies essential for effective literacy instruction. Study characteristics of normal reading development in the emergent/early learner, explore materials, procedures, assessments and instructional methods considered effective in teaching oral language, writing, strategy building for comprehension, vocabulary, word identification, and review diagnoses of reading difficulties in the young reader. Prerequisite(s): Completion of or concurrent enrollment in required core and degree ENGL and concurrent enrollment in EDUC 3320.

READ 3320. Fundamentals of Teaching Reading. 3 Semester Credit Hours.
(WI) This course focuses on research-based competencies essential for effective literacy instruction. Surveys characteristics of normal reading development in the elementary through middle school learner; explores materials, procedures, assessment and instructional methods considered effective in teaching oral language, writing, strategy building for comprehension, vocabulary, and word identification.

READ 3330. Reading II: Assessment, Instruction and Reader Development. 3 Semester Credit Hours.
(WI) Study characteristics of the transitional and fluent literacy learner, methods of assessment and instruction for strategy building, comprehension, vocabulary, word identification, and TEKS/TAKS. Examine normal reading development, reading difficulties, strategies for assessing/addressing reading differences including diverse learner reading processes and development of literacy in English or ELL. Prerequisite(s): READ 3311 and Admission to the Teacher Education Program. Concurrent enrollment in EDUC 3330.

READ 3335. Content Area Reading. 3 Semester Credit Hours.
(WI) Examine factors that influence learning from content text and study specific instructional strategies which promote comprehension, vocabulary development, effective study strategies, and test-taking skills. Study ways to modify text for diverse learners and the principles of research-based reading instruction. Must be admitted to the Teacher Education Program.

READ 4304. Reading and Writing Across the Curriculum. 3 Semester Credit Hours.
(WI) Study theory and instructional strategies for teaching the writing process in elementary and middle schools. Learn stages of the writing process, issues at the different grade levels, teaching with mini-lessons, early literacy, spelling, handwriting, developing listening skills, process writing, and the use of children's literature to teach writing. Prerequisite(s): READ 3330 and EDUC 3330, and concurrent enrollment in READ 4305 and EDUC 4304 or EDUC 4330.

READ 4305. Implement Classroom Reading Instruction. 3 Semester Credit Hours.
Study state and national reading initiatives, approaches to teaching reading, procedures for organizing the elementary and middle school classrooms for reading instruction, research on effective reading-writing instruction, and roles of school personnel and parents in the school reading program. Prerequisite(s): READ 3330 and EDUC 3330, and concurrent enrollment in READ 4304 and EDUC 4304 or EDUC 4330, or permission of department chair.

READ 5370. Literacy Development. 3 Semester Credit Hours.
Analyze models of the reading and writing processes. Emphasis on characteristics of emergent, early, transitional and fluent literacy, instructional strategies in reading and writing, phonics instruction and strategies for teaching English language learners, and the essential knowledge and skills in the language arts curriculum. Prerequisite(s): admission to the teacher certification program.

READ 5371. Advanced Strategy for Literacy Development. 3 Semester Credit Hours.
Study research in literacy development from early childhood through adulthood. Learn to develop research-based literacy programs from early childhood through adulthood, apply informal diagnostic and remedial procedures for English language learners, elementary, secondary and adult readers, and survey print and non-print materials, including textbooks, trade books and computer software. Prerequisite(s): admission to the teacher certification program.
READ 5372. Language Arts. 3 Semester Credit Hours.
Examine research and strategies for implementing the reading/writing process in classrooms. Explore integrated curriculum, the use of children's literature, classroom management and organization, evaluation, working with diverse learners, and developing support networks. Prerequisite(s): READ 5373 or 9 hours of undergraduate READ courses or permission of department chair.

READ 5373. Foundations of Reading. 3 Semester Credit Hours.
Examine theoretical models of the reading process, historical perspectives on reading instruction, and language learning. Develop an understanding of the construction of reading theory and its relationship to instructional practices. Prerequisite(s): Elementary, secondary, or all-level certification or permission of department chair.

READ 5374. Reading Resources and Materials. 3 Semester Credit Hours.
Study print and non-print materials including content-area textbooks, trade books, and computer software. Evaluate materials and application of reading principles to instruction in content areas. Prerequisite(s): READ 5373 or 9 hours of undergraduate READ courses or permission of department chair.

READ 5375. Reading Research and Assessment. 3 Semester Credit Hours.
Examine methods and techniques employed in reading research and assessment. Review research and the development, implementation, and dissemination of classroom research. Explore the application of appropriate diagnostic and correctional procedures for elementary, secondary, and adult learners having difficulty reading. Prerequisite(s): READ 5373 or 9 hours of undergraduate READ courses or permission of department chair.

READ 5376. Organization and Administration of Reading Programs. 3 Semester Credit Hours.
Study state laws, trends and issues related to the administration of reading programs. Examine instructional issues and reading programs for pre-K through adult learners, censorship issues, textbook/test adoption procedures, roles and responsibilities in the reading program, staff development, and change strategies. Prerequisite(s): READ 5373 or 9 hours of undergraduate READ courses or permission of department chair. Certification Fee: $150.

READ 5388. Reading Problems. 1-3 Semester Credit Hours.
Study of selected problems in reading. Engage in independent research, reading and discussions under the personal direction of the instructor. Topics may vary according to student need. Prerequisite(s): Permission of department chair.

READ 5391. Reading Practicum. 3 Semester Credit Hours.
Apply knowledge gained in previous Reading Specialist certification courses. Practicum candidates will be directly involved in providing 180 clock hours of reading services to students in a local public or private school setting, and will document expertise and experience in all four Standards. Prerequisite(s): READ 5373, READ 5374, READ 5375, READ 5376 and ENGL 5321; two years of creditable classroom teaching experience. Field experience fee: $75.

Religious Studies (RELS)

RELS 3300. Introduction to Religious Studies. 3 Semester Credit Hours.
Examine religious phenomena from a non-confessional, interdisciplinary academic perspective. Explore the concept of religion as a component of culture in a postmodern, diversified, global community. Survey major religious traditions, and trends throughout the history of the discipline.

RELS 3301. Classical Greek Mythology. 3 Semester Credit Hours.
Study classical myths and legends pertaining to the Greek pantheon, heroes, and other supernatural beings and events. Evaluate samples of English literature alluding to classical Greek mythology, and understand the cultural significance of myth within classical Greek society.

RELS 3302. Dead Sea Scrolls. 3 Semester Credit Hours.
Explore the archaeological discovery of the Dead Sea Scrolls. Examine and interpret content of selected manuscripts. Evaluate the history of controversies surrounding Scrolls management and presentation to the academic world.

RELS 3303. Hebrew Scriptures. 3 Semester Credit Hours.
Examine the canonical Hebrew scriptures in the light of present-day scholarship. Read translated scriptural passages to evaluate sources, historical and cultural milieus, and forms of modern criticism. Reading competency in the Hebrew language is not required.

RELS 3304. World Religions. 3 Semester Credit Hours.
Study the philosophical, ethical, and social dimensions of the religions of the world. Special emphasis on the major world religions, but lesser known religions will be explored to gain a broad view of the diversity of religious experience and tradition.

RELS 3305. Wicca and Neo-Paganism. 3 Semester Credit Hours.
A critical examination of Wicca and Neo-pagan groups in the US. Explores the history of such groups and exposes the student to academic research in this area.

RELS 3329. Church and State. 3 Semester Credit Hours.
Surveys church-state relations in U.S. history. Examines the role religion has played in American political life, culture, and society. This course is cross-listed with HIST 3329; only one may be taken for credit.

RELS 3355. Religion and Politics. 3 Semester Credit Hours.
Explores the historic development of church-state relations in the United States, the evolution of church-state constitutional law, and the impact of this history and law on the current political environment. Special emphasis placed on the role played by religion in political campaigns, local politics, and interest group activities. This course is cross-listed with POLI 3355; only one may be taken for credit.

RELS 4300. Prophets of Ancient Israel. 3 Semester Credit Hours.
Examine prophet types in light of their historical and cultural milieus. Understand the differences between the eponymous ancestors, leaders, wonder-workers, and literary prophets of Ancient Israel, and evaluate the relationship between prophecy, prophets, and scribal culture in the ancient Near East.

RELS 4310. Myth and Ritual. 3 Semester Credit Hours.
Examine the religious beliefs and practices of small-scale societies based upon ethnographic literature. Special emphasis on altered states, shamanism, bewitching, and religious practitioners. Maybe crosslisted with ANTH 4310. Only one may be taken for credit.

RELS 4312. Psychology of Religion. 3 Semester Credit Hours.
Discover the major issues, theories, and psychological approaches to the study of religion, and address the practice of pastoral counseling. Explore the formation of meaning systems, motivation for behaviors, and psychological accounts for religious impulses and phenomena. Prerequisite(s): None.

RELS 4315. Philosophy of Religion. 3 Semester Credit Hours.
Examine religious phenomena, and concepts of God, miracles, claims of religion, the problem of evil, and religious ethics. Study and evaluate the relationship of religion and philosophy, and the place of philosophy within the religious experience. Prerequisite(s): None.
RELS 4320. Religious Terrorism. 3 Semester Credit Hours.
Examine the religious motivations, support, and tactics behind the phenomena of domestic and foreign terrorism. Prerequisite(s): None.

RELS 4330. Religions of the Middle East. 3 Semester Credit Hours.
Examine the history, beliefs, practices, and conflicts behind the major religious traditions of Judaism, Christianity, and Islam. Prerequisite(s): None.

RELS 4389. Special Topics in Religion. 3 Semester Credit Hours.
Examine selected topics within religious studies. May be repeated for credit when topics vary. Prerequisite(s): None.

RELS 5300. Introduction to Religious Studies. 3 Semester Credit Hours.
Examine religion as an aspect of culture in a postmodern, diversified, global community. Evaluate the history and concepts used in the academic study of religion, and the major religious traditions of the world. Prerequisite(s): None.

RELS 5304. Sociology of Religion. 3 Semester Credit Hours.
Examine religion and religious phenomena from the perspectives, theories, and methods of sociology. Evaluate the major works of classical theorists such as Durkheim, Weber, and Marx, and recent theorists such as Berger and Stark.

RELS 5310. Anthropology of Religion. 3 Semester Credit Hours.
Apply anthropology to religion through a study of ethnographies, and literature pertaining to the study of religious phenomena. Explore myth and ritual, altered states, healing and bewitching, and the roles of religious practitioners. This course is cross-listed with ANTH 5310, and only one may be taken for credit.

RELS 5312. Psychology of Religion. 3 Semester Credit Hours.
Examine major issues and theories in the psychological approach to the study of religious phenomena. Analyze the literature of theorists, the contributions of neuroscience, evolutionary psychology, consciousness research, and regressive hypnotherapy in the study of religion.

RELS 5315. Philosophy of Religion. 3 Semester Credit Hours.
Examine religious phenomena, and concepts of God, miracles, claims of religion, the problem of evil, and religious ethics. Study and evaluate the relationship of religion and philosophy, and the place of philosophy within the religious experience.

RELS 5320. Religious Terrorism. 3 Semester Credit Hours.
Examines the religious motivations, support, and tactics behind the phenomena of domestic and foreign terrorism. Analyze case studies and histories of specific terrorist organizations, justifications for violence, and terrorist targets. Maybe crosslisted with HLS 5320. Only one may be taken for credit.

RELS 5389. Special Topics in Religion. 3 Semester Credit Hours.
Examine selected topics within religious studies. Students may enroll for additional credit hours when topics vary.

**Social Science (SOSC)**

SOSC 3300. Social Science Proseminar. 3 Semester Credit Hours.
Learn professional communication, advanced writing expectations, and ethics in professional writing in preparation to pursue advanced studies in the social sciences.

**Social Work (SOWK)**

SOWK 3300. Introduction to Social Work. 3 Semester Credit Hours.
Examine the profession of social work, its historical development, values, ethics, and various fields of practice, with an emphasis on the generalist perspective and populations at risk. 30 hours of volunteer work with a non-profit community agency is required as part of the course.

SOWK 3301. Methods and Skills of Social Work. 3 Semester Credit Hours.
Study the Generalist Social Work Practice Model. Develop social work skills in the principles of conducting a helping interview, initial client contact, attending and listening, empathetic responses, exploration and elaboration, questioning, gaining cooperation, self-disclosure, and termination. Understand issues of problem-solving with diverse populations and persons from different cultural backgrounds, and examine ethical issues of helping relationships. Prerequisite(s): SOWK 3300 or concurrent registration.

SOWK 3302. Social Welfare in the United States. 3 Semester Credit Hours.
Study human services in the United States and how they have developed over time. Special Emphasis on services and programs directed at the most vulnerable populations in our society. Race, ethnicity, gender, and socioeconomic status are considered in an effort to understand the need for and eligibility for various human services and social welfare programs.

SOWK 3303. Social Work with Diverse Populations. 3 Semester Credit Hours.
Examine theoretical, political, historical, cultural, and economic issues related to diverse populations. Special emphasis on social work practice with oppressed populations, societal forces that promote discriminatory and oppressive values, beliefs, and attitudes.

SOWK 3304. Human Behavior and Social Environment I. 3 Semester Credit Hours.
Use systems theory as organizing perspective to examine the bio-psycho-social factors influencing human development. Analyze factors affecting human functioning, and their relationship to and implications for social work practice.

SOWK 3305. Biological Foundations of Social Work Practice. 3 Semester Credit Hours.
Explore issues related to human biological functioning as applied to social work practice. Emphasis on the functioning of the human body across the lifespan, healthy living and prevention of illness, and illness and disabilities (physical and mental) that social workers encounter in clients.

SOWK 3310. Human Behavior and Social Environment II. 3 Semester Credit Hours.
Explore issues related human biological functioning as applied to social work practice. Emphasis on theories and knowledge about the range of social systems in which individuals live and the ways in which systems deter people from achieving well-being, including values and ethical issues related to bio-psycho-social theories. Prerequisite(s): SOWK 3304.

SOWK 3311. Social Work Practice I. 3 Semester Credit Hours.
Examine theories and methodologies needed for generalist social work practice with individuals and small groups. Evaluate the value base of the social work profession and basic practice concepts for understanding a variety of intervention models in diverse settings. Prerequisite(s): Admission to the Social Work Program and SOWK 3301.
SOWK 4300. Social Welfare Policy. 3 Semester Credit Hours. (WI) Study social welfare as society’s response to the needs of individuals, groups, and communities. Examine the history of policy development reflecting society’s changing values. Analyze policy to determine impact on various systems, including populations at risk, and explore the role of social policy in promoting social justice and social change. Prerequisite(s): SOWK 3302.

SOWK 4301. Social Work and Mental Health. 3 Semester Credit Hours. Study mental disorders, and psychotropic medications, and use the current Diagnostics and Statistical I Manual of Mental Disorders, published by the American Psychiatric Association, to assess mental issues. Work on interdisciplinary teams to evaluate social worker roles in interacting with people with mental health issues.

SOWK 4311. Child Welfare. 3 Semester Credit Hours. Examine the history and practice of child welfare. Study programs and policies dedicated to child welfare, and learn the social work practice settings for the discipline.

SOWK 4320. Social Work Research Statistics. 3 Semester Credit Hours. Study foundational principles and concepts of the scientific method and social science research. Learn the basics of statistical data interpretation and critical analysis of research, including quantitative and qualitative research strategies, research design and methodology, and inferential and descriptive statistics.

SOWK 4321. Writing for Social Work Research. 3 Semester Credit Hours. (WI) Apply social work knowledge to facilitate understanding and interpretation of research findings. Develop the evaluation and analysis process, and understand ethical issues in social science research. Explore evaluation of practice, critical evaluation of published research, and completion of a research proposal. Prerequisite(s): SOWK 4300 and SOWK 4320.

SOWK 4324. Social Work Practice II. 3 Semester Credit Hours. Study theory and practice of social change at community, society, and global levels. Examine methods of resource delivery and redistribution, and learn models of community organization, including community development, social action, and social planning. Prerequisite(s): SOWK 3301 and SOWK 3311.

SOWK 4331. Death and Dying. 3 Semester Credit Hours. Examine the ramifications of death, including the experiences and rights of the dying and the significance to those who mourn. Use major sociology theories to analyze societal meaning of the reality and symbolism of death. Credit for SOWK 4331 will not be awarded. Prerequisite(s): SOCI 1301.

SOWK 4333. Social Work Field Seminar. 3 Semester Credit Hours. Integrate field experience and social work skills in order to transition from student to professional social worker. The Field Seminar is a course taken concurrently with a block field placement (SOWK 4932). Serves as an integrative capstone course for the field placement and social work program. Corequisite: SOWK 4932. May not be taken for credit if SOWK 4684 or SOWK 4685 has been completed.

SOWK 4334. Social Work Seminar. 1-3 Semester Credit Hours. Study current trends and issues related to professional social work practice, social service delivery, and populations at risk. May be repeated for credit when topics vary. Prerequisite(s): Junior standing & permission of department chair.

SOWK 4388. Social Work Problems. 1-6 Semester Credit Hours. Engage in independent reading and research on selected topics within social work. Entry into the course will be arranged by faculty member teaching the course.

SOWK 4684. Social Work Field Placement I. 6 Semester Credit Hours. Integrate theory and professional skill in a supervised, social work agency-based field placement. A minimum of 225 hours required to be completed and participation in a three-hour-per-week seminar. Prerequisite(s): Acceptance into the field program and completion of SOWK 3301, SOWK 3303, SOWK 3311 and SOWK 3304. Internship fee: $125.

SOWK 4685. Social Work Field Placement II. 6 Semester Credit Hours. Integrate theory and professional skill in a supervised, social work agency-based field placement. Special emphasis on generalist social work practice and on the interrelationships among human behavior, social policy, research, and practice. A minimum of 225 hours required to be completed and participation in a three-hour-per-week seminar. Prerequisite(s): SOWK 4684 with a grade of C or better. It is advised that SOWK 4324 be taken as a co-requisite. Internship fee: $125.

SOWK 4932. Social Work Field Instruction. 9 Semester Credit Hours. Integrate social work theory and professional skill within a supervised, agency-based generalist social work setting. A minimum of 450 hours required to be completed. Prerequisite(s): Acceptance into the field program, SOWK 4321. Corequisite SOWK 4333. May not be taken for credit if SOWK 4684 or SOWK 4685 has been completed. Internship fee: $175.

Sociology (SOCI)

SOCI 3301. Sociology of the Family. 3 Semester Credit Hours. Study the family as a social institution with emphasis on formation, functions, maintenance, child rearing, and family disorganization.

SOCI 3303. Race and Ethnic Relations. 3 Semester Credit Hours. Analyze relationships between dominant groups and minority groups that make up American society. Examine theories of race relations and prejudice, the meaning of racial differences, group conflict, and modes of accommodation.

SOCI 3305. Criminology. 3 Semester Credit Hours. Examine theories of criminology and significant research on causes, extent, cost and ecology of crime, police, criminal, and juvenile courts, and prisons and reformatories. Special emphasis on prevention and rehabilitation. Credit for both CRIJ 3305 and SOCI 3305 will not be awarded.

SOCI 3308. Deviant Behavior. 3 Semester Credit Hours. Examine factors and conditions leading to behaviors that violate and deviate from fundamental social values. Analyze the relationship of personal and social maladjustment in relation to the various theories of deviant behavior.

SOCI 3310. Sociology of Aging. 3 Semester Credit Hours. Study the reciprocal relationship between society and those considered aged by society, utilizing concepts and theoretical frameworks applicable to that population group. Explore the social forces that impinge on the aging process, including socially constructed images of the aged, and patterns of inequality of gender, race, and economics.

SOCI 3312. Environmental Sociology. 3 Semester Credit Hours. (WI) Examine relationships and interactions between society and the environment. Explore how the natural world influences the way societies are organized, with special emphasis on human communities as part of natural ecosystems. Prerequisite(s): None.
SOCI 3340. Media and the Unreal World. 3 Semester Credit Hours.
Examine the interactions of culture and the media with a focus on representations of race, class, gender, and sexuality. Evaluate contemporary mass media to explore the unique relationship between media content, the industry that creates it, and audiences whose interpretations and demands constitute its market.

SOCI 4301. The Military Family. 3 Semester Credit Hours.
Examine the relationship between the work organization and the family in the armed forces of the United States. Using a sociological perspective, analyze and discuss contemporary issues, situations, problems, and policies relevant to military families.

SOCI 4303. Social Inequalities. 3 Semester Credit Hours.
Examine social inequality and categories of difference from a sociological perspective. Analyze social difference and stratification on the basis of race/ethnicity, class, gender, religion, and sexuality by examining how these categories are constructed, institutionalized, and experienced. Special emphasis on economic and labor-based inequality through the lens of contemporary global processes.

SOCI 4304. Sociology of Religion. 3 Semester Credit Hours.
Examine the principles of religion, religious belief, and practice as a sociological concept. Special emphasis on the relationship of religion to the progress and stability of the social order.

SOCI 4305. Sociological Theory. 3 Semester Credit Hours.
(WI) Examine the major schools of sociological thought, including perspectives from both classic and contemporary sociological theory.

SOCI 4310. Sociology of the Body. 3 Semester Credit Hours.
Study the body as the container and expression of the self, as the object of social control, and the body as it relates to race, gender, sex, class, age, ability, sexuality, and transgender identities.

SOCI 4311. Sociology of Sexuality. 3 Semester Credit Hours.
Study how sexuality is perceived, defined, and experienced in the context of society. Analyze the influence of sexuality on our lives, reflected in social norms, attitudes and beliefs, through public and private policies and practices, and social institutions.

SOCI 4312. Gender in Society. 3 Semester Credit Hours.
Examine socialization to sex roles, and the male/female differences in family, work, and political behavior. Special Emphasis on male/female inequality, effects of gender in education and religion, and current changes in sex role definitions.

SOCI 4313. Social Development and Change. 3 Semester Credit Hours.
Explore social processes and social problems as they are contained in the highly interdependent world system. Examine social change and development through historical, comparative, and critical perspectives. Analyze the problem of how and why societies and cultures around the world change, and evaluate whether those changes promote justice, equity, democracy, and development of human potential.

SOCI 4315. Social Science Statistics. 3 Semester Credit Hours.
Apply the elementary forms of statistical processes, including central tendency, variation, the normal curve and Z scores, analysis of variance, regression analysis, and correlations to social science data. Explore the role of statistics in social work, sociology, criminal justice, political science, and gerontology. SPSS is utilized for data analysis.

SOCI 4316. Methods of Sociological Research. 3 Semester Credit Hours.
(WI) Learn the principles and methods of social research, including research design, methods of observation, questionnaires, and interviews. Apply qualitative and quantitative techniques of inference, analysis, and research report writing, to gain practical experience in limited research studies.

SOCI 4317. Qualitative Methods. 3 Semester Credit Hours.
Introduces methodological approaches corresponding to qualitative research methods, with special emphases on interviewing, observation techniques, ethnographic field-based methods, and content analysis. Students are encouraged to take SOCI 4316 before or in conjunction with this course.

SOCI 4320. Social Psychology. 3 Semester Credit Hours.
Explore symbolic interactionism, and the influence of society, groups, culture, and other persons on the attitudes, behavior, and experiences of the individual.

SOCI 4388. Sociology Problems. 1-6 Semester Credit Hours.
Engage in independent reading, research and discussion on selected topics in sociology. Entry into this course will be arranged with the sociology counselor.

SOCI 4389. Special Topics in Sociology. 1-3 Semester Credit Hours.
Engage in independent reading, research, discussion, and paper writing under personal direction of instructor. Prerequisite(s): Senior standing or permission of department chair. May be taken more than once for credit if topics vary.

SOCI 5304. Sociology of Religion. 3 Semester Credit Hours.
An critical examination of religions and religious phenomena from the perspectives, theories, and methods of sociology. Reviews the major works of classical theorists such as Durkheim, Weber, and Marx, and recent theorists such as Berger and Stark.

SOCI 5305. Theoretical Sociology. 3 Semester Credit Hours.
Study the historical development of sociological theory by examining the major works of classical, contemporary, postmodern and modern social theorists.

SOCI 5388. Sociology Problems. 3 Semester Credit Hours.
Engage in independent reading, research, and discussion on selected topics in sociology, under the supervision of an instructor. May be repeated as topic varies for up to six hours of credit.

SOCI 5389. Special Topics in Sociology. 3 Semester Credit Hours.
Explore selected topics within sociology. May be repeated as topics vary.

Spanish (SPAN)

SPAN 3600. Spanish Readings. 6 Semester Credit Hours.
This course is designed to allow students to achieve reading proficiency in Spanish and will allow performance of research tasks relevant to a selected field of inquiry.

Special Education (SPED)

SPED 3361. Survey Exceptional Learners. 3 Semester Credit Hours.
Study characteristics and educational programs for individuals with disabilities. Examine the legislation and litigation related to special education and the referral, diagnosis, and placement of exceptional learners. A field experience is required. Co-requisite: Passing score on the THEA, ACCUPLACER, COMPASS, or ASSET.

SPED 4362. Special Education Rules and Regulations for Teacher. 1-3 Semester Credit Hours.
Analyze the laws and litigation that affect the education of students with disabilities. Examine procedures pertinent to teachers providing special education services such as federal and state regulations, IEPs, and the development of basic instructional plans. Field experience required. Prerequisite(s): SPED 3361.
SPED 4363. Teaching Learners with Learning Disabilities. 3 Semester Credit Hours.
Analyze laws and litigation that affect the education of students with disabilities. Examine procedures pertinent to teachers providing special education services such as federal and state regulations, IEPs, and the development of basic instructional plans. Field experience required. Prerequisite(s): SPED 3361.

SPED 4364. Teaching Learners with Developmental Disabilities. 3 Semester Credit Hours.
Study the etiology and characteristics associated with deficits in development. Examine effects of developmental disabilities in the areas of language acquisition and physical, social and emotional functioning. Explore methods for teaching functional academic skills, communication skills and life management skills, working with parents, paraprofessionals and related service personnel, community based instruction and vocational planning. Field experience required. Prerequisite(s): SPED 3361.

SPED 4365. Behavioral Management for the Classroom. 3 Semester Credit Hours.
Explore positive interpersonal relationships in the classroom, increasing student motivation and learning, minimizing disruptive behavior, behavioral management strategies, curriculum adaptations, crisis management and behavior management theories and strategies. Also study typical characteristics associated with emotional disabilities and identification procedures utilized. Field experience required. Prerequisite(s): SPED 3361.

SPED 4366. Curriculum Modifications and Accommodations for General Education. 3 Semester Credit Hours.
Study methods and approaches for adapting educational processes for students with disabilities. Emphasis on specialized teaching methods, preparation of materials, use of technology for adapting instruction and developing modifications and accommodations for the general education curriculum. Field experience required.

SPED 4367. Programs For Young Children with Disabilities. 3 Semester Credit Hours.
Study young children with disabilities from birth to 6 years old, with an emphasis on the techniques for implementing programs to meet the needs of the child and the family. Learn early intervention, medical intervention, and public school educational programming for at-risk infants, toddlers, and young children, as well as parent involvement models to promote optimum parent-child and parent-professional relationships. Special emphasis on recent research related to early childhood special education. Field experience required. Prerequisite(s): SPED 3361.

SPED 4383. Teaching Learners with Learning and Behavior Anomalies. 3 Semester Credit Hours.
Learning disabilities, emotional disturbances, and behavior management are investigated as intertwining educational divisions. Histories, definitions, etiologies, and characteristics are examined in conjunction with teaching methods for academics and social skills as well as effective inclusive practices. Strategies for successful collaboration with parents and various educators are explored. Field experience is required. Prerequisite: SPED 3361.

SPED 4388. Special Education Problems. 1-3 Semester Credit Hours.
Study of selected problems in special education. Engage in independent research, reading and discussions under the personal direction of the instructor, topics may vary according to student need. Prerequisite(s): Junior or senior standing and admission to the Teacher Education Program and permission of the instructor and Curriculum and Instruction Program Coordinator.

SPED 5305. Introduction to Exceptional Learners. 3 Semester Credit Hours.
Study learner characteristics and an examination of instructional techniques that promote academic, personal, and social growth in exceptional learners also examination of the process and procedures relating to the services provided to learners with disabilities. Prerequisite(s): 18 hours of professional education, certification, or admission to the graduate teacher certification program.

SPED 5311. Behavioral Management in Special Education Environment. 3 Semester Credit Hours.
Study characteristics of students with emotional disabilities, including the application of behavioral management strategies appropriate for students with emotional and behavioral disabilities. Engage in functional assessments of behavior, development of behavior intervention plans, strategies for teaching appropriate behavior, crisis management strategies, and integrating behavior management with instructional programs in school, community and home settings. Prerequisite(s): Admission to the graduate teacher certification program.

SPED 5313. Advanced Study of Learning Disabilities. 3 Semester Credit Hours.
Study research on learning disabilities, including causation, diagnosis and educational programming. Learn methods for teaching students with learning disabilities, adapting general education classrooms to accommodate the inclusion of students with learning disabilities, and collaboration with parents, paraprofessionals and general education teachers. Prerequisite(s): Admission to the graduate teacher certification program.

SPED 5315. Advanced Study of Developmental Disabilities. 3 Semester Credit Hours.
Study research-based instructional methods appropriate for students with developmental disabilities. Learn assessment and teaching of functional academic skills, life management and communication skills, collaborating with parents, paraprofessionals, general education teachers and related service providers, community-based instruction, and vocational planning and preparation. Prerequisite(s): Admission to the graduate teacher certification program.

SPED 5325. Appraisal Exception for Learners. 3 Semester Credit Hours.
Analyze standardized assessments of the academic achievement of students referred for or currently receiving special education services, administer, score, analyze, report and plan programs according to results. Prerequisite(s): PSYC 5301 or concurrent enrollment or permission of Curriculum and Instruction Program Coordinator.

SPED 5327. Teaching Students with Severe and Profound Disabilities. 3 Semester Credit Hours.
Study definitions, characteristics, and instructional techniques for students with severe and profound disabilities, including functional assessment, applied behavioral analysis, Individualized Education Program (IEP) goals and objectives, and transition and placement issues. Prerequisite(s): SPED 5305 or permission of Curriculum and Instruction Chair.
SPED 5328. Case Management Education Diagnosticians. 3 Semester Credit Hours.
This course addresses state and federal laws that affect the diagnosis, placements, and programs for students with disabilities and the diagnostician’s role and responsibilities as compliance officers. Enrollment limited to students admitted to the Diagnostician Certification Program or permission of Curriculum & Instruction Program Coordinator. Prerequisite(s): SPED 5325.

SPED 5329. Assessing Cognitive Abilities. 3 Semester Credit Hours.
Standardized assessment of the cognitive and adaptive behavior abilities of exceptional students. Includes test administration, scoring, analysis, and program planning. Prerequisite(s): PSYC 5381 or permission of Curriculum & Instruction Program Coordinator.

SPED 5384. Special Education Teaching Internship. 3 Semester Credit Hours.
A supervised, field-based experience in a special education classroom. Interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a school classroom. Prerequisite(s): admission to a teacher certification program at TAMUCT; satisfactory performance in the professional development courses preceding the internship. May be repeated for credit. Field experience fee $75.

SPED 5385. Education Diagnostician Internship. 3 Semester Credit Hours.
Supervised professional activities for persons preparing for certification as an educational diagnostician. Professional activities will include test administration, scoring, analysis, diagnosis, report writing, and program planning. Interns will be required to demonstrate competence in the performance of professional duties as an educational diagnostician. A minimum of 300 hours of documented related professional activities will be required. Prerequisite(s): SPED 5305, SPED 5325 and SPED 5329 or permission of Curriculum & Instruction Program Coordinator. Field experience fee: $75.

SPED 5388. Special Education Problems. 1-3 Semester Credit Hours.
Open to graduate students who are capable of developing a problem independently. Problems are chosen by the student and approved in advance by the instructor and Division Director. Prerequisite(s): Full admission to the Graduate School and a graduate degree or certification program.

**Lower Level and General Education Courses**

The courses listed in this section are for informational purposes only; they are **NOT** offered at A&M-Central Texas.

ACCT 2301. Principles of Financial Accounting. 3 Semester Credit Hours.
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders’ equity to communicate the business entity’s results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners’ equity while learning to use reported financial information for purposes of making decisions about the company.

ACCT 2302. Principles of Managerial Accounting. 3 Semester Credit Hours.
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

ANTH 2351. Cultural Anthropology. 3 Semester Credit Hours.
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

BCIS 1301. Microcomputer Applications. 3 Semester Credit Hours.
Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

BCIS 1309. Intro to Program Logic & Design. 3 Semester Credit Hours.

BIOL 1406. Biology for Science Majors I (Lecture + Lab). 4 Semester Credit Hours.
This lecture and lab course should combine all of the elements of BIOL 1306 Biology for Science Majors I (lecture) and BIOL 1106 Biology for Science Majors I (lab), including the learning outcomes listed for both courses.

BIOL 1407. Biology for Science Majors II (Lecture + Lab). 4 Semester Credit Hours.
This lecture and lab course should combine all of the elements of BIOL 1307 Biology for Science Majors II (lecture) and BIOL 1107 Biology for Science Majors II (lab), including the learning outcomes listed for both courses.

BIOL 1411. General Botany. 4 Semester Credit Hours.
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi.
BIOL 1413. General Zoology. 4 Semester Credit Hours.
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology.

BIOL 2301. Anatomy & Physiology I. 3 Semester Credit Hours.
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

BIOL 2401. Anatomy and Physiology I. 4 Semester Credit Hours.
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

BIOL 2402. Anatomy and Physiology II. 4 Semester Credit Hours.
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

BIOL 2421. Microbiology for Science Majors. 4 Semester Credit Hours.
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment.

BUSI 1301. Business Principles. 3 Semester Credit Hours.
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2301. Business Law. 3 Semester Credit Hours.
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

CHEM 1411. General Chemistry I. 4 Semester Credit Hours.
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

CHEM 1412. General Chemistry II. 4 Semester Credit Hours.
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

CHEM 2323. Organic Chemistry I (Lecture). 3 Semester Credit Hours.
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

CHEM 2325. Organic Chemistry II (Lecture). 3 Semester Credit Hours.
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

CHEM 2423. Organic Chemistry I (Lecture + Lab). 4 Semester Credit Hours.
This lecture and lab course should combine all of the elements of CHEM 2323 (lecture) and CHEM 2123 (lab), including the learning outcomes listed for both courses.

CHEM 2425. Organic Chemistry II (Lecture + Lab). 4 Semester Credit Hours.
This lecture and lab course should combine all of the elements of CHEM 2325 (lecture) and CHEM 2125 (lab), including the learning outcomes listed for both courses.

COSC 1301. Introduction to Computing. 3 Semester Credit Hours.
Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science.

COSC 1309. Programming Logic & Design. 3 Semester Credit Hours.
A discipline approach to problem-solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

COSC 1315. Fundamentals of Programming. 3 Semester Credit Hours.
Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.
COSC 1320. C Programming I. 3 Semester Credit Hours.
Introduces the fundamental concepts of structured programming in the
C language. Topics include data types; control structures; functions,
structures, arrays, pointers, pointer arithmetic, unions, and files; the
mechanics of running, testing, and debugging programs; introduction
to programming; and introduction to the historical and social context of
computing.

COSC 1337. Programming Fundamentals II. 3 Semester Credit Hours.
This course focuses on the object-oriented programming paradigm,
emphasizing the definition and use of classes along with fundamentals
of object-oriented design. The course includes basic analysis of
algorithms, searching and sorting techniques, and an introduction to
software engineering processes. Students will apply techniques for
testing and debugging software.

CRIJ 1301. Introduction to Criminal Justice. 3 Semester Credit Hours.
This course provides a historical and philosophical overview of the
American criminal justice system, including the nature, extent, and
impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306. Court Systems & Practices. 3 Semester Credit Hours.
This course is a study of the court system as it applies to the structures,
procedures, practices and sources of law in American courts, using
federal and Texas statutes and case law.

CRIJ 1310. Fundamentals of Criminal Law. 3 Semester Credit Hours.
This course is the study of criminal law including application of
definitions, statutory elements, defenses and penalties using Texas
statutes, the Model Penal Code, and case law. The course also analyzes
the philosophical and historical development of criminal law and criminal
culpability.

CRIJ 2313. Correctional Systems & Practices. 3 Semester Credit Hours.
This course is a survey of institutional and non-institutional corrections.
Emphasis will be placed on the organization and operation of correctional
systems; treatment and rehabilitation; populations served; Constitutional
issues; and current and future issues.

CRIJ 2314. Criminal Investigation. 3 Semester Credit Hours.
Investigative theory; collection and preservation of evidence; sources of
information; interview and interrogation; uses of forensic sciences; case
and trial preparation.

CRIJ 2328. Police Systems & Practices. 3 Semester Credit Hours.
This course examines the establishment, role and function of police in
a democratic society. It will focus on types of police agencies and their
organizational structure, police-community interaction, police ethics, and
use of authority.

DRAM 1310. Introduction to Theatre. 3 Semester Credit Hours.
Survey of theater including its history, dramatic works, stage techniques,
production procedures, and relation to other art forms. Participation in
productions may be required.

ECON 2301. Principles of Macroeconomics. 3 Semester Credit Hours.
An analysis of the economy as a whole including measurement and
determination of Aggregate Demand and Aggregate Supply, national
income, inflation, and unemployment. Other topics include international
trade, economic growth, business cycles, and fiscal policy and monetary
policy.

ECON 2302. Principles of Microeconomics. 3 Semester Credit Hours.
Analysis of the behavior of individual economic agents, including
consumer behavior and demand, producer behavior and supply, price
and output decisions by firms under various market structures, factor
markets, market failures, and international trade.

EDUC 1301. Introduction to the Teaching Profession. 3 Semester Credit
Hours.
An enriched, integrated pre-service course and content experience
that provides active recruitment and institutional support of students
interested in a teaching career, especially in high need fields. The
course provides students with opportunities to participate in early field
observations at all levels of P-12 schools with varied and diverse student
populations and provides students with support from college and school
faculty, preferably in small cohort groups, for the purpose of introduction
to and analysis of the culture of schooling and classrooms. Course
content should be aligned as applicable with State Board for Educator
Certification Pedagogy and Professional Responsibilities standards;
and the course must include a minimum of 16 contact hours of field
experience in P-12 classrooms.

EDUC 2301. Introduction to Special Populations. 3 Semester Credit
Hours.
An enriched, integrated pre-service course and content experience
that provides an overview of schooling and classrooms from the perspectives
of language, gender, socioeconomic status, ethnic and academic
diversity, and equity with an emphasis on factors that facilitate learning.
The course provides students with opportunities to participate in early field
observations of P-12 special populations and should be aligned as
curable with State Board for Educator Certification Pedagogy and
Professional Responsibilities standards. Must include a minimum of
16 contact hours of field experience in P-12 classrooms with special
populations.

ENGL 1301. Composition I. 3 Semester Credit Hours.
Intensive study of and practice in writing processes, from invention
and researching to drafting, revising, and editing, both individually and
collaboratively. Emphasis on effective rhetorical choices, including
audience, purpose, arrangement, and style. Focus on writing the
academic essay as a vehicle for learning, communicating, and critical
analysis.

ENGL 1302. Composition II. 3 Semester Credit Hours.
Intensive study of and practice in the strategies and techniques for
developing research-based expository and persuasive texts. Emphasis on
effective and ethical rhetorical inquiry, including primary and secondary
research methods; critical reading of verbal, visual, and multimedia texts;
systematic evaluation, synthesis, and documentation of information
sources; and critical thinking about evidence and conclusions.

FREN 1311. Beginning French I. 3 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and
writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1312. Beginning French II. 3 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and
writing. Includes basic vocabulary, grammatical structures, and culture.
FREN 1411. Beginning French I. 4 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1412. Beginning French II. 4 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 2311. Intermediate French I. 3 Semester Credit Hours.
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

FREN 2312. Intermediate French II. 3 Semester Credit Hours.
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

GERM 1311. Beginning German I. 3 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1312. Beginning German II. 3 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1411. Beginning German I. 4 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1412. Beginning German II. 4 Semester Credit Hours.
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 2311. Intermediate German I. 3 Semester Credit Hours.
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

GERM 2312. Intermediate German II. 3 Semester Credit Hours.
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

GOVT 2305. Federal Government. 3 Semester Credit Hours.
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

GOVT 2306. Texas Government. 3 Semester Credit Hours.
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

HIST 1301. United States History I. 3 Semester Credit Hours.
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302. United States History II. 3 Semester Credit Hours.
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

HIST 2301. Texas History. 3 Semester Credit Hours.
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2302. Texas Government. 3 Semester Credit Hours.
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

HIST 2305. Federal Government. 3 Semester Credit Hours.
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

HIST 2311. Western Civilization I. 3 Semester Credit Hours.
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312. Western Civilization II. 3 Semester Credit Hours.
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalization.

HUMA 1315. Fine Arts Appreciation. 3 Semester Credit Hours.
This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

ITSE 1402. Computer Programing. 4 Semester Credit Hours.
Introduction to computer programming including design, development, testing, implementation, and documentation.
MATH 1324. Mathematics for Business & Social Sciences. 3 Semester Credit Hours.
The application of common algebraic functions, including polynomial, exponential, and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

MATH 1316. Plane Trigonometry. 3 Semester Credit Hours.
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

MATH 1324. Mathematics for Business & Social Sciences. 3 Semester Credit Hours.
The application of common algebraic functions, including polynomial, exponential, and logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

MATH 1324. Elementary Statistical Methods. 3 Semester Credit Hours.
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

MATH 1350. Mathematics for Teachers I. 3 Semester Credit Hours.
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numbering systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

MATH 1351. Mathematics for Teachers II. 3 Semester Credit Hours.
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

MATH 1414. College Algebra. 4 Semester Credit Hours.
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

MATH 2305. Discrete Mathematics. 3 Semester Credit Hours.
A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

MATH 2312. Pre-Calculus Math. 3 Semester Credit Hours.
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

MATH 2313. Calculus I. 3 Semester Credit Hours.
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the hain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

MATH 2314. Calculus II. 3 Semester Credit Hours.
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

MATH 2320. Differential Equations. 3 Semester Credit Hours.
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

MATH 2412. Pre-Calculus Math. 4 Semester Credit Hours.
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.
MATH 2413. Calculus I. 4 Semester Credit Hours.
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

MATH 2414. Calculus II. 4 Semester Credit Hours.
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

MATH 2415. Calculus III. 4 Semester Credit Hours.
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem.

MUSI 1071. Student Recital. 0 Semester Credit Hours.
Recital attendance credit for music majors and minors. Required of all music majors and minors. This course may be repeated for credit.

MUSI 1114. Piano Class for Music Majors I. 1 Semester Credit Hour.
Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills.

MUSI 1115. Piano Class for Music Majors II. 1 Semester Credit Hour.
Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills.

MUSI 1116. Sight Singing & Ear Training I. 1 Semester Credit Hour.
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.

MUSI 1117. Sight Singing & Ear Training II. 1 Semester Credit Hour.
Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony.

MUSI 1301. Fundamentals of Music I. 3 Semester Credit Hours.
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.).

MUSI 1307. Music Literature. 3 Semester Credit Hours.
A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

MUSI 1310. American Music. 3 Semester Credit Hours.
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUSI 1311. Music Theory I. 3 Semester Credit Hours.
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI 1312. Music Theory II. 3 Semester Credit Hours.
The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.

MUSI 2114. Piano Class III for Music Majors. 1 Semester Credit Hour.
Continuation of Class Piano II, with emphasis on scales and arpeggios (hands together), harmonization, sight reading, score reading, ensemble, and simple accompanying.

MUSI 2115. Piano Class IV for Music Majors. 1 Semester Credit Hour.
Continuation of Piano Class III with further study given to scales (including chromatic scale), arpeggios, broken chords, score reading, solo and ensemble performance, and accompanying.

MUSI 2116. Sight Singing & Ear Training III. 1 Semester Credit Hour.
Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2311. Music Theory III. 3 Semester Credit Hours.
Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard.

MUSI 2312. Music Theory IV. 3 Semester Credit Hours.
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.

MUAP 3269. Private Lesson Instruction V. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 4 semesters of private instruction.

MUAP 3270. Private Lesson Instruction VI. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 5 semesters of private instruction.

MUAP 4269. Private Lesson Instruction VII. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 6 hours of private instruction.

MUAP 4270. Private Lesson Instruction VIII. 2 Semester Credit Hours.
This course is designed to provide individualized instruction in solo technique and repertoire for the musical performer. Prerequisite: 7 semesters of private instruction; Corequisite: MUSI 4098 (Senior Recital) required.

MUEN 3121. Symphonic Band. 1 Semester Credit Hour.
Rehearsal and performance of quality concert band literature from a variety of styles. Open to any student by audition only.

MUEN 3123. Orchestra. 1 Semester Credit Hour.
Rehearsal and performance of quality orchestral literature from a variety of styles. Open to any student by audition only.

MUEN 3124. Jazz Ensemble. 1 Semester Credit Hour.
Rehearsal and performance of quality jazz ensemble literature from a variety of styles. Open to any student by audition only.

MUEN 3142. Chorale. 1 Semester Credit Hour.
Designed to give participants a challenging, stylized choral experience. Performs a wide variety of literature, emphasizing the more difficult choral works. Open to any student by audition only.

PHIL 1301. Introduction to Philosophy. 3 Semester Credit Hours.
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.
PHIL 2302. Introduction to Logic. 3 Semester Credit Hours.

PHIL 2303. Introduction to Formal Logic. 3 Semester Credit Hours.
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

PHYS 1401. College Physics I. 4 Semester Credit Hours.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.

PHYS 1402. College Physics II. 4 Semester Credit Hours.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

PHYS 1405. Elementary Physics I. 4 Semester Credit Hours.
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors.

PHYS 1415. Physical Science I (Lecture + Lab). 4 Semester Credit Hours.
Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

PHYS 2125. University Physics Laboratory I (Lab). 1 Semester Credit Hour.
Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

PHYS 2126. University Physics Laboratory II (Lab). 1 Semester Credit Hour.
Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

PHYS 2425. University Physics I. 4 Semester Credit Hours.
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving involving the principles and applications of classical mechanics, lab activities include harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

PHYS 2426. University Physics II. 4 Semester Credit Hours.
Principles of physics for science, computer science, and engineering majors, using calculus, lab activities: the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

PSYC 2301. General Psychology. 3 Semester Credit Hours.
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2308. Child Psychology. 3 Semester Credit Hours.
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC 2314. Lifespan Growth & Development. 3 Semester Credit Hours.
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315. Psychology of Adjustment. 3 Semester Credit Hours.
Study of the processes involved in adjustment of individuals to their personal and social environments.

SOCI 1301. Introduction to Sociology. 3 Semester Credit Hours.
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SPAN 1311. Beginning Spanish I. 3 Semester Credit Hours.
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1312. Beginning Spanish II. 3 Semester Credit Hours.
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

SPAN 1411. Beginning Spanish I. 4 Semester Credit Hours.
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.
SPAN 1412. Beginning Spanish II. 4 Semester Credit Hours.
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

SPAN 2311. Intermediate Spanish I. 3 Semester Credit Hours.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

SPAN 2312. Intermediate Spanish II. 3 Semester Credit Hours.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

SPCH 1311. Introduction to Speech Communication. 3 Semester Credit Hours.
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315. Public Speaking. 3 Semester Credit Hours.
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students’ speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318. Interpersonal Communication. 3 Semester Credit Hours.
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business & Professional Communication. 3 Semester Credit Hours.
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

TECA 1303. Families, School, & Community. 3 Semester Credit Hours.
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. 241 Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

TECA 1354. Child Growth & Development. 3 Semester Credit Hours.
A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.
HANDBOOK FOR B.S. IN PSYCHOLOGY

MISSION

The Counseling & Psychology Department at Texas A&M University-Central Texas (A&M-Central Texas) is located in the College of Education.

The mission of the College of Education is to provide students in professional education and other human services with a quality education through academic, cultural, and leadership experiences, and to provide leadership through scholarship and service to the extended community and profession. Programs in the College of Education prepare students for challenging, gratifying, and socially significant careers in education, counseling, and psychology. In addition to its teaching function, the program has a strong service commitment to public schools and human service agencies.

The faculty members in the Counseling & Psychology Department are committed to fulfilling this Mission and providing students high quality educational experiences in psychology.

OVERVIEW

COUNSELING & PSYCHOLOGY DEPARTMENT

The Psychology program at A&M-Central Texas offers a variety of courses in clinical work, research, applied psychology, and psychological theory. Program faculty members are researchers who are also committed to excellence in education and have diverse backgrounds reflective of the broad scope of the field of psychology (e.g., abnormal psychology, cognitive psychology, social psychology, etc.).

Psychology majors have many opportunities to conduct research with faculty members in exploring a range of topics including program evaluation, intimate partner violence, exam anxiety, online learning and more.

While the majority of our graduates go on to further study in psychology and are accepted into a graduate program, others have found jobs or advanced in their existing careers at human services agencies within the Central Texas region.

Students can expect learning experiences aligned with program curriculum to equip them with the knowledge, skills, and abilities needed by professionals in psychology and related fields.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate factual knowledge (terminology, classifications, methods, trends).
2. Demonstrate knowledge of fundamental principles, generalizations, or theories.
3. Apply course material to improve thinking, problem solving, and decisions, both in coursework and in real-life situations.
4. Demonstrate skill in expressing oneself in oral presentations and in writing.
5. Find and use resources for answering questions and solving problems.
6. Analyze and critically evaluate ideas, arguments, and points of view.
7. Practice skills in working with others as a member of a team.
8. Demonstrate specific skills, competencies, and points of view needed by professionals in fields most closely related to specific courses.
9. Demonstrate an understanding and appreciation of intellectual/cultural/historical activity in psychology.
10. Demonstrate a clear understanding of, and commitment to, ethics and personal values.

STUDENT RESPONSIBILITIES

Students have a responsibility for their learning. Other responsibilities include the following:

- Reading the A&M-Central Texas catalog each year to determine if changes impact them
- Reading and adhering to professional ethical standards
- Meeting registration and payment deadlines
- Participating in activities and projects, internal or external to the University, that will enhance their learning experience
- Following the degree plan outline as closely as possible and being aware of all course prerequisites
- Preparing for courses by making arrangements to attend regularly scheduled classes, allowing for adequate study time, completing assignments on a timely basis, and taking the final exam as scheduled
- Identifying skill strengths and working toward development of skills that need improvement
- Asking questions to obtain information regarding topics they do not understand
- Meeting graduation requirements and deadlines

ADMISSION

HOW TO APPLY

At Texas A&M University-Central Texas, we try to make the admission process easy. If you meet the general admission requirements below, you are assured admission into A&M-Central Texas.

General Admission Requirements

1. Minimum 2.0 cumulative transfer GPA on a 4.0 scale
2. Minimum 30 academic, college-level transferable semester hours
3. Must be eligible to return to all previously attended institutions

Steps to Apply

1. Submit Admission Application: Complete and submit the undergraduate application by visiting Apply Texas at ApplyTexas.org (https://www.applytexas.org/adappc/gen/c_start.WBX).
2. Pay Application Fee: Pay the $30 non-refundable application fee via your electronic application or pay by cash, check, money order, or credit card in our Business Office (https://www.tamuct.edu/business-office).
3. Submit Official Transcripts: Submit final official transcript(s) from ALL college level institutions previously attended. Transcripts must be received in a sealed envelope either from the issuing
institution or hand delivered to Undergraduate Admissions (https://www.tamuct.edu/undergraduate-admissions). If your previous institution(s) participate in the sending of secure electronic transcripts (eScript-Safe, National Student Clearinghouse, Parchment, or Credentials Solutions) transcripts can be sent electronically to the Undergraduate Admissions email address.

4. Submit Evidence of Bacterial Meningitis Vaccination (https://www.tamuct.edu/undergraduate-admissions/bacterial-meningitis.html): If you are 21 years of age or younger, you are required to submit evidence that you have received the Bacterial Meningitis vaccination prior to registering for courses (must have received vaccination at least 10 days prior to the semester enrolled).

5. Check the Admission Decision: After you submit your application, check the status of your admission application at any time, using your personalized A&M-Central Texas Application Station (https://texasamcentral.hobsonsradius.com/ssc/zx671c708x6G0x6702aC673.ssc).

Additional Information
While applications for admission are accepted year round, adhering to the priority deadlines stated in the University Catalog (http://catalog.tamuct.edu) will ensure an applicant's ability to register for any available course(s) within the semester of entry.

Please Note: Texas A&M University-Central Texas offers a variety of course scheduling options by using multiple parts of term within an academic semester. Each long semester contains three parts of term, including a session of 16-week courses and two 8-week sessions of courses (one of which begins in the middle of the semester). If you apply and/or are admitted after the priority deadline, 2nd 8-week courses only may be available.

FACULTY ADVISEMENT

Students are required to seek advising by an assigned faculty advisor in the Counseling & Psychology Department regarding coursework and assistance with other educational or career needs.

• A faculty advisor is assigned to each student upon admission to the program. Students may consult with any faculty member but are urged to work with their assigned advisor as much as possible.

• Advising is a continuous process, and faculty advisors are assigned many students to advise in addition to their other workload requirements such as teaching, service, and research. Students should demonstrate respect for the faculty advisor's time by setting appointments and being prepared for their appointments.

RESEARCH EXPERIENCE REQUIREMENTS

Students in selected psychology courses (i.e., PSYC 3307, PSYC 3309, PSYC 3330, PSYC 3312, PSYC 4320) are required to engage in research experience activities as part of the coursework. The research experience activity includes either participating in research studies directly related to psychology (i.e., projects sponsored by the Counseling & Psychology Department faculty) or reading and writing summaries of peer-reviewed, empirical research articles in psychology related to each course (or a combination of both).

Sign Up
To receive credit for a research experience activity, students must sign up to participate in a research study or write a research summary through the Counseling & Psychology Research Sign-Up System hosted by SONA.

Students will receive an email from the research administrator with their username and password for logging into the sign-up system. When students receive this email, they should follow the link to the sign-up system at https://tamuct.sona-systems.com and request an account using their TAMUCT email account. Students must verify their account requests before being granted access to the system. Once the account is verified, students will be able to sign-up for research experience activities. For additional information, see the Participant Tutorial at https://www.youtube.com/watch?v=_1OnT2U6QQ

If a student must cancel a scheduled appointment, s/he may do so via the "My Schedule/Credits" tab in the sign-up system. If the cancel option does not appear next to the study information, it is too late to cancel participation via the sign-up system, so students must contact the researcher directly via email. Students must include their identity code in all correspondence with researchers. Students should be advised that late cancellation of an appointment may be counted as a no show. Researchers reserve the right not to accept late cancellations when sufficient time is not available to reschedule the cancelled slot. Students who accrue three (3) no-shows for research participation will be blocked from participating in research studies and must read and summarize peer-reviewed, empirical research articles to earn the remaining research experience credits.

Credits

Students are required to complete 3 research credits in each course with the research experience credit. Credit is allotted as follows and is determined by the researcher (not the course instructor) based on estimated participation time:

• 1 credit for each hour (60 minutes) of research participation (in-person or online)
• ½ credit for each ½ hour (30 minutes) of research participation (in-person or online)
• 1 credit for each summary of a peer-reviewed, empirical research article (NOTE: Research articles summarized for a course assignment cannot be counted towards the research experience requirement.)

Any student who has not earned the required number credits prior to the opening of the final exam period for the course will receive an Incomplete (I) for the course. If the incomplete is not made up by the end of the following semester, it will automatically convert to an F. Students who drop a class after having earned research experience credit cannot apply any accumulated credit from that class towards the next time they take the course.

ACADEMIC APPEALS POLICY

The College of Education Grade Appeal Policy was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty. Consistent with this, it is recognized that:

Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
Faculty members have the right to evaluate students' work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.

It is assumed that A&M-Central Texas faculty members appropriately evaluate students' work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor’s determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member’s belief that the student violated the university's academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

Justification for an Appeal
Grade appeals may only be initiated if the grade was influenced by one of the following:

- Error: A clerical/computational error was made in calculating/reporting the grade.
- Prejudice: The faculty member’s evaluation of the student’s work was influenced by the faculty member’s negative attitude toward the student.
- Arbitrary method: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
- Inconsistent application: The student’s grade was not determined using the same process applied to other students in the course.
- Unsubstantiated charge of dishonesty: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.

Insufficient reasons upon which to base an appeal include:

- Disagreement with course policies that are clearly communicated in writing to all students.
- Differences in policies among sections of the same course or across faculty members.
- Potential negative impact on the student (e.g., loss of financial aid).
- Dissatisfaction with instructional style and/or methods (Note: Students who have complaints regarding the instruction they receive should address these directly with their instructor or that faculty member’s supervisor).

Appeal Process
A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating event using the Grade Appeal Form (https://www.tamuct.edu/departments/education/).

- The faculty member is required to give the student a written response within 15 calendar days.
- The response by the faculty member (or his or her immediate supervisor) should be made using the Appeal Response Form (located on the website for the College of Education).
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or his or her designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 60 calendar days of the originating event.

- This submission should include a copy of the original Grade Appeal Form, a copy of the Appeal Response Form from the faculty member, and a written explanation from the student addressing why he or she believes the faculty member’s response was inadequate/unsatisfactory.
- The Chair (or proxy) then has 15 calendar days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The Committee will review the student’s appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 30 calendar days of receiving the student’s appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean and two student representatives.
- The student representatives will be the president of the university’s Counseling & Psychology student organization and the president of the university’s student chapter of the Association of Texas Professional Educators. If these students are not available to participate, they may appoint a replacement from within their respective organizations.
- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).
- The Committee will notify the student and faculty member that the appeal is under committee review.
- If the student or faculty member wishes to provide the Committee with additional materials explaining their position, this should be done within 7 calendar days of the time the committee is asked to review the appeal.
- The student and faculty member both have the right to present evidence in person to the committee, but the committee may deliberate in private.

The decision of the College Dean is final and will be communicated to the student in writing.
HANDBOOK FOR BACHELOR OF SCIENCE IN NURSING

MISSION
The nursing program at Texas A&M University-Central Texas offers nursing education to the registered nurse on the baccalaureate level, to serve the diverse population of Central Texas which includes the military and their families. The nursing faculty prepare excellent nurses to practice in acute care settings or outpatient services, or give them the tools to continue in the pursuit of advanced degrees.

GOALS
- Innovative web-based course delivery and evaluation methods
- Educating registered nurses on the baccalaureate level to advance in their career and/or attend graduate nursing programs
- Promoting service learning activities in practicum-based courses

RESPONSIBILITY
Students are responsible for knowing and abiding by the policies and information contained in this handbook. Every effort has been made to make this publication as complete and accurate as possible, but changes may occur at any time. The 2017-2018 Student Handbook was prepared by Carolyn A. Ramsey, Nursing Program Director/Asst. Lecturer at A&M-Central Texas.

This handbook is available through the Nursing Program. A&M-Central Texas, an Equal Employment Opportunity and Affirmative Action Employer and Educator, is committed to excellence through diversity, and is a member of the Texas A&M University System since 2009. Copyright ©2009 Texas A&M University-Central Texas.

ACCREDITATION
Texas A&M University-Central Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master’s, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of A&M-Central Texas.

The baccalaureate degree in nursing at A&M-Central Texas is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.aacnnursing.org/CCNE).

STUDENT LEARNING OUTCOMES
The student learning outcomes of the B.S.N. program are based on Competency Goals Statements from The Essentials of Baccalaureate Education for Professional Nursing Practice, American Association of Colleges of Nursing (2008).

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Baccalaureate Essentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examine professional nursing from historical and contemporary perspectives, including the</td>
<td>Essential VIII: Professionalism and Professional Values.</td>
</tr>
<tr>
<td>philosophy and theoretical foundations that define professional nursing practice.</td>
<td></td>
</tr>
<tr>
<td>Define personal, professional, and cultural values as influences upon nursing practice.</td>
<td>Essential VIII: Professionalism and Professional Values.</td>
</tr>
<tr>
<td>Identify the use of nursing informatics from multiple perspectives within nursing practice.</td>
<td>Essential IV: Information Management and Application of Patient Care Technology</td>
</tr>
<tr>
<td>Collect and evaluate evidence-based practice findings to improve nursing practice.</td>
<td>Essential III: Scholarship and Evidence-Based Practice.</td>
</tr>
<tr>
<td>Develop the skills to complete a comprehensive health assessment of an individual of any age.</td>
<td>Essential IX: Baccalaureate Generalist Nursing Practice.</td>
</tr>
</tbody>
</table>
STUDENT SERVICES

All of the student services available to A&M-Central Texas students are also available to nursing students. These can be found in the Student Handbook. The following list is not all inclusive.

BOOKSTORE
The bookstore is located by the main entrance of Founder’s Hall.

• Phone: (254) 200-1447.
• Email: tamuct@bkstr.com.
• https://www.bkstr.com/tamuctstore/home/

COUNSELING SERVICES

• Warrior Hall Room 207L
• Phone: (254) 501-5956 (Monday-Thursday 8 am - 5 pm)
• Fax: (254) 519-8703

Many employees and students encounter a variety of personal, social, and academic issues that may call for assistance beyond advice provided by friends and family. The Counseling Center provides confidential counseling and education to all A&M-Central Texas employees and currently enrolled students at no additional cost, in order to facilitate the retention, adjustment, and development of members of the university community. Counseling can assist in achieving personal and educational goals and provide an opportunity to have a professional counselor listen empathically, help clarify ideas and concerns toward resolving new or long-standing problem situations, as well as provide useful learning and self-management skills, and improve relationships. Services include individual, group, and relationship counseling, crisis and consultative sessions, and informational presentations about health issues. There are no additional fees for employees and currently enrolled students. The Counseling Center also serves the campus community through consultation and outreach services. Counseling is also available to family members of students and employees as well as community members through the counseling services practicum training clinic, The Community Counseling and Family Therapy Center. The practicum clinic offers low sliding-scale fees for counseling offered by graduate-level practicum students who are supervised by licensed faculty members. Please contact counseling services for further information regarding this clinic.

FINANCIAL AID

A&M-Central Texas University offers student financial aid in the form of loans, grants, work opportunities, and scholarships. For more information regarding financial assistance, please contact our Financial Aid staff.

LIBRARY

• Warrior Hall 1001 Leadership Place, Killeen, TX 76549
• Phone: (254) 519-5798

STUDENTS’ ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION MAKING

Students provide input into the decision-making process through the Student Government Association. Student representatives may serve on standing university committees. Various advisory groups and committees, many of which include students, are formed to address specific issues. In addition, the university encourages students not serving on formal bodies to express their ideas and suggestions so that they may be considered in the making of policy decisions. Contact the Department of Student Affairs to join the Student Government Association. Student representatives will be appointed or elected to serve on university committees.

Nursing student representatives are selected each fall for a one-year term to represent the nursing students. They attend a portion of faculty meetings and are given an opportunity to offer suggestions. They are also involved with pinning ceremonies.

STUDENT RESPONSIBILITIES

GENERAL

• Students are responsible for adhering to all the requirements in both the Texas A&M University-Central Texas Student Handbook and the Texas A&M University-Central Texas Nursing Student Handbook.
• Students are responsible for reading the syllabi and guidelines for each nursing course and seeking clarification from the course instructor. Students are responsible for following course guidelines.
• Students are expected to be prompt for any synchronous online meetings and are responsible for all material presented and assigned.
• Assignments will be posted on the date due unless prior arrangements are made with the appropriate instructor. If a paper is submitted late, points will be deducted from the grade of the paper. If a paper is deemed incomplete by the instructor, the paper may be returned to the student to correct; late points will be deducted as indicated.
• It is the student’s responsibility to discuss questions concerning grades on written assignments or examinations with the appropriate instructor.
• Essential Competency Requirements of the Nursing Student. All students accepted into the Nursing Program are expected to have the following six competencies in order to effectively and safely perform the responsibilities of a nursing student:
  • Motor Skills: Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.
  • Sensory/Observation: A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate nonverbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the

• Website: http://tamuct.libguides.com/index

Professional librarians and staff are available to assist students with the use of library resources and services.
signs of disease and infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds).

• **Communication:** The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The candidate must be able to communicate effectively in oral and written forms.

• **Cognitive:** A candidate must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate nursing study. The candidate must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the virtual classroom and clinical setting.

• **Behavioral/Emotional:** A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all assignments. In addition, he or she must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change his or her behavior when it interferes with productive individual or group relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

• **Professional Conduct:** Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. He or she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Candidates must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. Texas A&M Health Science Center Nursing Student Handbook (2009-2010).

**COMMUNICATION**

• Each student is responsible for information posted on Canvas. Communication from course instructors and other students may be posted at any time and should be checked daily.

• Failure to comply with a directive of a university employee acting in the realm of his/her authority will be considered misconduct and subject to disciplinary action.

**ABSENCE POLICY**

Class attendance, whether online or face to face, is an important factor for academic success and each student should accept the responsibility for regular attendance. A&M#Central Texas recognizes each student as an adult with adult attitudes and responsibilities and further recognizes the unique relationship between faculty and students and the responsibility each has toward the other.

The following guidelines have been structured for implementation of A&M#Central Texas’s student absence policy: Student absences are considered by the university to be a matter strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine if make-up work can be done due to absences. Students may request make-up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings, or participation in sponsored university activities. It is the responsibility of students who participate in university-sponsored activities to obtain a written explanation for their absence from the faculty/staff member responsible for the activity.

**ADMISSIONS**

**GENERAL EDUCATION AND COURSE REQUIREMENTS**

Texas A&M University-Central Texas is an upper-level university, therefore, the core curriculum/general education courses and non-nursing courses must be taken at another institution. Core curricula may also be accepted from other institutions.

**ADMISSION REQUIREMENTS**

**PROGRAM ADMISSION REQUIREMENTS**

• Admission to A&M-Central Texas (http://catalog.tamuct.edu/undergraduate-information/undergraduate-admission-requirements);

• Have a current unencumbered Texas Registered Nurse’s (RN) license; and

• Have an overall GPA of 2.0 or higher with a "C" or higher in the general education and support science courses.

**HOW TO APPLY FOR PROGRAM ADMISSION**

• Submit the Application to the Nursing Program (https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20TAMUCT.docx)

• Submit a reference form (Nursing Handbook Appendix A). The reference form validates safe and recent practice experience as a registered nurse within the last three years prior to acceptance. Or, submit a form from a nursing faculty member if graduation was in the past year and you have not practiced as a registered nurse. Alternatively, applicants may complete a RN refresher course.

• Submit unofficial transcript(s) for review in applying to the program. Official transcript(s) must be submitted to the university for all courses to be transferred in for credit. Provide official copies of transcript(s) from each previously attended college or university. See the "Official College Transcripts (http://catalog.tamuct.edu/undergraduate-information/official-college-transcripts)" page for additional details.

• Prior to enrolling in the program, applicants must complete all non-nursing courses listed in the degree requirements. Exception of up to six semester credit hours may be made in consultation with program faculty.
International applicants and applicants with foreign credentials must adhere to additional requirements.

**PROGRESSION POLICY**

Students may progress in the program when the following conditions are met:

- Successful completion of required nursing and non-nursing courses with a minimum grade of C.
- Transfer students from other programs must complete a minimum of 30 hours from A&M-Central Texas.
- Students must request permission to repeat a nursing course due to failure or withdrawal.
  
  A. A letter of petition must be written to the nursing department chair and must include:
  1. The reason for withdrawal or failure to successfully complete the course.
  2. Steps which the student will take to ensure successful completion of the course when repeated.
  3. Date corrective steps will be completed.
  
  B. The department chair will take into consideration:
  1. The student’s overall academic performance, GPA on required courses, and the number of repeated courses.
  2. The student’s plans for corrective action and reasons for failure. The feasibility of the plan is also assessed.
  3. The student file, to determine adherence to the program standards and performance in the present or previous courses.
  
  C. If permission is granted to repeat a course, it will be on a space available basis.

**READMISSION POLICY**

- Students who have an interruption—such as an inability to achieve a passing grade, withdrawal, or non-enrollment—must gain permission before taking any nursing course.
- The Division of Student Affairs, along with the Nursing Program Director, evaluates the student’s request for readmission or to retake any nursing course.

  A. The student’s general academic history, nursing course grades, and potential for success will be considered. Readmission or permission to retake any course is based on professional judgment and space availability.

  B. Students who withdraw from a course or courses or receive a grade below a “C” should follow the procedure in the Progression Policy.

  C. After lapse of one long semester, students wishing to return to the program

  A. Must notify the Nursing Program Director
  B. Must submit a physician’s clearance in order to return to classes if the absence was due to a health problem
  C. Must meet with an nursing faculty member prior to registering to develop a degree completion plan
  D. If the student has been out two long semesters or more, the student must also:

  1. Submit an updated Application to the Nursing Program (https://www.tamuct.edu/coas/docs/nursing/Application%20RN%20to%20BSN%20ATAMUCT.docx)
  2. Adhere to the most current catalog requirements
  3. Fulfill any requirements specified by the Nursing Program Director
  4. Complete the Nursing Program within five (5) calendar years from their initial enrollment

**COURSE DESCRIPTIONS**

**NURS 3300. Professional Role Transitions. 3 Semester Credit Hours.**

(WI) Apply critical thinking skills to examine personal and professional growth, the nurse’s role in professional practice, and philosophies of professional nursing. Nursing theories, the foundations of professional nursing practice, are examined. The concepts of nursing informatics are explored as they interface with ethics, cultural competency, and health promotion concepts. These explorations are accomplished utilizing communication technologies such as, learning management systems, the Internet, library electronic databases, and online seminars. Information technology resources are employed for students to demonstrate skills in electronic communications that are essential to professional nursing practice and that require basic competencies in nursing informatics.

**NURS 3304. Nursing Research. 3 Semester Credit Hours.**

(WI) This course is a study of basic research methodologies and an examination of the professional nurse’s role in evidence-based practice. Students employ high level critical thinking and informatics skills to explore, identify, and critically appraise the credibility of Internet sources and library electronic databases to gather relevant evidence across professions that answer questions about nursing practice. Through this examination, students increase their awareness of the impact of culture and ethics on the research process and evidence-based practice.

**NURS 3307. Health Assessment. 3 Semester Credit Hours.**

In this course, the concepts and principles underlying the assessment of the health status of culturally diverse individuals are presented. Emphasis is placed on reviewing and renewing cognitive, affective, and psychomotor skills to obtain health histories and discover physical and psychosocial findings in the well person. Emphasis is placed on health assessment as a systematic and organized examination that will provide accurate data to form valid nursing diagnoses and plans of care. Practicum experiences allow students to enhance comprehensive health assessment and analysis skills. Prerequisite(s): NURS 3300.

**NURS 3317. Pathophysiology for the Registered Nurse. 3 Semester Credit Hours.**

The focus of this course is to understand the pathophysiological basis for disease processes in adults and children. Central concepts will address symptoms, treatment, and prognosis. The major direction of this course will be on clinical application of findings that underlie pathogenesis and provide a basis for evidence-based practice. The course is specifically designed to meet the needs of nursing students.

**NURS 3330. Nursing Care of Older Adults. 3 Semester Credit Hours.**

In this course the aging process will be examined with a focus on risk reduction and disease prevention in the older adult. The concept of healthy aging will be explored. Strategies for health promotion, restoration, and maintenance of the older adult will be examined. Expected professional nurse competencies in providing and directing culturally sensitive care of the older adult across the wellness/illness continuum will be emphasized. Prerequisite(s): NURS 3300.
NURS 4212. Professional Issues for the Registered Nurse. 2 Semester Credit Hours.
This course provides opportunities for analysis of elements that reflect the progressive development of the role of the professional nurse. It formalizes a framework that integrates the issues of political action, socio-legal concerns, multiculturalism, and ethical models into nursing practice through the debate process. Prerequisite(s): NURS 3300.

NURS 4405. Care of Individuals and Families. 4 Semester Credit Hours.
This course emphasizes the importance of the professional nurse’s engagement in ethical and evidence-based practice. Students examine nursing case management concepts as they apply critical thinking skills to integrate the concepts of pathophysiology, pharmacology, psychosocial behavior, and cultural competence to coordinate quality and safe care in a variety of settings. Students experience the nurse educator role as they employ teaching and learning principles and nursing informatics to initiate interventions with individuals and families that highlight health promotion activities. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

NURS 4410. Leadership and Management for the Registered Nurse. 4 Semester Credit Hours.
In this course, theories and principles of human behavior in organizations are examined, including an exploration of leadership roles in professional nursing practice. Students analyze concepts that reflect the progressive development of the nurse leader who applies critical thinking and information technology skills to evidence-based practice. The role of the nurse leader as an inter-professional team member is also examined. The importance of the nurse leader as a role model for continued professional growth through lifelong learning is emphasized. Issues related to political action, socio-legal concerns, cultural diversity, and ethics in professional nursing practice are explored with an emphasis on the advocacy role of the nurse. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

NURS 4506. Community Health. 5 Semester Credit Hours.
In this course, students are introduced to public/community health nursing practice and the role of systems in the care of culturally diverse populations. The role of the professional nurse as part of an inter-professional team in health promotion, disease prevention, and management of chronic health problems in community settings is explored. Students apply critical thinking and information technology skills to develop and implement evidence-based projects that positively impact the quality of life of identified populations. Practicum experiences are individualized. Prerequisite(s): NURS 3300.

GRADING AND EVALUATIONS

GRADING

A four-point (4.0) grading system is utilized in Nursing. The grading scale is as follows:

- A: Excellent, Four grade points per credit hour 90 - 100
- B: Good, Three grade points per credit hour 80 - 89
- C: Fair, Two grade points per credit hour 70 - 79
- D*: Poor, One grade point per credit hour 60 - 69
- F*: Failure, No grade points Below 60
- I: Incomplete, No grade points
- NR: Not Reported
- W: Withdrawn

* Minimum academic requirements for retention in the program are a grade of “C” in all courses. A grade of “D” is considered a failing grade in the Nursing Program. Students may be advised to seek other degree options after unsuccessfully repeating a course.

An “I” must be completed before the end of the subsequent semester in which the “I” was given. The grade of “I” will automatically become an “F” if not removed within the prescribed time limit; however, an extension may be requested by the instructor when the request for an incomplete Grade form is submitted with the submission of grades, provided that a definitive time frame for completion is presented. An extension will be granted only for circumstances beyond the control of the student.

A grade of incomplete will be marked on the grade roster at the end of the term. It is the responsibility of the instructor to initiate and complete a Change of Grade form. The instructor will complete a Request for an Incomplete Grade form that is filed with the Registrar’s Office, which includes a statement of the instructor’s reason for giving an incomplete and a statement concerning the remaining work to be completed in a specified time frame. A copy of the form will be sent to the student.

EVALUATION of FACULTY, COURSES, AND PROGRAM

- Student participation in faculty, course, and program evaluations is both the student’s right and responsibility. The process of evaluation is viewed as the student’s opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all evaluations which will be completed at the end of each semester.
- The evaluations are anonymous.

DISCIPLINARY GUIDELINES

Any of the following disciplinary actions may be utilized with students in an effort to correct academic deficiencies and/or unprofessional conduct. Professional conduct is marked by honesty and ethical behavior, accountability, confidentiality, professional conduct and courtesy, safety, responsibility within the academic institution and clinical agency, and competency and growth. The disciplinary actions which are invoked will depend on the severity of the infraction (an act of omission or commission) and potential result of the student’s actions(s). The disciplinary action taken will also depend on whether there is a pattern of behavior demonstrated.

Written Warning
- A faculty member will meet with the student to discuss an area of concern. The concern and corrective action, if needed, is documented and signed on a Faculty/Student Interaction Form (Appendix B).
- The original of the interaction form is kept in the student’s file. A copy will be given to the student and the faculty member. The Nursing Program Director and course leader will be notified of the written warning.

Contract
- When a corrective action is indicated, a written contract will be formulated.
- The contract will include a description of the concern and a plan of action to correct the problem(s) and/or requirements to be met, as well as the expected time period/limit for the plan of action.
• The contract will also state the consequences for failure to meet the stipulations and/or further violation of professional standards, which may include course failure and inability to progress in the program.
• Follow-up will take place at the end of the period specified on the contract. The faculty member and student will meet to evaluate the disciplinary action. The results will be stated in writing on the interaction form.

Disciplinary Action is addressed in the A&M-Central Texas Student Handbook and is to be followed by students in the Nursing Program.

Disciplinary Appeal: An appeal procedure is available for students. The formal appeal procedure is outlined in the A&M-Central Texas Student Handbook. In order to appeal, a formal written request must be made to the Director of Student Affairs and the Associate Vice President for Academic and Student Affairs within 48 hours after the disciplinary decision has been rendered.

GRIEVANCE PROCEDURES

GRADUATION aND PINNING

To receive a Bachelor of Science degree from Texas A&M University-Central Texas, a student must complete the following requirements:

• The student must complete all of the requirements for a degree as set forth in the University catalog at the time of admission to the nursing program.
• Residency Requirement
• Writing Proficiency Requirement
• GPA Requirement
• Core Curriculum Requirements
• The student must complete all the degree requirements within five (5) years from admission to the nursing program.
• The student must complete all courses required for the Bachelor of Science Degree in Nursing with a minimum grade of “C”.

Application for degree and commencement participation must be completed by the published deadline. Regalia may be purchased from the university bookstore.

PINNING/RECOGNITION CEREMONY

The pinning ceremony is a traditional part of the rite of passage in the nursing profession.

• The details of the pinning ceremony will be decided by student representatives and a designated faculty member.
• Special recognition and awards may also be delivered at this time.
• The pins are purchased much like a class ring and are made available for the ceremony.
• The ceremony will be held before graduation.

In compliance with Title VI of the Civil Rights Act of 1964, A&M-Central Texas has an abiding institutional commitment to the principle of diversity in all areas. In that spirit, admission to A&M-Central Texas and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype. These benefits include such matters as financial assistance, recruitment, and any type of personnel service.
HANDBOOK FOR MASTER OF BUSINESS ADMINISTRATION

Welcome to the M.B.A. program in the College of Business Administration at Texas A&M University-Central Texas. The M.B.A. is the largest graduate program at A&M-Central Texas with almost 150 students and one of the most recognized graduate degrees available today. It will be our privilege to teach you over the course of your career here and help you achieve your personal and professional goals.

Expectations and Responsibilities

The M.B.A. Coordinator, the College of Business Administration, and the Office of Graduate Studies expect that you will work hard, dedicate sufficient time, demonstrate academic integrity (see the Honor Code of Academic Integrity (https://www.tamuct.edu/student-affairs/docs/honor-code-of-academic-integrity.pdf)), and maintain professionalism in the course of your studies. In return, the College of Business Administration and its faculty pledge to provide a challenging and safe learning environment and to be professional in any contact with you. If we fail to deliver on this pledge, please address the matter directly with the faculty member first. However, you may discuss any issue with the M.B.A. Coordinator or the Chair of the Department to which that faculty member is assigned.

It is important to know that as a graduate student, the expectations should be considerably higher than they were in your undergraduate education. This usually means that course assessments will require you to engage at higher cognitive levels and the work will likely be much more involved. You will likely see fewer exams, more essay exams, and longer papers and projects. Another example of the increased expectations is that grades of “D” or lower do not count for credit, you must have a 3.0 GPA in order to graduate, and you must complete a comprehensive examination in your capstone course BUSI 5359. Additionally, all coursework counted towards the degree must be completed within six years; thus if you plan to graduate in the fall of 2018, only courses taken from 2012 and later will count.

Even though the expectations are high, Texas A&M University-Central Texas offers the necessary academic resources and ancillary services to support you in your career here. More information about these resources and services is located in the tabs on this page. If you should have concerns about your ability to meet expectations or requirements, please consult with the M.B.A. Coordinator.

Admission Deadlines

Fall - May 1st (Early), July 1st (Regular), August 1st (Not likely to be considered for the upcoming fall)

Spring - September 15th (Early), November 15th (Regular), December 15th (not likely to be considered for the upcoming spring)

Summer - February 15th (early), April 15th (Regular), May 15th (not likely to be considered for the upcoming summer)

International students: Fall (March 1st), Spring (July 15th), Summer (January 1st)

Admission Process

Shortly after the deadline for the early review period each term, the submitted documents will be compiled and the essay and letter will each be evaluated by at least two faculty members according to the rubric (see attached). A committee of three faculty members will then meet to review all applications and their scores. At least the top fifteen scoring students will be granted admission at that time. Ineligible students will be informed of their status through Graduate Studies. Those still eligible for admission, but not chosen, will carry over until the regular admission period.

The same process will be repeated during the regular admission period to determine the remaining acceptances. After review of the new eligible applications, the previous eligible applications will be merged with them to determine final admissions. If the number of eligible applications is less than 30, all will be accepted. If the number is greater than 30, then admission will be offered on a rank-order basis based on space availability for the upcoming term.

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<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Brad Almond</td>
<td>FH 318G</td>
<td>254-519-5443</td>
<td><a href="mailto:brad.almond@tamuct.edu">brad.almond@tamuct.edu</a></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Dr. Barbara Altman</td>
<td>FH 318I</td>
<td>254-501-5841</td>
<td><a href="mailto:altman@tamuct.edu">altman@tamuct.edu</a></td>
<td>Associate Professor/ Director of Accreditation</td>
</tr>
<tr>
<td>Dr. Tyson Ang</td>
<td>FH 318E</td>
<td>254-519-5758</td>
<td><a href="mailto:tyson.ang@tamuct.edu">tyson.ang@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. Rusty Calk</td>
<td>FH 323E</td>
<td>254-519-5779</td>
<td><a href="mailto:rcalk@tamuct.edu">rcalk@tamuct.edu</a></td>
<td>Accounting, Finance &amp; Economics Department Chair/ Associate Professor</td>
</tr>
<tr>
<td>Dr. Anitha Chennamaneni</td>
<td>FH 323I</td>
<td>254-519-5463</td>
<td><a href="mailto:anitha.chennamaneni@tamuct.edu">anitha.chennamaneni@tamuct.edu</a></td>
<td>Information Systems Department Chair/ Associate Professor</td>
</tr>
<tr>
<td>Dr. Stephen (Doug) Dyer</td>
<td>FH 323D</td>
<td>254-519-5429</td>
<td><a href="mailto:ddyer@tamuct.edu">ddyer@tamuct.edu</a></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Dr. Ferdi Eruysal</td>
<td>FH 323O</td>
<td>254-519-5440</td>
<td><a href="mailto:ferdi.eruysal@tamuct.edu">ferdi.eruysal@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. Louis (Jody) Fry</td>
<td>FH 318J</td>
<td>254-519-5476</td>
<td><a href="mailto:lwfry@tamuct.edu">lwfry@tamuct.edu</a></td>
<td>Professor</td>
</tr>
<tr>
<td>Dr. Vinay Gonela</td>
<td>FH 318K</td>
<td>254-519-5757</td>
<td><a href="mailto:vinay.gonela@tamuct.edu">vinay.gonela@tamuct.edu</a></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Dr. Vivien Jancenelle</td>
<td>FH 318C</td>
<td>254-519-5425</td>
<td><a href="mailto:vjancenelle@tamuct.edu">vjancenelle@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. Mary Kelly</td>
<td>FH 323F</td>
<td>254-501-5846</td>
<td><a href="mailto:mhkelly@tamuct.edu">mhkelly@tamuct.edu</a></td>
<td>Associate Professor</td>
</tr>
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## Tracking Degree Progress and Degree Responsibility

You, the student, are ultimately responsible for your education. However, the M.B.A Coordinator, the College of Business Administration faculty and staff, and the Office of Graduate Studies all offer many resources to help you to complete your goals.

Students are encouraged to track degree progress during their career at A&M-Central Texas. The easiest way to do this is through Degree Works in Warrior Web. You should check your degree progress at least once a semester to ensure that it is accurate. The course rotation schedule has been at least 95% accurate over the last few years, but circumstances can change due to unexpected staffing issues. Class schedules may be found within Warrior Web and the Graduate Course Rotation published on the Management & Marketing page to determine which courses for which you need to register. The Office of Graduate Studies all offer many resources to help you to complete your goals.

## Overview

In an effort to aid in the successful completion of your graduate business courses at Texas A&M University-Central Texas, you may be required to demonstrate prerequisite knowledge for certain courses. At your initial advising appointment, your faculty advisor will confirm what areas of leveling you may need in order to clear prerequisites for a given course.

Acceptable foundational knowledge to clear registration prerequisites may be demonstrated in the following three ways:

1. Complete an academic course or courses within the last six years, with a grade of at least "C," that should provide foundational knowledge for a particular graduate course (examples given below); or
2. Successfully complete the Ivy Assessment Test with a score of 80% (this may be taken at a reduced charge, but the success rate has been less than 10%) for that area; or
3. Satisfactorily complete the designated leveling module from Ivy Software (more information below) that is intended to provide the foundational knowledge needed. You will have three attempts to achieve the required 80% score on the exam. The leveling module is available at a cost of $75 and may take up to 20 hours to complete depending on the subject area (roughly equivalent to one semester credit hour of time). This system replaces our previous one hour courses in a manner that is far more cost effective and flexible for students.

## Ivy Software Information

If you need to order the full leveling course, you must first register for an account. The registration link may be found at: Ivy Registration - TAMUCT. Again, each full leveling course costs $75. The assessment test for “testing out” is approximately $25, but less than 10% of our students have successfully tested out. After initial registration, please use the following link to log in: https://www.mbaprepsworks.com/login/index.php. Your advisor should be notified of your successful completion and should then have that prerequisite lifted. If that does not happen in a timely fashion, please contact your advisor.

## Courses that require some prerequisite knowledge

- Accounting – You must satisfy the leveling requirement prior to registering for ACCT 5303 or any other graduate accounting course. An acceptable undergraduate course to meet this requirement would be ACCT 2301 (Financial Accounting) under the Texas Common Course Numbering System (CCNS).
- Finance – You must satisfy the leveling requirement prior to registering for FIN 5307 or any other graduate finance course. An acceptable undergraduate course to meet this requirement would be the equivalent of our FIN 3301.
- Human Resource Management (HRM Courses) – You must satisfactorily complete the leveling requirement prior to enrolling in HRM 5303, 5314, or 5316. An acceptable undergraduate course to

### Faculty Contact Information

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucas Loafman, J.D.</td>
<td>254-519-5724</td>
<td><a href="mailto:loafman@tamuct.edu">loafman@tamuct.edu</a></td>
<td>Marketing &amp; Management Department Chair/Associate Professor</td>
</tr>
<tr>
<td>Dr. Rebecca McPherson</td>
<td>254-519-5785</td>
<td><a href="mailto:becca.mcpherson@tamuct.edu">becca.mcpherson@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. David Ritter</td>
<td>254-519-5792</td>
<td><a href="mailto:ritterd@tamuct.edu">ritterd@tamuct.edu</a></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Dr. Dalila Salazar</td>
<td>254-519-5770</td>
<td><a href="mailto:d.salazar@tamuct.edu">d.salazar@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. Shuqin (Monica) Wei</td>
<td>254-519-5430</td>
<td><a href="mailto:shuqinwei@tamuct.edu">shuqinwei@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Dr. Yeong Joon (YJ)</td>
<td>254-519-5711</td>
<td><a href="mailto:yoon@tamuct.edu">yoon@tamuct.edu</a></td>
<td>Assistant Professor</td>
</tr>
</tbody>
</table>

### Phone Numbers

- Registrar at (254) 501-5857.
- Ivy Software Information at (254) 519-5857.
- Yeong Joon at (254) 519-5711.
- Rebecca McPherson at (254) 519-5785.
- David Ritter at (254) 519-5792.
- Dalila Salazar at (254) 519-5770.
- Shuqin Wei at (254) 519-5430.
- Yeong Joon (YJ) at (254) 519-5711.

### Email Addresses

- lucasloafman@tamuct.edu
- becca.mcpherson@tamuct.edu
- ritterd@tamuct.edu
- d.salazar@tamuct.edu
- shuqinwei@tamuct.edu
- yoon@tamuct.edu

### Course Rotation

Course Rotation may be found at the bottom of this page: https://www.tamuct.edu/management-course-rotation.html.

### Degree Progress Guide

The actual registration process is also completed within Warrior Web. Detailed instructions are available here: https://www.tamuct.edu/registrar/registration-instructions.html. A Registration FAQ is available here: https://www.tamuct.edu/registrar/faq.html. If you have any trouble registering for courses, you should contact the Office of the Registrar at (254) 501-5857.

### Degree Progress Guide

You should check your degree progress at least once a semester to ensure that it is accurate. The course rotation schedule has been at least 95% accurate over the last few years, but circumstances can change due to unexpected staffing issues. Class schedules may be found within Warrior Web and the Graduate Course Rotation published on the Management & Marketing page to determine which courses for which you need to register. The Office of Graduate Studies all offer many resources to help you to complete your goals.

## Registering for Classes

A&M-Central Texas is a relatively small institution and, as a result, is not able to offer all courses in all formats in all semesters. Therefore, it is important that you know which courses to take, and in what sequence, to ensure that you will be able to meet your target graduation date. Be sure to use the current class schedule in Banner or Warrior Web and Graduate Course Rotation published on the Management & Marketing page to determine which courses for which you need to register. The course rotation schedule has been at least 95% accurate over the last few years, but circumstances can change due to unexpected staffing issues. Class schedules may be found within Warrior Web and the Graduate Course Rotation published at the bottom of this page: https://www.tamuct.edu/management-course-rotation.html.

The actual registration process is also completed within Warrior Web. Detailed instructions are available here: https://www.tamuct.edu/registrar/registration-instructions.html. A Registration FAQ is available here: https://www.tamuct.edu/registrar/faq.html. If you have any trouble registering for courses, you should contact the Office of the Registrar at (254) 501-5857.
meet this requirement would be the equivalent of our MGMT 3302 or a directly related course like 4303 (for 5316), 4304 (for 5314), or 4305 (for 5303) or receive approval from the instructor. There is no Ivy equivalent course.

- Management - You must satisfy the leveling requirement prior to registering for MGMT 5301 or HRM 5303. An acceptable undergraduate course to meet this requirement would be the equivalent of our MGMT 3301 or 3350.
- Marketing - You must satisfy the leveling requirement prior to registering for MKTG 5308. An acceptable undergraduate course to meet this requirement would be the equivalent of our MKTG 3301.
- Statistics - You must satisfy the leveling requirement prior to registering for BUSI 5310 or 5312. An acceptable undergraduate course to meet this requirement would be the equivalent of our BUSI 3311.

Possible Ivy FAQs

1. How much does each course cost and do I have to take all five?

The cost of each course is $60. Most students that have received a recent business education may not need any of the courses, some will need a few, and some will need all five if they have had no educational background in business. It is entirely dependent on your background knowledge, either based on your past coursework or your ability to pass the initial assessment exam with a score of 80%.

2. Why do I have to use this outside vendor rather than take a class through the school?

You are certainly welcome to take one of our undergraduate courses to fulfill your leveling requirement (listed above). In the past, we did offer a one-hour graduate class to complete the leveling requirement, but it was not an efficient use of our faculty resources, conducive to student schedules, nor near as cost effective as this option. The previous one-hour courses may have cost a student as much as $400 per course with tuition, fees, and textbook costs ($2000 to take all five). The new cost is a mere fraction. In fact, a student can now complete all five leveling courses for less than what it would cost to complete a single course previously. Plus, students now have the added flexibility to complete the courses between acceptance and the beginning of their program. This opens up more course options for their first term of enrollment.

3. Will financial aid cover the cost of these courses?

Some educational programs will reimburse for the costs of these courses and some won’t. Please check with your particular program for coverage. At this time, we cannot make this a university-based charge for it to be more broadly covered under financial aid programs.

4. How will I get prerequisites removed once I successfully complete either the initial assessment exam or the end-of-course exam with the required 80% score?

As stated above, your advisors should be notified of your satisfactory completion and will remove the prerequisite. If that does not occur, please email your advisor so they can have the prerequisite marked as completed.
ACCT 5303. Accounting and Management. 3 Semester Credit Hours.
Study accounting as related to problems of making business and economic decisions. Learn both financial and managerial accounting. MS-ACC majors may not take this course for credit. Prerequisite(s): Required accounting leveling or permission of instructor.

CIS 5311. Management Information Systems. 3 Semester Credit Hours.
Study the management and use of information and technology as a resource to create competitive organizations, manage global operations, provide useful products and quality services. Examine intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems.

FIN 5307. Financial Management. 3 Semester Credit Hours.
Study financial decision making in the modern corporation. Explore capital budgeting, capital structure, corporate sources of funding, dividend policy, financial risk management, standard theories of risk and return, and valuation of assets. Prerequisite(s): FIN 3301 or equivalent.

BUSI 5310. Business Research Methods. 3 Semester Credit Hours.
Study nature, scope, and significance of business research and research methodology. Develop primary research methods with applications to specific problems. Learn the place of quantitative methods in research and individual investigation, and report on current problems in a selected field of interest. Prerequisite(s): BUSI 5300 or approved leveling in statistics.

BUSI 5359. Business Strategy Seminar. 3 Semester Credit Hours.
Develop an integrated view of the business functions addressed in the MBA core curriculum. Apply case analysis methodology for evaluating complex business situations, developing strategic alternatives, and recommending effective solutions. Prerequisite(s): ACCT 5303, FIN 5307, BUSI 5310, MGMT 5301 and MKTG 5308. A student may take one of these concurrently with the permission of the instructor. A materials fee of $45 is required for needed course materials.

MKTG 5308. Marketing Management. 3 Semester Credit Hours.
Study the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Explore case analysis and participate in presentation of results. Prerequisite(s): permission of department chair.

MGMT 5301. Organizational Behavior. 3 Semester Credit Hours.
Learn behavioral theory in organizational context. Study individual and group dynamics in the business environment. Specific emphasis given to leadership, motivation, communication, employee supervision, and morale. Prerequisite(s): Management leveling.

MGMT 5307. Responsibilities and Ethics of Leadership. 3 Semester Credit Hours.
Analyze an organization's social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study method for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the organizational environment, and society. Prerequisite(s): Management Leveling.

BUSI 5090. Business Comprehensive Examination. 0 Semester Credit Hours.
Study and take the business examination for non-thesis students. Register for the comprehensive examination during final semester of graduate coursework concurrently with BUSI 5359, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination. 12 Hours of Graduate Business Electives – Students may pursue an emphasis area, similar to an undergraduate minor, that will be noted on your transcript - Options are listed below

1. When registering for BUSI 5359 Business Strategy Seminar students should also register for BUSI 5090 Business Comprehensive Examination.
2. BUSI 5090 Business Comprehensive Examination is a zero credit/ cost course.
3. Current planned course rotation, subject to change, may be found at: https://www.tamuct.edu/coba/management-marketing.html

Program Electives and Degree Emphasis Areas

The elective requirements may be satisfied using any course offered within the College of Business Administration, except those already required as core courses in the program. Please note that leveling and/or prerequisites may be required for elective courses. In rare cases, courses from outside the College of Business Administration may be completed to satisfy the electives requirement for this program, but approval from the M.B.A. Coordinator must be received prior to enrollment.

Human Resource Management Emphasis 12 hrs. (All classes are online only)

HRM 5303. Managing Human Resource Development. 3 Semester Credit Hours.
Explore the management of human resources development training programs. Examine management issues, identify and respond to training needs, cost/benefit analysis, four-phase evaluation and the selection and development of training staff. Prerequisite(s): Management Leveling.

HRM 5305. Human Resource Law. 3 Semester Credit Hours.
Examine legal issues and regulatory processes related to employment relationships, equal employment opportunity and affirmative action, privacy, employment testing and staffing, compensation and benefits, employee/labor relations, and occupational health and safety.

HRM 5314. Workforce Planning and Employment. 3 Semester Credit Hours.
Study the legal, ethical and organizational considerations related to recruitment, assessment, selection, placement and appraisal of employees and managers within various types of organizations. Learn case law as a basis for discussing the role of the EEOC, INS, DOL and other enforcement agencies in this critical human resource function. Special emphasis on career development and record-keeping. Prerequisite(s): HRM 5302, HRM Leveling, or approval of the instructor.

HRM 5316. Compensation Management. 3 Semester Credit Hours.
Analyze theories, concepts, operational practices and research related to managing comprehensive compensation programs. Learn various types of compensation plans, including job evaluation levels and wage structures. Emphasis is placed on the development of sound compensation programs which consider current trends, legal implications and social requirements. Quantitative applications are required to analyze various case studies and problems. Prerequisite(s): HRM 5302, HRM Leveling, or approval of the instructor.
Information Systems Emphasis 12 hrs. (Can be completed face to face or online)

CIS 5304. Data Communications for Managers. 3 Semester Credit Hours.
Examine the management and utilization of data communication technologies including technical components, configurations, applications, protocols, legal issues, software and management issues, Local Area Network (LAN) technologies, and security issues. Upon completion of this course, the students will be able to evaluate, select, and implement different data network options.

CIS 5307. Advanced Systems Analysis and Design. 3 Semester Credit Hours.
Examine system analysis and design processes. Students will be introduced to comparative development methodologies and modeling tools including project management and cost-benefit analysis; information systems planning and project identification and selection; requirements collection and structuring; process modeling; conceptual and logical data modeling; database design and implementation; design of the human-computer interface; system implementation; system maintenance and change management.

CIS 5316. Advanced Database Management. 3 Semester Credit Hours.
Examine the methodologies of database management including data models, database design, normalization, SQL/PLSQL, NoSQL, performance and reliability, distributed database, data dictionaries, data integrity, security, and privacy.

3 Hours of Graduate-Level Computer Information System Elective

International Business Emphasis 12 hrs. (At least two classes are online only)

BUSI 5315. International Business Law. 3 Semester Credit Hours.
Study international commercial business and the legal environment in which it operates. Explore traditional international concepts of treaties, sovereignty, public and private laws, customs laws, licensing, franchising, environmental, and employment law. Special emphasis on contracts for international sale of goods (CISG), GATT and WTO Treaties, NAFTA, regional trade areas.

FIN 5301. International Fin Strategy. 3 Semester Credit Hours.
Examine the major international issues pertaining to finance, including choosing and implementing an appropriate corporate strategy, the determination of exchange rates, international risk management, transfer pricing, and evaluating and financing international investment opportunities.

MGMT 5315. International Management for Sustainability. 3 Semester Credit Hours.
Focus on the multinational aspects of leading and managing sustainable development. Research, synthesis, and presentation of current and seminal research on the subjects of globalization and internationalization will be dominant components. The need for social, ecological, and economic dimensions of sustainability in international business transactions will also be discussed. Prerequisite: MGMT 5301.

MKTG 5315. International Marketing. 3 Semester Credit Hours.
Study comparative marketing systems, including economic, social technological, governmental, and political environments as the affect international marketing operations. Students will be required to complete an extensive research project in addition to other course requirements.

Management Emphasis 12 hrs. (Can be completed face to face or online)

MGMT 5315. International Management for Sustainability. 3 Semester Credit Hours.
Focus on the multinational aspects of leading and managing sustainable development. Research, synthesis, and presentation of current and seminal research on the subjects of globalization and internationalization will be dominant components. The need for social, ecological, and economic dimensions of sustainability in international business transactions will also be discussed. Prerequisite: MGMT 5301.

MGMT 5368. Development & Change for Learning Organizations. 3 Semester Credit Hours.
Students apply strategies for developing organizational learning using behavioral science. Viewing organizations as complex ecological systems, students will master systems thinking related to organization development so that change efforts improve both the organization and the wider systems within which it operates. Prerequisite(s): MGMT 5301.

6 Credit hours of Graduate-Level Management Elective

Marketing Emphasis 12 hrs. (Two of the three classes are only offered face to face)

MKTG 5310. Integrated Marketing Communications. 3 Semester Credit Hours.
Study concepts associated with Integrated Marketing Communications (IMCs). Learn an experiential learning approach, wherein students apply the concepts learned in the classroom to the creation of an IMC campaign for an organization.

MKTG 5312. Brand Management. 3 Semester Credit Hours.
Learn branding, what it is, how it works, how it acquires and maintains economic and non-economic value. Explore the origins, power, theory, meaning, relevance and practice of brands, brand development, brand metrics and brand management though an experiential learning approach. Prerequisite(s): MKTG 5308 or permission of department chair.

MKTG 5315. International Marketing. 3 Semester Credit Hours.
Study comparative marketing systems, including economic, social technological, governmental, and political environments as the affect international marketing operations. Students will be required to complete an extensive research project in addition to other course requirements.

3 Hours of Graduate Business Electives.
HANDBOOK FOR MASTER OF CRIMINAL JUSTICE

In addition to advancing the mission of Texas A&M University-Central Texas and the College of Arts and Sciences, the mission of the Master of Criminal Justice program is to prepare students for advancement in criminal justice career fields, for further graduate study, and for teaching criminal justice at the college level. Program objectives are based on the assumption that criminal justice decision making and policy making in society require broad academic experience, innovative thinking, understanding of the theoretical foundations of the field, knowledge of appropriate research methods, and principles of administration.

Graduates are expected to be:

1. conversant with the theoretical and legal principles implicit in criminal justice administration;
2. knowledgeable about essential research contributions in the field;
3. capable of research analysis appropriate to the field; and
4. competent to assume administrative responsibilities involving decision-making in criminal justice administration

ADMISSION to Graduate Studies

Admission to Graduate Studies is administered by the Director of Graduate Studies in conjunction with the Graduate Council. Applicants seeking admission must present the following credentials and materials indicating they possess the ability to pursue graduate work successfully:

1. A formal application for admission. Application forms are submitted online at ApplyTexas.org. For U.S. citizens, applications must be received by the deadlines indicated in the current university calendar. Exceptions to the published deadlines are processed on a case-by-case basis. A $30 application-processing fee must accompany applications of students who will be enrolled in a Graduate Studies Program for the first time or who have not been enrolled at A&M-Central Texas for one year.
2. Official transcript(s) showing degree conferral must be in a sealed envelope. The transcript must bear the date of bachelor’s degree conferral or master’s degree or higher if applicable, and indicate that the applicant was in good standing at the last institution attended.
3. Scores on the Aptitude Test of the Graduate Record Exam (GRE). If required, these scores should be sent directly to the Office of Graduate Studies by the Educational Testing Service. Business students may take the GMAT exam.
4. A 500-word essay addressing career and academic goals.

Beyond general requirements for admission to Graduate Studies, departments may set additional standards for admission to degree programs, subject to administrative approval. Please contact the specific Graduate Coordinator for additional graduate admission requirements. Contact information is available from the Office of Graduate Studies.

Conditional Admission

Students are conditionally admitted to Graduate Studies at A&M-Central Texas. Full admission occurs at the graduate program level. Conditional admission is awarded to applicants who meet the following requirements:

1. a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution;
2. a minimum 2.5 GPA on the last 60 hours of coursework completed;
3. submission of GRE or GMAT scores prior to starting coursework if the GPA is less than 3.0. If required, official scores must be sent directly to the graduate office by ETS;
4. submission of a 500-word essay addressing professional and career goals; and
5. proof of bacterial meningitis vaccine for students aged 21 and under.

Admission will not be granted to a student with a GPA less than 2.5 on the last 60 hours of coursework completed. Students who know they have a GPA less than 2.5 on the last 60 hours of coursework are encouraged to improve their GPA through the Post-Baccalaureate option.

When a student entering on conditional admission has satisfied all conditions, he or she may be granted full admission after being recommended by the academic department. The Graduate Program Coordinator will inform the student that they have obtained Full Admission.

Applicants who, for reasons beyond their control, cannot provide official documents required for admission to Graduate Studies by the time of initial enrollment may be admitted as a Conditional Admission/Requirements Not Met for one semester pending receipt of the required documents. If a graduate student does not submit all official documents within the first semester, the student will not be allowed to continue until the documents are on file.

Conditional admission allows a student to proceed at full load or lower each semester. All graduate students are encouraged to maintain a full load or lower to support full retention of learned skills.

MCJ GRADUATE ADMISSION REQUIREMENTS

University admission to graduate studies does not guarantee admittance to the Master of Science in Criminal Justice program. To be admitted into the MCJ program, you must have:

1. A bachelor's degree in Criminal Justice or a closely related field;
2. A 3.0 GPA on the last 60 upper-division undergraduate credit-hours*; and
3. A 500-word essay which states why you want to pursue a MCJ at A&M-Central Texas.

*Applicants with a GPA less than 3.0 and applicants who earned their B.A. more than five years ago must submit a GRE score.

Advising

Students entering the MCJ program must initially meet with the Criminal Justice Graduate Program Coordinator, Dr. Floyd Berry. Once students begin taking courses they should meet with an advisor of their choosing at least once per semester. Advisors should be chosen according to the student’s research interests. Advisors for the MCJF program are (in alphabetical order):

• Dr. Floyd Berry
• Dr. Tammy Bracewell
MCJ TRACKS

Students may choose one of three tracks offered by the Criminal Justice Department. Each track was developed with students’ particular needs in mind. With these tracks we hope to accommodate the needs of traditional students, working professionals, and our military community.

- **Track 1:** Professional Emphasis. Our professional track is designed for working professionals returning to college to advance their careers. The professional track focuses on leadership, management, and program evaluation. Professional track courses are offered primarily online; however, students may elect to take courses face to face. Students on the professional track must complete and pass comprehensive exams to graduate. Students who are pursuing the MCJ online should choose the professional track concentration. This track does not prepare one for college teaching or doctoral work.

- **Track 2:** Homeland Security Emphasis. The Homeland security track is designed for students and professionals who want to specialize in this growing area of criminal justice. Homeland security courses focus on global and information security, terrorism, and emergency management. Homeland security courses are offered primarily online; however, students may elect to take some courses face to face. Students on this track must complete comprehensive exams.

- **Track 3:** Thesis Emphasis. Our academic track is designed for students who intend to pursue a research degree. Academic track courses focus on the study of research methodologies, advanced statistics, theory, legal philosophy, and ethics. Academic track courses are offered primarily face to face; however, students may take courses offered online. Students on the academic track must complete a thesis to graduate. Review your graduate degree plan for thesis course substitutions. Students who wish to pursue a career in teaching or research, or who wish to pursue a doctoral degree, should choose the thesis track concentration. The thesis track is not open to students who are pursuing an online MCJ degree.

Students pursuing a specific track must complete the core requirements for the program, plus any additional emphasis requirements. Several of the courses assume upper-level undergraduate competency in applied statistics, criminology, research methods, and ethics. Lack of competency in any of these areas may require completing undergraduate coursework to satisfy competency.

GRADUATE COURSES

CRIJ 5090. Criminal Justice Comprehensive Examination. 0 Semester Credit Hours.
Study and integrate criminal justice knowledge in order to take the criminal justice comprehensive exam for non-thesis students. Non-thesis students should register for the comprehensive examination during their final semester of graduate coursework, or upon permission of advisor. All comprehensive examinations will be written, but an oral component may also be required. A maximum of three attempts will be allowed. Thesis students do not take this examination.

CRIJ 5198. Criminal Justice Thesis. 1-3 Semester Credit Hours.
Prepare and write a graduate thesis in the field of criminal justice. This course represents a student’s initial and continuing thesis enrollment. At least six total hours is required to complete the thesis requirement. The student continues to enroll in this course until the thesis is submitted and the thesis is successfully defended.

CRIJ 5300. Linear Regression. 3 Semester Credit Hours.
Introduces students to statistical concepts and techniques that can assist them in evaluating research and in engaging in research on the graduate level. Both bivariate and multiple regression techniques will provide the main content of the course. Prerequisite(s): 3 hours in undergraduate or graduate statistics, or consent of instructor.

CRIJ 5301. Advanced Criminology. 3 Semester Credit Hours.
Examine major theoretical perspectives of crime and deviance. Analyze theories for their logical and empirical adequacy in light of what is known about the distribution of crime and deviant behavior. Prerequisite(s): Undergraduate or graduate coursework in Criminology or permission of instructor.

CRIJ 5303. Race and Ethnicity. 3 Semester Credit Hours.
Examine issues related to racial and ethnic minorities and crime in America, including perceptions of race, class, offending, and victimization. Emphasis on disparities in offending, victimization, law enforcement practices, trial process, and sentencing.

CRIJ 5304. Advanced Methods in Criminal Justice. 3 Semester Credit Hours.
Study social scientific research methods applied to criminal justice research, and critically examine research designs and published findings. Includes an advanced review of procedures and techniques for research in criminology, law enforcement, courts, and corrections. Prerequisite(s): Undergraduate or Graduate course in Research Methods or permission of instructor.

CRIJ 5306. Criminal Justice Program Evaluation. 3 Semester Credit Hours.
Learn to define program evaluation, the need for program evaluations, and the methods used to conduct evaluations.

CRIJ 5307. Homeland Security. 3 Semester Credit Hours.
Study strategic, legal, policy, operational, and organizational issues associated with the defense of the U.S. homeland from foreign and domestic terrorist threats. Topics include legal issues in Homeland Security, effective interfacing between local, state, and federal agencies, emergency management operations, and planned response strategies. Maybe crosslisted with HLS 5307. Only one may be taken for credit.

CRIJ 5309. Terrorism. 3 Semester Credit Hours.
Examine the definitions, history, beliefs, practices, organizational structure, and conflicts involved in terrorist activities. Address funding and criminal connections with terrorist organizations, efforts at counterterrorism as well as the psychological aspects of suicide terrorism.

CRIJ 5311. Logistic Regression. 3 Semester Credit Hours.
Introduces students to logistic regression models for estimating discrete or categorical variables. Prerequisite: 3 hours in CRIJ 5300, or consent of instructor.

CRIJ 5315. Graduate Proseminar. 3 Semester Credit Hours.
Introduces students to the department and faculty. Emphasis placed on effective study habits and writing skills associated with research, as well as other activities/parameters that will assist the student in being successful in the program. This course is cross-listed with HLS 5315; only one may be taken for credit.
CRIJ 5321. Leadership and Supervision. 3 Semester Credit Hours. Examine leadership and organizational theories focused on identifying problems and solutions in criminal justice management. The case study method and current literature provide experiences on how leadership styles, human resources, and the organizational environment impact management decisions. Maybe crosslisted with HLS 5321. Only one may be taken for credit.

CRIJ 5322. Advanced Criminal Justice Ethics. 3 Semester Credit Hours. Study the practical implications of moral philosophy and ethics in a free society during the day-to-day administration of a criminal justice agency.

CRIJ 5388. Criminal Justice Problems. 1-3 Semester Credit Hours. Engage in independent reading, research, and discussion on selected criminal justice topics. Entry into this course will be arranged with the School Director. Students may repeat this course for a total of 6 hours credit when topics vary.

Graduate Course Rotation 2017-2019

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>CRIJ 5198</td>
<td>Thesis</td>
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<tr>
<td>CRIJ 5300</td>
<td>Linear Regression</td>
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<td>CRIJ 5301</td>
<td>Advanced Criminology</td>
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<td></td>
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<tr>
<td>CRIJ 5303</td>
<td>Race and Ethnicity in Criminal Justice</td>
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<td></td>
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<tr>
<td>CRIJ 5304</td>
<td>Advanced Research Methods</td>
<td>X</td>
<td></td>
<td></td>
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<td>CRIJ 5306</td>
<td>Program Evaluation</td>
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<td>CRIJ 5309</td>
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<tr>
<td>CRIJ 5322</td>
<td>Advanced Ethics</td>
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Courses offered through other departments. Check program for offerings.

ANTH 5351 Forensic Anthropology 3
HLS 5307 Homeland Security 3
HLS 5309 Terrorism 3
HLS 5320 Religious Terrorism 3
HLS 5321 Leadership and Supervision 3
HLS 5370 Foundations of Information Security 3
SOCI 5305 Theoretical Sociology 3

Comprehensive Exams

Comprehensive exams are offered three times a year (November, March, and July) to non-thesis track students. Students who enrolled in the MCJ program prior to fall of 2013 must pass two exams: (1) Methods/Statistics, and (2) Theory. Students who enrolled during or after the fall of 2013 must pass three exams: (1) Methods/Statistics, (2) Theory, and (3) Ethics. Thesis track students do not take comprehensive exams, but rather defend a thesis. Comprehensive exams are administered at the Testing Center located on the 2nd floor of Warrior Hall. Each exam is 2.5 hours in duration. Students must have completed 24 semester hours, including CRIJ 5300 Linear Regression, CRIJ 5301 (Theory), CRIJ 5304 or 5306, and CRIJ 5322 Ethics, in order to take comprehensive exams. The student may take any number of comprehensive exams during a term.

Students who wish to take comprehensive exams must notify Dr. Floyd Berry (fberry@tamuct.edu) by early October, February, or June of their intentions to take a comprehensive exam the following month.

Preparing for Comprehensive Exams

Faculty conduct reviews of comprehensive exams every semester that exams are administered. Students are expected to attend if able. If unable, review materials are available upon request. Students are allowed (and advised) to bring a bibliography to the testing environment. Students are expected to bring a minimum of two citations per exam (except for statistics, which requires no citations). Students are expected to cite original sources. Citations must also contribute significantly to the material being discussed. Students who are unclear about any of these requirements should discuss them with the Criminal Justice professors.

To help students prepare for comprehensive exams and other areas of study, professors may require students to produce an annotated bibliography as part of the course curriculum. If a professor does not, students are still encouraged to maintain annotated bibliographies in all classes. Annotated bibliographies are the gold standard in graduate studies across the nation. After reading an article or book chapter, you note the proper citation (APA style), type a summary of the material, and save it. As you read articles, you add them to your annotated bibliography. This practice allows one to use the source again for term papers and also to study for comprehensive exams. Annotated bibliographies, however, are not allowed to be used during the comprehensive exam.

Graduate students are strongly advised to create and retain annotated bibliographies for all articles, chapters, and books that are required reading for graduate courses. These notes are invaluable as study aids for comprehensive exams.

Student may view past comprehensive exam questions online on the Criminal Justice graduate program website.

Thesis

The thesis option is an exercise in independent research. Students are expected to develop a research proposal, defend it, and then execute their research plan. The thesis itself is a document explaining (1) the purpose of the study, (2) what the current literature says about the topic of the thesis, (3) any gaps in research and what the student proposes to contribute, (4) how the study was conducted, (5) the findings, and (6) conclusion and limitations.

Because this is an exercise in independent research, students are guided through the research process; students do not receive any form of
assistance with the actual research or data analysis. If a student is unable to complete the work successfully, on their own, the student may be encouraged to opt out of thesis.

No concessions will be made for students who intend to graduate by a specific semester but are unable to successfully complete and defend their thesis in time to do so. Students should discuss graduation dates with their committee prior to and during the thesis process.

**Thesis Process**
During the thesis process, students work closely with the thesis committee. The thesis committee is comprised of three members, two from the Criminal Justice Department and one outside member; this should be a faculty member from any other discipline relevant to the student’s research.

Students must select two members from the criminal justice department and one member from outside the department. Students must contact all three members and ask that they serve on their thesis committee. Criminal Justice faculty members eligible for thesis committee membership are:

- Dr. Floyd Berry
- Dr. Tammy Bracewell
- Dr. Christine Jones
- Dr. Michele Quiñones
- Dr. Liana Taylor

Students are encouraged to meet individually with all committee members throughout this process. Students should schedule meetings with instructors individually and try not to favor one instructor over the others; each instructor’s input is valuable.

**Successful Completion of a Thesis**
Students must enroll in a minimum of two semesters of thesis. During the first semester, students develop their research proposal. During the second thesis course, students execute and complete their research projects, complete writing the thesis, and defend the thesis. Thesis defenses are open to the public.

In order to pass the first thesis course, the student must successfully defend the thesis proposal. At the end of the first course, committee members will meet to determine if the student has passed or failed and whether he or she should advance to the second thesis course.

In order to pass the second thesis course, the student must successfully defend their thesis before the committee and anyone else who would like to attend; however only the committee determines if the student passes.

After successfully defending the thesis, the student must then submit the completed thesis to the graduate college, where they review the thesis for proper formatting. It is important that all guidelines outlined in the thesis manual (see important documents) are followed. Neither the graduate college nor the committee members will help with formatting. Only after the graduate college reviews and approves the thesis will it be considered a successfully completed thesis.

**Thesis Deadlines (change yearly)**
These deadlines change yearly. It is up to the student to keep track of due dates for the thesis proposal, thesis defense, and related forms.

**Thesis Forms**
Thesis candidates must work closely with their advisers to submit the important documents and meet the deadlines stated in the academic calendar. Students are responsible for submitting thesis paperwork to the Office of Graduate Studies on time. Please consult the Thesis Manual found at http://catalog.tamuct.edu/graduate-information/grad-degree-req/thesis/.
HANDBOOK FOR M.ED. IN EDUCATIONAL LEADERSHIP

Introduction

Our Mission

The School Leadership Program including the MEd in Educational Leadership with Principal Certification Program that is offered by the Department of Educational Leadership and Policy Studies in the College of Education at Texas A&M University-Central Texas will prepare school leaders who are capable of facilitating the creative work of school communities that leads to student and school success in the midst of a constantly changing environment.

A Handbook to SCHOOL LEADERSHIP PREPARATION

The purpose of this guide is to provide direction and support for those aspiring to school leadership, candidates engaged in the MEd in Educational Leadership with Principal Certification Program at TAMUCT, campus principals who serve as mentors to school leadership candidates, field supervisors who assist with the principal practicum, and university faculty and administrators who facilitate high levels of learning and support throughout the program.

A NEED FOR AUTHENTIC SCHOOL LEADERSHIP PREPARATION

Meeting the diverse challenges ahead for Texas elementary and secondary schools requires deep change — altering the current prek-12 educational system in fundamental ways, generating a dramatic shift in direction, and creating new ways of thinking and working. Standards-based accountability demands transformation of learning processes and realignment of responsibility levels for both children and adults. Teachers, students, and parents must be involved in meaningful ways, presenting a complex challenge for school leaders.

From the moment school leaders are hired in Texas, they are expected to mobilize the school community in improvement efforts focused on success for all students. Leading schools today means developing a culture of joint responsibility for high expectations and continuous learning. It means growing student, teacher, staff, parent, and community leaders who are engaged in shared inquiry about learning challenges across the community of practice. Crucial to each leader’s success in this complex environment is development of knowledge and skill in a relevant, research-based preparation program.

School leadership preparation programs hold a key position in the development of such a potentially powerful resource — aspiring principals who hold the experience, ideas, creativity, and capacity to lead campus communities. Facilitated by the Institute for Educational Leadership in 2001, a distinguished task force concluded that there are many thousands of accomplished teachers who “possess, in abundance... some of the very characteristics that shape informed leadership.” These special qualities — knowledge of children and subject matter, empathy, dedication, technique, sensitivity to communities and families, readiness to help, team spirit, and the ability to communicate and build systems capacity — “are an essential side of school leadership.”

The need is acute for additional teacher leaders to develop the skill to act in broader leadership roles in their school communities, enabling their organizations to leverage change efforts and guide continuous improvement. The MEd in Educational Leadership with Principal Certification Program at TAMUCT provides a quality step in the educational leadership pipeline — moving its candidates from teacher leader towards principal leadership.

Overview

School Leadership Preparation at A&M-Central Texas

TAMUCT candidates for school leadership, particularly the principalship, earn a master’s degree in educational leadership and are able to exhibit readiness for state principal certification. Designed for self-starters who are already stepping up as teacher leaders in Texas schools, the rigorous 36-hour educational leadership master’s degree is not a minimal, check-the-box, module-based program. Candidates engage in collaborative learning to develop the knowledge and skills that define so many exciting and complex leadership roles in prek-12 education.

All program activities are rooted in reality, acquired through hands-on experiences, and anchored by a combination of online and face-to-face learning formats with the master’s degree completed in 24 months. Practicum experiences with “real” process and product development in every course prepare candidates for a customized two-semester-long practicum. Supported review for the EDLD Comprehensive exam and Principal TExES exam is included in this final two semesters, with state certificate application immediately following successful completion of the program requirements. And the good news — TAMUCT principal program completers in recent cohorts achieved a 100% passing rate on the Principal TExES, certainly a credit to their focused learning work and to the many folks in families, school districts, communities, and the university who supported their efforts.

The following broad stroke learning outcomes anchor the program along with the state standards for the principalship (Appendix p2):

- Organize for excellence through continuous improvement while ensuring equity for all students.
- Initiate flexibility and growth through a capacity-building culture of inquiry anchored by learning for all.
- Employ ethical decision making while tapping the “common ground” perspectives of all stakeholders.
- Engage community stakeholders — especially parents — through intentional, student-focused partnerships.
- Plan strategically and lead creatively through development and utilization of scarce resources.
- Sustain a learning program that ensures high expectations in meeting each student’s unique learning needs.
- Facilitate professional growth for faculty and staff that ensures capacity to meet P-12 student’s needs.
- Tackle complex school issues from a systems perspective to create generative, equitable and focused solutions.
- Develop and utilize high performance teams to maximize collaborative efforts of students, parents, and staff.
TAMUCT candidates enjoy the flexibility and convenience of online learning without sacrificing the face-to-face relationship connection, building a tight community of inquiry with other cohort participants. TAMUCT’s highly respected MEd in Educational Leadership with Principal Certification Program now offers the same level of excellence with a cohort-based, online and online-blended program.

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**Getting Started - Recruitment & Admissions**

**Getting Started**

Interested in becoming a member of the network of TAMUCT school leadership alumni who now serve as school leaders in Central Texas and beyond? Candidates are recruited from Texas school districts and beyond. Apply now to join a cohort forming for next semester. The MEd in Educational Leadership with Principal Certification Program application process includes the following steps: 1) apply to TAMUCT Graduate Studies by completing the on-line ApplyTexas Admissions Application, 2) apply to the MEd in Educational Leadership with Principal Certification Program (Forms p3), and 3) complete the interview process. Applicants must meet both TAMUCT graduate school and principal program criteria for selection.

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**Graduate School Admission**

Applicants who are US citizens must have/submit the following TAMUCT graduate school criteria for full admission: 1) all official transcripts, 2) a bachelor’s degree from an accredited higher education institution, 3) a minimum overall grade point average of 3.0 on a 4.0 system in the last 60 hours of coursework for full admission OR GRE scores of 285+ for conditional admission with a grade average between 2.5 and 2.99, and 4) a written essay about graduate school and career goals. Admission will not be granted, however, to a student whose GPA is less than 2.5 on the last 60 hours of completed coursework. Official transcripts and, if needed, GRE scores must be submitted at the time of application. When a student entering on conditional admission has satisfied a 3.0 GPA condition through 6 hours of master’s degree coursework, he/she may be granted full admission after being recommended by the MEd in Educational Leadership with Principal Certification Program. International students should check with the Graduate Admissions office concerning specific degree and language requirements. Minimum scores required on the Test of English as a Foreign Language (TOEFL) are 80 (internet-based), 213 (computer-based), or 550 (paper-based). NOTE: Limited transfer credit is accepted at the discretion of Program Coordinator and university policy.

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**School Leadership MEd/Principal Certificate Program Admission**

Once admitted to the graduate school, students apply for admission to the MEd in Educational Leadership with Principal Certification Program by completing a Program Application with the following attachments: a 500-word essay about leadership experiences and goals, at least two supporting leadership performance artifacts, all official sealed transcripts, a valid teaching certificate, and three letters of reference (one from supervising school administrator). Applications must indicate two years of teaching experience by providing a service record. Students are then interviewed by a program faculty member and complete a set of job-like principal leadership activities that are assessed by program faculty. Applicants must score a 24 out of 32 possible points on the Interview Rubric to qualify for admission to the program. NOTE: After formal admission, a Candidate who leaves the program must complete a Non-Participation form and turn it in to the Program Coordinator (Forms p3) in addition to withdrawing from the university through the university registrar’s office at 254.519.5438 or https://www.tamuct.edu/departments/registrar/index.php.

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**Setting a Standard of Excellence as a Candidate for School Leadership**

Every Candidate accepted into TAMUCT MEd in Educational Leadership with Principal Certification Program is required to maintain a high level of performance and comply fully with the policies of the university and educator preparation. The university reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to university regulations. Candidates are expected to maintain a minimum 3.0 GPA in principal certificate program coursework. Any Candidate who earns lower than a grade of B in a program course must meet with the Program Coordinator to discuss performance, progress, and program continuation. Additionally, the Candidate is required to meet the standards delineated in the TAMUCT Student Handbook and the Texas Educator's Code of Ethics (Appendix p3). A Code of Ethics Assurance of Commitment form must be signed at the time of admission (Forms p3).

The MEd in Educational Leadership with Principal Certification Program foundational Fit2Lead Continuous Improvement Plan and the Leadership Competency Inventory (Forms p3) are utilized at the end of each semester to measure both content and leadership skills through self-reflection, instructor feedback, peer assessment, and principal mentor comment. With the assistance of the Program Coordinator and Principal Mentor, the Candidate reviews the feedback and makes adjustments to the ongoing plan. Failure to meet the academic standards in the Fit2Lead analysis and/or failure to comply with the Texas Educator’s Code of Ethics (19TAC §247.2) may result in program exit.

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**Shared Process and Team for Growth and Support**

Candidates are successful because of their commitment to work diligently as they build the skills needed to succeed as school leaders. Important to the learning process is the support of an expert, experienced team that provides the mentoring and coaching necessary to guide the Candidate’s learning. Each Candidate will benefit from a support team composed of the Program Coordinator, Cohort Candidate Members, the Principal Mentor, Program Faculty, and the Principal Practicum Field Supervisor. Each role is defined below.

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**The School Leadership Candidate**

Engagement, authenticity, and responsibility to lead learning belong to the Candidate. All course questions should be directed first to the course instructor. Any program issues or concerns should be addressed to the Program Coordinator.

The Candidate will:

- Adhere to and build capacity for the discrete skills included in the Fit2Lead Continuous Plan.
- Assure compliance with the Texas Educator’s Code of Ethics (19TAC §247.2) and university policy.
The Principal Mentor will:

- Facilitate constructive interface with the support team including the Principal Mentor, Program Coordinator, Course Faculty Instructors, and Principal Practicum Field Supervisor.
- Thoroughly prepare and successfully complete all course and program requirements within scheduled timeframes and maintain a high level of performance.
- Appropriately utilize university offices (i.e., Financial Aid, Graduate Office, Educator Preparation Services, Disability Services, etc.) and resources (i.e., Library, Instructional Technology, etc.).

NOTE: Candidates who have or believe they have a disability and wish to self-identify may do so by providing documentation to the Disability Support Coordinator (254.501.5836) or seek additional information about accommodations to help with coursework at https://www.tamuct.edu/student-affairs/access-inclusion.html.

The Program Coordinator

Guidance for the cohort as a whole and for each Candidate in the cohort is provided by the Program Coordinator, a fulltime faculty member for the MEd in Educational Leadership with Principal Certification Program in TAMUCT’s College of Education.

The Program Coordinator will:

- Facilitate the recruitment and selection process; notify the Candidate of selection.
- Attend initial meeting with Candidate and Principal Mentor Training prior at the beginning of the first semester to explain program requirements, support team roles, course structure, and performance expectations.
- Maintain Canvas cohort organization space to facilitate an ongoing conversation with cohort candidates concerning upcoming events, university requirements, needed plan changes, etc.
- Interface as first-level program contact with each Candidate’s Principal Mentor during each semester to ensure continuity of university support, provide mentor training, mediate any issues, suggest coaching techniques, and answer any questions, etc.
- Act as mentor to each cohort Candidate, providing a mentor voice concerning engagement, authenticity, and responsibility.

The Principal Mentor Site Supervisor

Principal Mentors are in a pivotal position to guarantee the success of the Candidate by providing coaching support in the school community laboratory setting. Candidates confirm their campus principals’ willingness to serve in the mentor position. If unavailable, the Program Coordinator will work with the Candidate and Campus Principal to designate another mentor. Mentor training will be provided for mentors who do not have a certificate or record of completion for participation in previous mentor training. The training will review the Program Guide, Texas principal standards, Principal TEES competencies, and the Practicum syllabus learning plan as well as characteristics of effective mentoring and pointers for competency-based performance activities.

The Principal Mentor will:

- Attend initial meeting with Candidate and Program Coordinator prior to the beginning of the first semester to gain any needed clarification concerning program requirements or the Program Guide, support team roles, course structure, and performance expectations; Team Commitment form signed.
- Provide coaching support during each semester of coursework in a series of three collaborative consultations that are scheduled, planned, and facilitated by the Candidate. The content of the meetings, as outlined in each course syllabus, will focus on learning activities and products associated with the course.
- Provide planning, prioritizing, and coaching support during the Principal Practicum as outlined in the EDUC 5392 Principal Practicum syllabus through a series of mutually agreed upon meetings with the Candidate to check for and verify progress in the Candidate’s customized plan.
- Provide feedback to the Candidate at the end of each semester concerning performance progress on the Fit2Lead Continuous Improvement Plan and the Leadership Competency Inventory.
- Complete the Mentor Survey on completion of the Candidate’s Practicum experience. The survey will be furnished by the Program Coordinator.
- Guide the Candidate’s use of support team members (Principal Mentor, Course Instructors, Principal Practicum University Site Supervisor, other cohort members) as well as departments and resource areas in the university.
- Facilitate the Candidate’s successful completion of MEd coursework, the master’s comprehensive exam, other degree requirements, and graduation participation. Act as oversight for the Candidate, Principal Mentor, and Principal Practicum Field Supervisor and University Supervisor, Principal TEES preparation and participation, and program completion/exit.

The School Leadership Program Faculty

Key to the success of school leadership candidates is the time and effort expended by Program Faculty who serve as course instructors. Their role is to create relevant, engaging, and challenging learning opportunities and performance assessments in each course. All Program Faculty have a terminal degree in educational leadership or a related field, hold valid principal certificates, and are credentialed by the university to teach specific program courses based on certification, degrees, experience, and expertise.

As leaders of learning, Program Faculty instructors will:

- Provide clear expectations for and timely assessment of relevant, competency-based learning that includes engaging process and relevant product development; in addition, clearly explain and monitor the specific consultative role of the Principal Mentor in the course.
- Be accessible to candidates during the length of the course; maintain communication with the Program Coordinator concerning issues and opportunities.
- Interface appropriately with program, college of education, and university staff as needed.

The Principal Practicum University Field Supervisor

With required engagement in so many areas and activities in the Principal Practicum as guided by the EDLD 5932/5393 Principal Practicum syllabus, the role of the University Field Supervisor is crucial to the Candidate’s success. University Field Supervisors are highly experienced and successful former campus administrators who are carefully chosen based on fully meeting a set of six qualifications. Each University Field Supervisor must: 1) hold a valid principal certificate, 2) have a terminal degree in educational leadership or related field, 3) have experience in...
successfully leading campus improvement in the principal role, 4) exhibit exceptional interpersonal skills, 5) remain current in research and best practice related to campus leadership and school improvement, and 6) be able to make the substantial time commitment to guide student practicum experiences.

Duties of the University Field Supervisor include the following:

- Facilitate the constructive flow of communication among the Candidate and Site Supervisor; provide oversight of Candidate's practicum activities.
- Supply guidance concerning issues that arise in the practicum experience.
- For each Candidate in the Principal Practicum, guide planning, document performance, and provide feedback concerning all practicum requirements that are specified in the EDLD 5932/5393 Principal Practicum syllabus.
- Complete all required practicum paperwork and documentation.
- Interface with Program Coordinator concerning requirements, issues, and any additional student or supervisory needs.
- Mandatory University Field Supervisor training completed through Educator Preparation Services provides knowledge in theoretical aspects and practical requirements of principal mentoring as well as skill in observation of feedback about Candidate performance in relation to the principal standards and the EDLD 5932/5393 Principal Practicum syllabus. Satisfactory levels of the University Field Supervisor’s knowledge and skill are calibrated through coaching by the Program Coordinator.

ASSURANCE OF ONLINE LEARNING CAPABILITY

IT constructing hardware/software capabilities needs, Canvas interface explanation, E-portfolio Directions

All program coursework will be anchored to the TAMU-CT Canvas Learn learning management system for class communications, content distribution, and assessments. Logon to https://tamuct.canvas.com to access the course. Username: Your MyCT username (xx123 or everything before the “@” in your MyCT email address). Initial password: Your MyCT password.

For all coursework, you will need reliable and frequent access to a computer and to the Internet. Check browser and computer compatibility by following the “Browser Check” link on the TAMU-CT Canvas logon page. (https://tamuct.canvas.com) This is a CRITICAL step as these settings are important for when you take an exam or submit an assignment. Upon logging on to Canvas Learn, you will see a link to Canvas Student Orientation under My Courses tab. Click on that link and study the materials in this orientation course.

There is also a link to Canvas Help from inside the course on the lefthand menu bar. The first week of the course includes activities and assignments that will help you get up to speed with navigation, sending and receiving messages and discussion posts, and submitting an assignment. Your ability to function within the Canvas system will facilitate your success in this course. Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.

For issues related to course content and requirements, contact your instructor. For technological or computer issues, students should contact Help Desk Central: 24 hours a day, 7 days a week.

Email: https://www.tamuct.edu/help/index.html; Phone: (254) 519-5466; Web Chat: http://hdc.tamu.edu

The Learning Framework for School Leadership Preparation

Relevant and aligned curriculum, instructional relevance, and expert faculty provide the ingredients for an effective learning framework for school leadership candidates.

The Program Curriculum

Program curriculum is aligned with Texas principal standards (19TAC 241.15), the Principal TExES domains and competencies, and the nationally-recognized Professional Standards for Educational Leadership and the National Educational Leadership Program Standards, both from the National Policy Board for Educational Administration (NPBEA). Program faculty continually scan research and best practice literature as well as feedback from Principal Mentors, the Principal CAPS advisory group, and other central Texas school leaders to ensure that the ever-changing role of school leaders is reflected in course competencies, learning activities, performance assessments, and program products. Every course has a standards-based learning plan with course learning objectives, knowledge and skill building learning activities, and assessment for and of learning. Mastery of learning objectives that are practiced in learning activities, performed in course assessments, and evidenced by course products remains the goal. Performance on benchmark practicum projects serves as the foundational guide for advising students concerning their progress in the program.

The Course Learning Sequence

Streamlined to include only the most important and relevant learning outcomes, the course sequence represents 36 hours of course content and additional practicum experiences. All program learning is cohort-based and delivered in either an online or online-blended format.

Semester One

EDLD 5300. Foundations of Educational Leadership. 3 Semester Credit Hours.

Study lenses of power, influence, ethics, and leadership theory. Compare personal diagnoses of leadership, learning, and personality strengths to the knowledge and skill set needed for leadership of pre-k-12 schools. Prerequisite(s): Admission to program and approval of program coordinator. Certification Fee - $150.
EDLD 5301. Research in Educational Leadership. 3 Semester Credit Hours.
Study the fundamentals of research with emphasis on research terminology, design, methodology, data collection, ethics, psychometric measurement qualities, and quantitative and qualitative research paradigms. Develop research and evaluation skills necessary to become critical consumers and producers of research in prek-12 schools. Prerequisite(s): Admission to program and approval of program coordinator.

**Semester Two**

EDLD 5339. Processes of Educational Leadership. 3 Semester Credit Hours.
Study effective organizational processes in prek-12 schools. Special emphasis on learning organization strategies, exemplary leadership practices, and collaborative action tools, in order to support the development of a flexible and creative culture continuously engaged in school improvement. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5345. Leadership of Curriculum Systems. 3 Semester Credit Hours.
Study curriculum systems in prek-12 schools. Learn to create, integrate, implement, and evaluate curriculum. Special emphasis on curriculum leadership and decision making that link student developmental needs with high levels of learning, and supporting teachers in the curriculum implementation process. Prerequisite(s): Admission to program and approval of program coordinator.

**Semester Three**

EDLD 5355. Leadership of Diverse Learning Communities. 3 Semester Credit Hours.
Study diverse prek-12 school communities with an emphasis on ethical issues dealing with leadership, governance, and policy development. Develop processes for identifying and ameliorating issues associated with demographic and cultural differences. Learn to facilitate internal and external community engagement to achieve equity and excellence within the school system. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5316. Leadership of Effective Instruction. 3 Semester Credit Hours.
Develop instructional practice in prek-12 schools with the use of data analysis, learning strategies, special programs support, technology integration, and coaching protocols. Special emphasis on maintaining a continuous improvement cycle to ensure equity and engagement of all students. Advancing Educational Leadership (AEL), a state-required teacher appraiser certification course, is included. $75 AEL certificate fee. Prerequisite(s): Admission to program and approval of program coordinator.

**Semester Four**

EDLD 5307. Leadership of Human Resources. 3 Semester Credit Hours.
Examine supervision and evaluation of faculty and staff in prek-12 schools. Study effective supervisory and evaluation approaches for the development of a continuous improvement learning culture for faculty and staff. The Texas Teacher Evaluation and Support System (T-TESS), a state-required teacher appraiser certification course, is included. $75 T-TESS certificate fee. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5309. Legal Issues in School Leadership. 3 Semester Credit Hours.
Explore legal issues impacting the administration of prek-12 schools. Understand the ethical application of legal principles found in relevant constitutional, statutory, administrative, and case law. Learn how these laws and principles determine operation, organization, and administration of prek-12 schools. Special emphasis is placed on the relationship of state and federal law. Prerequisite(s): Admission to program and approval of program coordinator.

**Semester Five**

EDLD 5342. Leadership of Campus Resources. 3 Semester Credit Hours.
Examine school resources in support of school improvement. Develop integrated continuous improvement processes supported by optimal allocation of financial, human, technological, facility, time, and other campus resources. Special emphasis on developing a safe and engaging school learning environment. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5392. Principalship Practicum 1. 3 Semester Credit Hours.
The Principalship Practicum 1 course is delivered the first semester of the two-semester practicum experience. Candidates in the course will demonstrate competent professional practice through supervised activities in the culminating experience for the MEd/Principal Certificate program. Candidates will also implement an action plan for professional growth and school improvement based on state standards and leadership practices. For satisfactory completion of practicum requirements, course may be repeated one time. Field experience fee - $75. Prerequisite(s): Admission to program and approval of program coordinator.

EDLD 5393. Principalship Practicum 2. 3 Semester Credit Hours.
The Principalship Practicum 2 course is delivered the second semester of the two-semester practicum experience. Candidates in the course will demonstrate competent professional practice through supervised activities in the culminating experience for the MEd/Principal Certificate program. Candidates will also implement an action plan for professional growth and school improvement based on state standards and leadership practices. For satisfactory completion of practicum requirements, course may be repeated one time. Field experience fee - $75. Prerequisite(s): Admission to program and approval of program coordinator.

**Instructional Delivery**

Designed for those who are serious about leading dynamic learning organizations that effectively meet the needs of all involved in prek-12 campus communities, the rigorous 36-hour principal certificate program in no way resembles a minimal, seat time-driven program. Students engage in in-depth learning across all of the Texas principal standards to develop the knowledge and skills demanded of prek-12 school leaders.

The 450 clock hours of sequenced coursework that make up the master’s degree are grounded by leadership and learning theory and utilized in
hands-on practicum activities in every course. Each course is delivered in either an Online or Online-Blended instructional format. Supported in a cohort environment, students take two courses per semester and complete their coursework for the master’s degree in 24 months. Progress through the program is tracked using the MEd in Educational Leadership with Principal Certification Program degree plan (Forms p3).

To ensure quality and rigor, program instructors facilitate relevant learning activities and performance assessments. Course syllabi call for practicum product/process development under the guidance of the Principal Mentor. Both instructors and students have access to training and ongoing support concerning the TAMUCT Canvas platform. Online activities focus on knowledge building through dialogue sessions anchored by course texts and collaborative planning for case studies and problem-based learning projects. Real time assignments utilizing the Candidate’s school setting as a laboratory are supported by the Principal Mentor.

Course activity development and implementation is based on the standards and rubrics embedded in the Quality Matters continuous improvement model for online learning.

The Principal Practicum
The thread of practicum “on time” learning that is pulled through every course in the program culminates in the two-semester Principal Practicum courses in the fifth and sixth semesters of the principal certificate program.

Planning for the practicum actually begins in the second half of the fourth semester. The Candidate reviews: 1) personal learning progress as evidenced by his/her Professional Portfolio of artifacts and reflections related to the principal standards and collected throughout the program, and 2) the needs of his/her home campus as identified in the School Portfolio created in MEd coursework.

Working with the Site and University Field Supervisors, the Candidate creates a customized internship plan of action and learning that benefits personal professional growth and school improvement. The plan of action consists of facilitation of two major improvement projects and three to five school leadership activities across the key school leadership areas. These leadership areas are clearly linked to the Texas principal standards, T-PESS standards, T-TESS standards, TExES competencies, and the continuous improvement strands of the School Portfolio integrated management process (Information and Analysis, Quality Planning, Student Achievement, Leadership, Professional Development, Collaborative Partnerships, and Continuous Improvement/ Evaluation). The University Field Supervisor (the campus principal unless otherwise approved by the Program Coordinator) must sign the practicum application, indicating approval of the Candidate’s participation and a willingness to provide support during the hands-on experience.

Following the acceptance of the practicum application, the Candidate works closely with the Site and University Field Supervisors to complete practicum projects and activities as well as a multi-level exploration paper, weekly journal entries, the TExES review, and a campus improvement critique within the two-semester EDLD 5392/5393 Principal Practicum. Most Candidates maintain classroom teacher positions and work on practicum activities an additional twelve to fifteen hours per week, a total of 192 clock hours or more that far surpasses the state requirement of 160 clock hours. The hourly totals per week are based on individual action plan activities and assignment due dates. While this represents a demanding commitment, the Candidate receives hands-on support from both the Site and University Field Supervisors. Three formal observations of the student’s leadership practice are scheduled by the University Field Supervisor, with the first observation completed and the written report shared in an interactive conference no later than week five of the semester. The total observation time may be no less than 135 minutes.

Program Completion
THE MASTER’S DEGREE COMPREHENSIVE EXAMINATION aND GRADUATION
The Master’s Degree Comprehensive Exam is taken by Candidates late in the fifth or sixth semester of coursework. Candidates must make formal application to take the exam (Forms p3) and should request participation by potential committee members and chair before applying. The exam must be successfully completed for graduation. Any Candidate who is not successful on both sections of the exam may retake the exam in the following semester. Candidates will be notified of their performance according to Graduate Office deadlines late in the semester.

Graduation and degree conferral follow completion of all coursework with at least a 3.0 GPA and successful performance on the Master’s Comprehensive Exam. Students apply to graduate early in the sixth semester of master’s degree coursework. All students are required to submit a graduation application (Forms p3) and a university fee. Students who miss the published deadline for the current semester are eligible to submit the graduation application for the next term. Late applications will NOT be accepted. “Hooding” of Candidates is part of degree conferral at commencement and should not be missed. For more information about graduation, class rings, diplomas, commencement, and regalia, visit the graduate office graduation site at https://www.tamuct.edu/graduate-studies/index.html.

PRINCIPAL TExES, PROGRAM EXIT, and CERTIFICATION
Candidates seeking standard principal certification take a TExES practice test during the practicum semesters. If the Candidate’s practice score is 75 or above, the Program Coordinator gives approval to take the Principal TExES. If the score is less than 75, an inquiry session is held with the Program Coordinator who will either grant test approval or facilitate the development and completion of a remediation plan. NOTE: In time-sensitive situations, test approval may be given before practicum completion if all observations are completed.

Once testing approval has been received from the Program Coordinator, Educator Preparation Services (EPS) contacts the Candidate with information about the TExES registration process. If the Candidate is not successful on the first TExES attempt, the Program Coordinator will facilitate a remediation plan. The Candidate may attempt the Principal TExES five times. Certification testing must be completed within 24 months of completing certification program requirements.

Principal TExES Approval Steps:
1. The signed FERPA release document is on file in candidate’s record.
2. Acceptable performance on 068 release test has been documented OR remediation plan is completed.
3. The request for testing approval form is completed by the candidate and forwarded to the Program Coordinator.
4. The Program Coordinator signs the testing approval form indicating that all program coursework including the practicum has been successfully completed.
5. EPS Testing Coordinator reviews testing approval form/candidate record for verification and notifies candidate concerning test registration.
6. EPS Testing Coordinator notifies Program Coordinator of TExES scores. If the score is 240+, the candidate moves to exit activities. If not, a remediation plan is completed by the candidate under the supervision of the Program Coordinator and the candidate tests again (maximum five attempts).

Upon receipt of a passing score on the Principal TExES, the Candidate and Program Coordinator schedule an Exit Interview. In preparation for the interview, the Candidate: 1) requests that a service record be emailed from his or her school district human resources office to the Program Coordinator, 2) develops and emails a final Fit2Lead Reflection to the Program Coordinator, and 3) fills out the Program Completer’s Survey (Forms p3) for use in the Exit Interview. Following the Exit Interview, the Program Coordinator provides final documents to the Certification Officer who verifies all program requirements and documentation and then recommends the Candidate for certification to the State Board for Educator Certification.

Program Exit Steps
1. Candidate schedules exit interview with Program Coordinator.
2. Candidate requests service record from school district human resources office to be emailed directly to the Program Coordinator.
3. Candidate emails copy of final professional development planning document to Program Coordinator.
4. Candidate finalizes completer’s exit survey.
5. Exit interview held; candidate turns in completer’s exit survey.
6. Service record, professional development planning document, and copy of completer’s exit survey are placed in candidate record.
7. Candidate applies for standard principal certification through SBEC.
8. Candidate is recommended for standard principal certification.

NOTE: Application may be made by a Candidate to SBEC for a probationary principal certificate if the Candidate has completed 12 semester hours of coursework, has been a teacher of record for a minimum of two years, and has received a letter of intent to hire from an accredited school district for a role that requires principal certification. If probationary certification is granted by SBEC, the Candidate must enroll in the Principal Practicum every semester until all coursework has been completed, the master’s degree has been awarded, the principal TExES has been passed, and standard principal certification has been confirmed. Any Candidate interested in pursuing probationary certification should contact the Program Coordinator for guidance.

Program Forms
- Graduate School Application https://www.tamuct.edu/departments/graduatestudies/index.php

Complaints and Grievances Procedures
A candidate or former candidate, an applicant for candidacy, an employee or former employee of the Principal Certification Program, a Principal Mentor, a Director of Educator Preparation Services in a school district, charter school, or private school may submit to Educator Preparation Services (EPS) a complaint about an EPP for investigation and resolution without fear of retaliation. The EPS web address for further information is: https://www.tamuct.edu/departments/educatorpreparationservices/complaintprocess.php

If the complainant is a current A&M Central Texas student, the University Student Complaint Procedure must be followed. For more information, please contact the Associate Dean of Student Affairs (254.501.5877) or access the following website: http://www.tamuct.edu/departments/studentconduct/grievance.php.

All grade appeals should be directed to the Dean of the College of Education (254.519.5464). Information about the academic grade appeal process may be accessed at https://www.tamuct.edu/departments/education/index.php.
HANDBOOK FOR M.S. IN CLINICAL MENTAL HEALTH COUNSELING

Student Checklist

- Apply to the office of Graduate Studies. This includes:
  - Completing and submitting online the Graduate School Application for Admission form in which the student indicates the degree program in the Department of Counseling and Psychology for which he or she is applying: https://www.tamuct.edu/departments/graduateschools/index.php
  - Submitting current Graduate Record Examination (GRE) scores (if required). Note: Any undergraduate who obtained a 3.0 GPA or higher is exempt from taking the GRE for university admission to Graduate Studies. However, some programs in the department still require submission of GRE scores.
  - Submitting official transcripts of all undergraduate and graduate academic coursework
  - Writing and submitting a 200-300 word essay addressing career and academic goals
  - Note: Admission to the Graduate School does not guarantee admission to a graduate degree program in the Department of Counseling and Psychology.

- Complete the Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/coe/counseling-psychology.html
- Complete the application process for the program.
- Meet with the Program Coordinator prior to enrolling in any courses in a degree program in the Department of Counseling and Psychology
- Meet with a faculty graduate advisor to complete a degree plan AFTER FULL ADMISSION
- Apply for field work course in the semester prior to enrolling in them (must apply each semester for each course) if required by the program
- Apply to take comprehensive exam
- Apply for graduation and participation in graduation ceremony

Statement of Informed Consent

The graduate degree programs include laboratory and field experiences in counseling, therapy, or psychology. These courses may include practicing counseling, therapy, and assessment skills with student peers; being interviewed by counseling or psychology peers; and practicing newly-acquired and more advanced skills with actual clients at field sites. Important components of student evaluation will include receptivity to the giving and receiving of feedback (from peers, university instructors, and site supervisors) and ability to integrate such feedback into the student’s counseling, therapy, and assessment behaviors. Feedback will include supervisor observations (from course instructors, program faculty, and site supervisors) of any limitations in counseling, therapy, assessment skills, professional practice, and personal qualities and behaviors which may inhibit the student’s therapeutic abilities. Feedback (oral and/or written) will come in the classroom and lab settings, as well as in group and individual supervision settings. Additional meetings with instructor and/or field supervisor may be necessary. Progression through field experiences will depend upon a formative evaluation by the instructor that the student has acquired the skills necessary for the next level. To participate in these experiences, students will sign a Statement of Informed Consent indicating that they understand and agree to conditions for enrollment in the program (see Appendix A).

Statement of Confidentiality

Due to the nature of counseling, therapy, and psychology, and the faculty’s responsibility to educate effective counselors and therapists, students may be encouraged to participate in experiential activities (including group counseling as well as attending and paying for counseling as an outside class activity). Signing a confidentiality agreement, which is included in the appendix of this student handbook, protects student’s rights with regard to self-disclosure (see Appendix B).

Students are subject to the conditions of the department’s retention procedure included later in this guide.

Admission to the Clinical Mental Health Counseling Program

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Submission of GRE scores.
- Clinical/Work/Volunteer Experience: While specific experience is not required, previous related work experience may make the applicant more competitive.
- Completed Counseling and Psychology Department application.
- Timely submission of admission materials.

Admissions Appeals Procedure

Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure: http://catalog.tamuct.edu/registration-records/academic-appeals-procedure/. Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost.

A student who wishes to appeal an admission decision should ask for a scoring review and written remediation plan from that committee via the Program Coordinator within 30 calendar days of the originating event. The Program Coordinator is expected to give the student a response from the Admissions Committee within 15 calendar days.

If the Program Coordinator is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishes to appeal a decision of the Admissions Committee, the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. For an appeal of an admission decision, the originating event shall be considered the written notification of the admission decision to the student until the appeal process concludes. The written appeal must include the following:

- Name, address, email, telephone number, and University Identification Number (UIN) of the student.
• Date of action against the student and by which faculty member/committee.
• Nature of admission action and copy of applicable materials including the written remediation plan.
• Circumstances which merit review.
• Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar days of the filed appeal.

A student unsatisfied with the decision of the Department Chair may appeal in writing to the College's Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The minimum standard for each college's committee is three faculty members, who were not serving on the Admissions Committee when the admission decision under appeal was made; each college is responsible for developing a specific and nonbiased committee structure. After hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean. The decision of the College Dean is final and will be communicated to the student in writing.

Ethical Standards

All students are expected to understand and practice the ethical codes and standards of conduct of Texas and the licensing board.

Students are also expected to understand and adhere to the standards of conduct for students at Texas A&M University - Central Texas (A&M-Central Texas). Violations of professional ethical standards or University rules could indicate a student is unfit to continue in the program.

Students are expected to periodically review the ethical standards to ensure continued understanding and practice.

Advisors and faculty members at A&M-Central Texas have an obligation to respond when students are in violation of professional ethical standards or University rules of conduct. Additionally, the Office of Student Affairs may take action when a student violates the Student Code of Conduct.

Faculty Advisement

Students are required to seek advising by faculty advisors regarding coursework, certification and licensing requirements, program policies and procedures, requests to change degree plans, and assistance with other educational or career needs.

• A faculty advisor is assigned to each student according to area of emphasis and degree plan. Students may consult with any faculty member but are urged to work with their assigned advisor as much as possible due to his/her expertise and knowledge in the student's area of emphasis.

• Advising is a continuous process, and faculty advisors are assigned many students to advise in addition to their other workload requirements, such as teaching, service, and research. Students should demonstrate respect for the faculty advisor's time by setting appointments and being prepared for their appointments as much as possible.

Degree Plan

Once Full Admission to a Program is granted, a student should contact his/her graduate advisor to discuss a plan for completing coursework as soon as possible and complete a Graduate Degree Plan Acknowledgment & Responsibility Form, which will be signed by the student, graduate advisor, and the Department Chair (or College Dean). Note: Students who are non-degree seeking are not in a degree program and are not eligible to file a degree plan. Care must be taken to select courses that also meet requirements for special credentials the student may be seeking such as licensure or certification. See the Certification and Licensure section of this guide for more details.

Transfer of Coursework to Degree Plan

Graduate degree credit is allowed only for A, B, and C grades (for more information see the University Catalog). For all graduate programs in the Counseling and Psychology Department, courses transferred to the degree plan are allowed only for A and B grades. Courses taken at any institution will not be transferred to the degree plan with a C grade or lower.

Student's Responsibilities

Students have a responsibility for their learning. Other responsibilities include:

• Reading the A&M-Central Texas catalog each year to determine if changes impact them
• Reading and adhering to professional ethical standards
• Meeting registration and payment deadlines
• Participating in activities and projects, internal or external to the University, that will enhance their learning experience
• Following the degree plan outline as closely as possible and being aware of all course prerequisites
• Preparing for courses by making arrangements to attend regularly scheduled classes, allowing for adequate study time, completing assignments on a timely basis, and taking the final exam as scheduled
• Identifying skill strengths and working toward development of skills that need improvement
• Asking questions to obtain information regarding topics they do not understand
• Acquiring and maintaining a minimum of $1,000,000 ($3,000,000 aggregate) in professional liability insurance prior to taking clinical practicums and internships
• Preparing for the site-based practicums and internships in advance of the semester in which they will be taken, including submitting application forms by posted deadlines
• Successfully completing the comprehensive examination or thesis
• Meeting graduation requirements and deadlines
• Collecting and maintaining documentation of practicum and internship hours which will be needed when applying for certification or licensure
• Becoming identified with the professional community (e.g., participating in professional activities and/or joining a professional association such as National Association of School Psychologists (NASP).
Program Standards
Students must maintain high scholastic standards and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their professional fields and to conform to the code of ethics of relevant professional associations and the state of Texas. A student's acceptance to the program does not guarantee professional fitness that is required to remain in the program. See Student Review Policy described below regarding what procedures will be followed when faculty believe students are not fit for a particular program.

Professional Endorsement Policy
The faculty will not endorse any graduate from the program for a license or certification for which the graduate has not been trained.

College of Education Academic Appeal Policy
The College of Education Grade Appeal Policy was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty. Consistent with this, it is recognized that:

- Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
- Faculty members have the right to evaluate students' work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.
- It is assumed that A&M-Central Texas faculty members appropriately evaluate students' work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor's determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member's belief that the student violated the university's academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

Justification for an Appeal
Grade appeals may only be initiated if the grade was influenced by one of the following:

- Error: A clerical/computational error was made in calculating/reporting the grade.
- Prejudice: The faculty member's evaluation of the student's work was influenced by the faculty member's negative attitude toward the student.
- Arbitrary method: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
- Inconsistent application: The student's grade was not determined using the same process applied to other students in the course.
- Unsubstantiated charge of dishonesty: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.
- Insufficient reasons upon which to base an appeal include:
  - Disagreement with course policies that are clearly communicated in writing to all students.
  - Differences in policies among sections of the same course or across faculty members.
  - Potential negative impact on the student (e.g., loss of financial aid).
  - Dissatisfaction with instructional style and/or methods (Note: Students who have complaints regarding the instruction they receive should address these directly with their instructor or that faculty member's supervisor).

Appeal Process
A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating event using the Grade Appeal Form (located on the website for the College of Education).

- The faculty member is required to give the student a written response within 15 calendar days.
- The response by the faculty member (or his or her immediate supervisor) should be made using the Appeal Response Form (located on the website for the College of Education).
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or his or her designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 60 calendar days of the originating event.

- This submission should include a copy of the original Grade Appeal Form, a copy of the Appeal Response Form from the faculty member, and a written explanation from the student addressing why he or she believes the faculty member's response was inadequate/unsatisfactory.
- The Chair (or proxy) then has 15 calendar days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College's Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The Committee will review the student's appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 30 calendar days of receiving the student's appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean and two student representatives.
- The student representatives will be the president of the university's Psychology and Counseling student organization and the president
of the university’s student chapter of the Association of Texas Professional Educators. If these students are not available to participate, they may appoint a replacement from within their respective organizations.

- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).
- The Committee will notify the student and faculty member that the appeal is under committee review.
- If the student or faculty member wishes to provide the Committee with additional materials explaining their position, this should be done within 7 calendar days of the time the committee is asked to review the appeal.
- The student and faculty member both have the right to present evidence in person to the committee, but the committee may deliberate in private.

The decision of the College Dean is final and will be communicated to the student in writing.

**Student Retention Policy**

Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

**Probation**

At the end of any grading period, if a student’s semester or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension. Students must be in good academic standing (i.e., not on probation/suspension to graduate).

**Suspension**

At the end of any grading period, if a student’s semester or overall GPA falls below a 2.0 she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension, a student will sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university.

**Suspension Appeal**

Under exceptional conditions, a student may write a letter of appeal to the Director of Graduate Studies. Consideration for reinstatement will be on a case-by-case basis and approved only one time by the Director of Graduate Studies or designee. There is no appeal beyond the Director of Graduate Studies.

**Student Review Policy**

Students enrolled in the program in preparation for professional licensure or certification in the Counseling and Psychology Department are expected to maintain high academic standards and to develop appropriate skills and dispositions needed to serve as professionals in the field for which they are training. Students are expected to conduct themselves with professionalism, exhibit developmentally appropriate levels of competence, demonstrate social and emotional maturity, and conform to the guiding ethical standards for their field of study. A student’s acceptance into a program does not guarantee continued fitness in that program. As such, faculty members teaching in the graduate programs of the Counseling & Psychology Department, using their professional judgment, continually evaluate each student’s performance. If a faculty member believes that a student is not making satisfactory progress towards developing the skills and dispositions needed for professional practice, that faculty member will discuss the situation with the student. If the faculty member believes the student’s performance did not (or is unlikely to) improve to acceptable standards after such a discussion, the faculty member may initiate the process of a formal Performance Fitness Evaluation (see Appendix C).

**Performance Fitness Evaluation Process**

*Initiating a Performance Fitness Evaluation*

- The concerned faculty member should complete the Performance Fitness Evaluation Form, share a copy of the Form with the student, and place a copy in the student’s file.
- The faculty will contact the student to schedule a Performance Fitness Evaluation Meeting. The student has 5 working days to respond to the request to schedule a meeting. If the student does not respond by the close of business on the 5th business day, the faculty will notify the student of the day/time when a Performance Fitness Evaluation Meeting will take place.

*Performance Fitness Evaluation Meeting*

- An ad hoc faculty review committee will be formed to review the concerns raised by the issuing faculty; it will be comprised of the Program Coordinator for the program in which the student is enrolled and 2 other graduate faculty appointed by the Department Chair.
- This meeting should take place within 10 working days of the student’s response to the request to schedule a meeting (or within 15 working days of the time the issuing faculty member requested the meeting, whichever comes first).
- At the meeting:
  - The student will be provided with the reasons for non-satisfactory progress in writing (at minimum this will include the Performance Fitness Evaluation Form completed by the issuing faculty).
  - The student will be given an opportunity to discuss the concerns with the faculty.
  - In addition to soliciting input from the student, the Committee may consult with any of the department faculty and/or relevant supervisors regarding the evaluation of the student’s fitness and/or development of remediation strategies.
  - Within 10 working days of this meeting, the student’s Program Coordinator will report the recommendation of the committee to the student and to the Department Chair.
  - Possible recommendations include the following:

1. Student allowed to remain in program;
2. Student allowed to remain in program with conditions; or
3. Student dismissed from the program.
• If the student is recommended to stay in the program with conditions, the faculty review committee will develop a remediation plan and submit a written copy of this plan to the student within 10 working days of the meeting.

1. Appeals of the committee’s recommendation regarding remediation should be made to the Department Chair within 10 working days of the receipt of the committee’s recommendation.
2. If at any time the student is not making satisfactory progress in remediation, the faculty review committee may either modify the remediation plan or recommend the student be dismissed from the program.

• If the student is recommended to be dismissed from the program, this will be reported to the student, the Department Chair, the Dean of the College of Education, and the Director of Graduate Studies.
• Appeals of the committee’s recommendation regarding dismissal should be made to the Dean of the College of Education within 10 working days of the receipt of the committee’s recommendation.
• A student’s failure to respond within 10 days of notification of the committee’s recommendation indicates the student’s acceptance of the committee’s recommendation.

Appealing the committee’s recommendation
• A student wishing to appeal the committee’s recommendation should submit his/her appeal in writing to the Department Chair (if appealing a remediation plan) or to the Dean (if appealing dismissal from the program) within 10 working days of the receipt of the committee’s recommendation.
• The Department Chair may amend the remediation plan if it is determined that:
  • The remediation plan does not clearly address the concerns identified in the Performance Fitness Evaluation Form submitted to the student.
  • The remediation plan is overly broad or vague in its requirements.
• The Dean will consider the appeal of dismissal based on results compiled by the Department Chair and notify the student of the decision within 10 working days of the appeal. The Dean’s decision is final. The Dean may negate the committee’s recommendation for dismissal if it is determined that:
  • The committee’s decision was influenced by an unfair bias or prejudice against the student;
  • The committee neglected to consider valid evidence that could have impacted the decision;
  • The procedure employed by the committee to reach the decision departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment.

Comprehensive Examination
Every candidate for the program must successfully complete a comprehensive examination.

Students are ultimately responsible for enrolling in a zero hour comprehensive exam section the semester they plan to sit for the exam and for making arrangements to take it as scheduled. Examination dates are typically:

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: 2nd Saturday in November</td>
<td>October 1st</td>
</tr>
<tr>
<td>Spring: 2nd Saturday in April</td>
<td>March 1st</td>
</tr>
<tr>
<td>Summer: 2nd Saturday in July</td>
<td>June 1st</td>
</tr>
</tbody>
</table>

The nature of the comprehensive examination will differ according to the graduate program in which a student is enrolled. Students should consult with their Program Coordinator regarding the specific nature of this exam.

Program Coordinators will determine the minimum score required to pass the Comprehensive Exam. Students who fail to earn a passing score must meet with their Program Coordinator to develop a remediation plan before making a second attempt to pass the Comprehensive Examination. Students who are unable to successfully complete the required comprehensive exams will be dismissed from the program.

Graduation
Students must register to graduate by the deadline listed in the current catalog or class schedule. All university requirements regarding the final procedures related to the degree must be followed. If courses have been substituted for those printed on the degree plan, a substitution approval form must be completed, signed by the student, graduate advisor, and the Department Chair and placed on file in the Office of Graduate Studies.

Courses
The following courses require a separate application for each semester in which the student will be enrolled:
• PSYC 5391, 5384, 5385

Eligibility
All prerequisite courses must be completed to be eligible for enrollment in practicum and internship courses with a grade of B or better (see Appendices D through I for the Verification of Eligibility Form appropriate for the program in which the student is enrolled). Students must have a 3.0 GPA or higher, be admitted to one of the professional programs, and not be on academic probation. Students must show satisfactory progress and acceptable standards of conduct. And, every applicant must be approved for eligibility by the practicum/internship director.

Any program faculty member may challenge a student’s eligibility or fitness for a practicum or internship under the Student Performance Fitness Evaluation Policy of the department. No student will be admitted
to a practicum/internship until all challenges to eligibility have been resolved.

Application and Deadlines

Application for practicum/internship experiences must be submitted for each experience. Acceptance and completion of one practicum/internship course does not assure acceptance to a second practicum/internship. Application forms are available on the department’s website and in the department office.

Application deadlines are announced and posted each semester. It is the responsibility of the student seeking a practicum/internship to know and adhere to the application deadline. No new applications will be considered after a deadline for a particular semester has passed.

The application deadlines are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1st</td>
</tr>
</tbody>
</table>

If a deadline falls on a weekend or holiday, it will be moved to the next working day.

Written notification of acceptance to a practicum/internship will be provided as soon as all applications have been processed after the deadline date. Packets containing guidelines and procedures will be mailed to all applicants who have been accepted. The assigned supervisor of each section will provide specific information and guidelines to students registered in that section. Students whose applications are not accepted may reapply for the subsequent semester.

Selection of Practicum and Internship Sites

The student seeks and chooses the practicum/internship site. Approval of the site by the practicum/internship director is required. A site must be deemed appropriate by the practicum/internship director to be approved. Sites that are greater than 75 miles from the Killeen campus must additionally be approved by the student’s Program Coordinator.

The student must provide the names and phone numbers of contacts at the site, as well as detailed information about the services offered and potential experiences for the student. To approve a site, the practicum/internship director will consider the qualifications of supervisors at the site, the experiences to be offered the student, the coursework, degree plan, and licensure/certification sought by the student, and the quality of the services offered at the site. The practicum/internship director may deny placement of a student at a particular site if the site is deemed inappropriate for meeting the educational needs of the student.

It is highly recommended that students seeking sites meet with the practicum/internship director early in the semester of the application deadline to get pre-approval of the site. This will help to insure that adequate time is available to find an alternate site in case a site is not approved.

Liability Insurance

All students who register for a practicum or internship course are required to submit proof of their student counseling/therapy liability insurance with each application for fieldwork courses. In some instances, students may be required to provide health certificates or evidence of immunization to work with clients. Because it is the responsibility of students to prepare themselves for course requirements, liability insurance must be purchased sufficiently prior to beginning a practicum or internship course to avoid delays in working with clients. Students are also responsible for renewing the insurance as needed.

Professional Associations

- Students are strongly encouraged to network within the professional community (e.g., participate in professional activities and/or join a professional association). A variety of professional associations have student members. As a whole, these associations provide many benefits, products, and services to counselors, psychologists, and therapists. They promote public recognition of the profession, advocate for the profession, and represent the profession’s interests before federal, state, and local governments.
- Professional associations most directly related to our program options include:
  - Association for Psychological Science
  - National Association of School Psychologists
  - Texas Association of School Psychologists
- Students are also encouraged to attend and participate in professional association conferences. Such experiences give opportunities to share research, network, and enhance professional development. While it is not a requirement, graduate faculty are often interested in collaborating with students to develop conference presentations.

All graduate degree options within the master’s degree programs are designed to lead to eligibility for professional certification or licensure in the State of Texas, with the exception of Educational Psychology. These degree options are primarily designed for a particular credential. Conferral of a degree is only the first step for students seeking professional licensure.

Certification or licensure is generally coordinated between the student and the board issuing the desired credential. Program faculty and the department usually provide documentation and verification of training experiences to boards after the student has initiated the credentialing process.

- For school psychologist licensure (LSSP), students initiate the process by contacting the appropriate licensing board.

It is the responsibility of the student to be aware of the particular requirements of the certification and licensing board for which a credential is sought. Additionally, these requirements often differ depending on what state one is pursuing a credential. Consult with program faculty if you are unsure of how to find these requirements.

Many credentials require post-master’s degree internship experiences. The student independently arranges these with the consent of the certification or licensing board. The department and its program faculty are not involved in this requirement.
Program options, the eligible credentials, and the appropriate certification and licensing boards for these credentials are listed in the table on the next page.

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Credential</th>
<th>Responsible Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Mental Health Counseling</td>
<td>M.S.</td>
<td>Licensed Professional Counselor (license)</td>
<td>Texas State Board of Examiners of Professional Counselors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Certified Counselor (certification)</td>
<td>National Board for Certified Counselors</td>
</tr>
</tbody>
</table>
HANDBOOK FOR M.S. IN EDUCATIONAL PSYCHOLOGY

Student Checklist

- Apply to the office of Graduate Studies. This includes:
  - Completing and submitting online the Graduate School Application for Admission form in which the student indicates the degree program in the Department of Counseling and Psychology for which he or she is applying: https://www.tamuct.edu/departments/graduatstudies/index.php
  - Submitting current Graduate Record Examination (GRE) scores (if required). Note: Any undergraduate who obtained a 3.0 GPA or higher is exempt from taking the GRE for university admission to Graduate Studies. However, some programs in the department still require submission of GRE scores.
  - Submitting official transcripts of all undergraduate and graduate academic coursework
  - Writing and submitting a 200-300 word essay addressing career and academic goals
  - Note: Admission to the Graduate School does not guarantee admission to a graduate degree program in the Department of Counseling and Psychology.

- Complete the Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/coe/counseling-psychology.html
- Complete the application process for the program.
- Meet with the Program Coordinator prior to enrolling in any courses in a degree program in the Department of Counseling and Psychology
- Meet with a faculty graduate advisor to complete a degree plan
- Apply for graduation and participation in graduation ceremony

Admission Process

- Students at Texas A&M University – Central Texas (A&M-Central Texas) may choose one from a variety of graduate degree programs within the Department of Counseling and Psychology, and each student must declare to which program he or she is applying when submitting an application to the department for program admission and acknowledge this choice when a degree plan is filed. Students will graduate with a graduate degree in only one program. Students may take courses not listed on their degree plans after obtaining approval from their Program Coordinator and completing all necessary prerequisite courses with the understanding that these courses are electives and will not satisfy requirements for graduation.
- Obtain Conditional Admission to Graduate Studies at A&M-Central Texas: http://catalog.tamuct.edu/graduate-information/graduate-admissions/
- Complete the online Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/departments/counseling-psychology/index.php
- Submit all admission materials to the Program Coordinator by:
  - July 1st (Fall)
  - Nov 1st (Spring)
  - Apr 1st (Summer)

- Each applicant’s materials will be reviewed by program faculty, and the applicant will be notified via email of the admission decision.
- Applications received after the established deadlines will be reviewed on a case-by-case basis if space is available.
- Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure (more information on this procedure for all programs in the department appears below).

Admission Requirements

Students will be admitted into the M.S. Educational Psychology program by the faculty once the following application criteria are met:

- Bachelor’s degree from a regionally accredited institution.
- Preferred minimum GPA of 3.0.
- Timely submission of admission materials.
- Completed Counseling & Psychology Department application.
- Submission of final GRE scores. This requirement is waived only for applicants who have already earned a graduate degree from a regionally accredited institution.

Admission Materials

- Department Application: The "Programs of the Counseling & Psychology Department Application" on the Counseling and Psychology web page must be completed online.
- Personal Statement: An essay describing why the applicant wants to pursue a research-based career in psychology and how the degree will help him/her achieve professional and/or personal goals is required. The essay should include a description of how the applicant plans to use the degree to advance his or her career, the type of research-related profession the applicant plans to enter, the applicant’s strengths and weaknesses as they pertain to graduate-level study with an explanation of how the applicant plans to overcome the weaknesses described, and any other qualities which speak to the applicant’s interest in and potential to succeed in the Educational Psychology Program. The essay should be no less than 400 words and no more than 600 words. The essay must be typed, double-spaced, and submitted electronically as an attachment to the email address provided in the Departmental Application.
- Statement of Research Interests and Experience: An essay describing the applicant’s experience in performing research and the areas of research the applicant is interested in pursuing is required. The essay should describe all research experiences including (but not limited to) the number and types of research papers written for coursework, research-based honors projects, work with faculty members on research projects, lab assistantships (paid or unpaid), conference presentations, publications, etc. The essay should also include a description of the applicant’s ideas and plans for conducting research in the future such as the variables, samples, and/or applications that the applicant wants to explore. The essay should explain why the applicant’s interests are a good fit with the Educational Psychology Program at TAMU-CT. The essay should be no less than 400 words and no more than 600 words. The essay must be typed, double-spaced, and submitted electronically as an attachment to the email address provided in the Departmental Application.
- Two Letters of Recommendation: Two letters of recommendation explaining the applicant’s academic, professional,
and/or research abilities are required. These letters should address
the applicant’s ability to meet graduate-level academic challenges
and to work in a research-related profession. Each letter should
include an explanation of the author’s relationship with the applicant,
evidence of the applicant’s relevant competencies, aptitudes, and
experiences, and an overall recommendation (e.g., recommend most
highly, strongly recommend, recommend, recommend with some
reservations, or do not recommend). Letters should be printed and
signed by the author then scanned and sent as an attachment to the
e-mail address provided in the Department Application.

• Scores on the Graduate Record Exam (GRE): Submission of all scores
on the General Test including the Verbal Reasoning, Quantitative
Reasoning, and Analytical Writing sections is required. Scores can
be no more than 5 years old at time of admission. Applicants who
have already earned a graduate degree from a regionally accredited
institution may submit the transcript for the graduate degree in lieu of
GRE scores.

• Resume/CV: A résumé or curriculum vitae summarizing the
applicant’s education and work experiences should be submitted with
the materials.

Admissions Appeals Procedure

Student admission appeals are handled according to the following
guidelines, which are consistent with the University Academic Appeals
Procedure: http://catalog.tamuct.edu/registration-records/academic-
appeals-procedure/. Extenuating circumstances may cause the
University to deviate from the defined time frames. Any question of
interpretation or application of this procedure shall be referred to the
Office of the Provost.

A student who wishes to appeal an admission decision should ask for a
scoring review and written remediation plan from that committee via the
Program Coordinator within 30 calendar days of the originating event.
The Program Coordinator is expected to give the student a response from
the Admissions Committee within 15 calendar days.

If the Program Coordinator is unavailable, if a response is not made
within 15 calendar days, or if the student is unsatisfied with the response
and wishes to appeal a decision of the Admissions Committee, the
student should inform the Department Chair of the appeal in writing
within 60 calendar days of the originating event. For an appeal of an
admission decision, the originating event shall be considered the written
notification of the admission decision to the student until the appeal
process concludes. The written appeal must include the following:

• Name, address, email, telephone number, and University Identification
  Number (UIN) of the student.
• Date of action against the student and by which faculty member/
  committee.
• Nature of admission action and copy of applicable materials
  including the written remediation plan.
• Circumstances which merit review.
• Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar
days of the filed appeal.

A student unsatisfied with the decision of the Department Chair may
appeal in writing to the College’s Academic Appeals Committee within 15
calendar days of notification of the decision from the Department Chair.

The minimum standard for each college’s committee is three faculty
members, who were not serving on the Admissions Committee when the
admission decision under appeal was made; each college is responsible
for developing a specific and nonbiased committee structure. After
hearing both sides of the incident, the committee may decide that no
further review is justified or may render a recommendation to the College
Dean. The decision of the College Dean is final and will be communicated
to the student in writing.

Ethical Standards

All students are expected to understand and practice the ethical
codes and standards of their appropriate professional organization
(e.g., American Psychological Association).

Students are also expected to understand and adhere to the standards of
conduct for students at Texas A&M University - Central Texas. Violations
of professional ethical standards or University rules could indicate a
student is unfit to continue in the program.

Students are expected to periodically review the ethical standards to
ensure continued understanding and practice.

Advisors and faculty members at A&M-Central Texas have an obligation
to respond when students are in violation of professional ethical
standards or University rules of conduct. Additionally, the Office of
Student Affairs may take action when a student violates the Student
Code of Conduct.

Faculty Advisement

Students are required to seek advising by faculty advisors regarding
coursework, program policies and procedures, requests to change degree
plans, and assistance with other educational or career needs.

• A faculty advisor is assigned to each student according to area of
  emphasis and degree plan. Students may consult with any faculty
  member but are urged to work with their assigned advisor as much as
  possible due to his/her expertise and knowledge in the student’s area
  of emphasis.
• Advising is a continuous process, and faculty advisors are assigned
  many students to advise in addition to their other workload
  requirements, such as teaching, service, and research. Students
  should demonstrate respect for the faculty advisor’s time by setting
  appointments and being prepared for their appointments as much as
  possible.

Student’s Responsibilities

Students have a responsibility for their learning. Other responsibilities
include:

• Reading the A&M-Central Texas catalog each year to determine if
  changes impact them
• Reading and adhering to professional ethical standards
• Meeting registration and payment deadlines
• Participating in activities and projects, internal or external to the
  University, that will enhance their learning experience
• Following the degree plan outline as closely as possible and being
  aware of all course prerequisites
• Preparing for courses by making arrangements to attend regularly
  scheduled classes, allowing for adequate study time, completing

A résumé or curriculum vitae summarizing the
applicant’s education and work experiences should be submitted with
the materials.

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assignments on a timely basis, and taking the final exam as scheduled
• Identifying skill strengths and working toward development of skills that need improvement
• Asking questions to obtain information regarding topics they do not understand
• Successfully completing the thesis
• Meeting graduation requirements and deadlines
• Becoming identified with the professional community (e.g., participating in professional activities and/or joining a professional association such as APA, ACA, ASCA, AAMFT, National Association of School Psychologists (NASP), Texas Counseling Association (TCA), etc.).

Degree Plan
Once Full Admission to a Program is granted, a student should contact his/her graduate advisor to discuss a plan for completing coursework as soon as possible and complete a Graduate Degree Plan Acknowledgment & Responsibility Form, which will be signed by the student, graduate advisor, and the Department Chair (or College Dean). Note: Students who are non-degree seeking are not in a degree program and are not eligible to file a degree plan. Care must be taken to select courses that also meet requirements for special credentials the student may be seeking such as licensure or certification. See the Certification and Licensure section of this guide for more details.

Transfer of Coursework to Degree Plan
Graduate degree credit is allowed only for A, B, and C grades (for more information see the University Catalog). For all graduate programs in the Counseling and Psychology Department, courses transferred to the degree plan are allowed only for A and B grades. Courses taken at any institution will not be transferred to the degree plan with a C grade or lower.

Program Standards
Students must maintain high scholastic standards and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their professional fields and to conform to the code of ethics of relevant professional associations and the state of Texas. A student’s acceptance to program does not guarantee professional fitness that is required to remain in the program. See Student Review Policy described below regarding what procedures will be followed when faculty believe students are not fit for a particular program.

Professional Endorsement Policy
The faculty will not endorse any graduate from the program for a license or certification for which the graduate has not been trained.

College of Education Academic Appeal Policy
The College of Education Grade Appeal Policy was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty. Consistent with this, it is recognized that:
• Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
• Faculty members have the right to evaluate students’ work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.
• It is assumed that A&M-Central Texas faculty members appropriately evaluate students’ work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor’s determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member’s belief that the student violated the university’s academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

Justification for an Appeal
Grade appeals may only be initiated if the grade was influenced by one of the following:
• Error: A clerical/computational error was made in calculating/reporting the grade.
• Prejudice: The faculty member’s evaluation of the student’s work was influenced by the faculty member’s negative attitude toward the student.
• Arbitrary method: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
• Inconsistent application: The student’s grade was not determined using the same process applied to other students in the course.
• Unsubstantiated charge of dishonesty: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.
• Insufficient reasons upon which to base an appeal include:
  • Disagreement with course policies that are clearly communicated in writing to all students.
  • Differences in policies among sections of the same course or across faculty members.
  • Potential negative impact on the student (e.g., loss of financial aid).
  • Dissatisfaction with instructional style and/or methods (Note: Students who have complaints regarding the instruction they receive should address these directly with their instructor or that faculty member’s supervisor).

Appeal Process
A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating
event using the Grade Appeal Form (located on the website for the College of Education).

- The faculty member is required to give the student a written response within 15 calendar days.
- The response by the faculty member (or his or her immediate supervisor) should be made using the Appeal Response Form (located on the website for the College of Education).
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or his or her designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 60 calendar days of the originating event.

- This submission should include a copy of the original Grade Appeal Form, a copy of the Appeal Response Form from the faculty member, and a written explanation from the student addressing why he or she believes the faculty member's response was inadequate/unsatisfactory.
- The Chair (or proxy) then has 15 calendar days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The Committee will review the student’s appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 30 calendar days of receiving the student’s appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean and two student representatives.
- The student representatives will be the president of the university’s Psychology and Counseling student organization and the president of the university’s student chapter of the Association of Texas Professional Educators. If these students are not available to participate, they may appoint a replacement from within their respective organizations.
- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).
- The Committee will notify the student and faculty member that the appeal is under committee review.
- If the student or faculty member wishes to provide the Committee with additional materials explaining their position, this should be done within 7 calendar days of the time the committee is asked to review the appeal.
- The student and faculty member both have the right to present evidence in person to the committee, but the committee may deliberate in private.

The decision of the College Dean is final and will be communicated to the student in writing.

# Student Retention Policy

Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution.

Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

## Probation

At the end of any grading period, if a student’s semester or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension. Students must be in good academic standing (i.e., not on probation/suspension to graduate).

## Suspension

At the end of any grading period, if a student’s semester or overall GPA falls below a 2.0 she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension, a student will sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university.

## Suspension Appeal

Under exceptional conditions, a student may write a letter of appeal to the Director of Graduate Studies. Consideration for reinstatement will be on a case-by-case basis and approved only one time by the Director of Graduate Studies or designee. There is no appeal beyond the Director of Graduate Studies.

# Student Review Policy

Students enrolled in the program in preparation for professional licensure or certification in the Counseling and Psychology Department are expected to maintain high academic standards and to develop appropriate skills and dispositions needed to serve as professionals in the field for which they are training. Students are expected to conduct themselves with professionalism, exhibit developmentally appropriate levels of competence, demonstrate social and emotional maturity, and conform to the guiding ethical standards for their field of study.

A student’s acceptance into a program does not guarantee continued fitness in that program. As such, faculty members teaching in the graduate programs of the Counseling & Psychology Department, using their professional judgment, continually evaluate each student’s performance. If a faculty member believes that a student is not making satisfactory progress towards developing the skills and dispositions needed for professional practice, that faculty member will discuss the situation with the student. If the faculty member believes the student’s performance did not (or is unlikely to) improve to acceptable standards after such a discussion, the faculty member may initiate the process of a formal Performance Fitness Evaluation (see Appendix C).
Performance Fitness Evaluation Process
Initiating a Performance Fitness Evaluation

• The concerned faculty member should complete the Performance Fitness Evaluation Form, share a copy of the Form with the student, and place a copy in the student’s file.
• The faculty will contact the student to schedule a Performance Fitness Evaluation Meeting. The student has 5 working days to respond to the request to schedule a meeting. If the student does not respond by the close of business on the 5th business day, the faculty will notify the student of the day/time when a Performance Fitness Evaluation Meeting will take place.

Performance Fitness Evaluation Meeting

• An ad hoc faculty review committee will be formed to review the concerns raised by the issuing faculty; it will be comprised of the Program Coordinator for the program in which the student is enrolled and 2 other graduate faculty appointed by the Department Chair.
• This meeting should take place within 10 working days of the student’s response to the request to schedule a meeting (or within 15 working days of the time the issuing faculty member requested the meeting, whichever comes first).
• At the meeting:
  • The student will be provided with the reasons for non-satisfactory progress in writing (at minimum this will include the Performance Fitness Evaluation Form completed by the issuing faculty).
  • The student will be given an opportunity to discuss the concerns with the faculty.
  • In addition to soliciting input from the student, the Committee may consult with any of the department faculty and/or relevant supervisors regarding the evaluation of the student’s fitness and/or development of remediation strategies.
  • Within 10 working days of this meeting, the student’s Program Coordinator will report the recommendation of the committee to the student and to the Department Chair.
    • Possible recommendations include the following:
      1. Student allowed to remain in program;
      2. Student allowed to remain in program with conditions; or
      3. Student dismissed from the program.

• If the student is recommended to stay in the program with conditions, the faculty review committee will develop a remediation plan and submit a written copy of this plan to the student within 10 working days of the meeting.

Thesis

A thesis is an independent, original research project completed by all graduate students seeking the Master of Science in Educational Psychology degree with an emphasis in experimental psychology. The research project must be quantitative in nature and will be completed in collaboration with three faculty members who serve on the thesis committee. Students will complete the project while enrolled in the course, PSYC 5198 Thesis. Six hours of thesis credit is required. Credit is awarded for thesis coursework when 1) the thesis proposal is completed and again when 2) the final thesis is completed. Once a student enrolls in thesis hours, the student must remain continuously enrolled in a PSYC 5198 course until the thesis is completed. A student may begin the thesis after meeting the following requirements:

Appealing the committee’s recommendation

• A student wishing to appeal the committee’s recommendation should submit his/her appeal in writing to the Department Chair (if appealing a remediation plan) or to the Dean (if appealing dismissal from the program) within 10 working days of the receipt of the committee’s recommendation.
• The Department Chair may amend the remediation plan if it is determined that:
  • The remediation plan does not clearly address the concerns identified in the Performance Fitness Evaluation Form submitted to the student.
  • The remediation plan is overly broad or vague in its requirements.
• The Dean will consider the appeal of dismissal based on results compiled by the Department Chair and notify the student of the decision within 10 working days of the appeal. The Dean’s decision is final. The Dean may negate the committee’s recommendation for dismissal if it is determined that:
  • The committee’s decision was influenced by an unfair bias or prejudice against the student;
  • The committee neglected to consider valid evidence that could have impacted the decision;
  • The procedure employed by the committee to reach the decision departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment.
• Successful completion of PSYC 5300 and PSYC 5301.
• Successful completion of 12 additional hours of coursework in the degree plan beyond PSYC 5300 and PSYC 5301.

Prior to being enrolled in thesis the student is expected to identify his or her topic, draft a concept paper, and select the faculty chair of the thesis committee. During the first semester of thesis, the student is expected to write a research proposal and defend the research protocol. Prior to collecting data, the student must obtain approval of the Institutional Review Board (IRB). During the second semester, the student will collect and analyze data, interpret his or her findings, and defend the final thesis report. The Office of Graduate Studies publishes a Thesis Manual which outlines required thesis elements and procedures. Due to the shortened calendar during the summer semester, it is strongly recommended that students begin their thesis in the Fall semester. There is no guarantee that the thesis can be completed in two semesters though students should work diligently to achieve this goal.

Graduation
Students must register to graduate by the deadline listed in the current catalog or class schedule. All university requirements regarding the final procedures related to the degree must be followed. If courses have been substituted for those printed on the degree plan, a substitution approval form must be completed, signed by the student, graduate advisor, and the Department Chair and placed on file in the Office of Graduate Studies.

Professional Associations
• Students are strongly encouraged to network within the professional community (e.g., participate in professional activities and/or join a professional association). A variety of professional associations have student members. As a whole, these associations provide many benefits, products, and services to counselors, psychologists, and therapists. They promote public recognition of the profession, advocate for the profession, and represent the profession’s interests before federal, state, and local governments.
• Professional associations most directly related to our program options include:
  • American Psychological Association
  • Association for Psychological Science
  • Southwestern Psychological Association
  • National Association of School Psychologists
  • Texas Psychological Association
  • Texas Association of School Psychologists

• Students are also encouraged to attend and participate in professional association conferences. Such experiences give opportunities to share research, network, and enhance professional development. While it is not a requirement, graduate faculty are often interested in collaborating with students to develop conference presentations.
HANDBOOK FOR M.S. IN MARRIAGE AND FAMILY THERAPY

Student Checklist
• Apply to the office of Graduate Studies. This includes:
  • Completing and submitting online the Graduate School Application for Admission form in which the student indicates the degree program in the Department of Counseling and Psychology for which he or she is applying: https://www.tamuct.edu/departments/graduatestudies/index.php
  • Submitting current Graduate Record Examination (GRE) scores (if required). Note: Any undergraduate who obtained a 3.0 GPA or higher is exempt from taking the GRE for university admission to Graduate Studies. However, some programs in the department still require submission of GRE scores.
  • Submitting official transcripts of all undergraduate and graduate academic coursework
  • Writing and submitting a 200-300 word essay addressing career and academic goals
  • Note: Admission to the Graduate School does not guarantee admission to a graduate degree program in the Department of Counseling and Psychology.

• Complete the Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/coe/counseling-psychology.html
• Complete the application process for the program.
• Meet with the Program Coordinator prior to enrolling in any courses in a degree program in the Department of Counseling and Psychology
• Meet with a faculty graduate advisor to complete a degree plan AFTER FULL ADMISSION
• Apply for field work course in the semester prior to enrolling in them (must apply each semester for each course) if required by the program
• Apply to take comprehensive exam
• Apply for graduation and participation in graduation ceremony

Statement of Informed Consent
The graduate degree programs include laboratory and field experiences in counseling, therapy, or psychology. These courses may include practicing counseling, therapy, and assessment skills with student peers; being interviewed by counseling or psychology peers; and practicing newly-acquired and more advanced skills with actual clients at field sites. Important components of student evaluation will include receptivity to the giving and receiving of feedback (from peers, university instructors, and site supervisors) and ability to integrate such feedback into the student’s counseling, therapy, and assessment behaviors. Feedback will include supervisor observations (from course instructors, program faculty, and site supervisors) of any limitations in counseling, therapy, assessment skills, professional practice, and personal qualities and behaviors which may inhibit the student’s therapeutic abilities. Feedback (oral and/or written) will come in the classroom and lab settings, as well as in group and individual supervision settings. Additional meetings with instructor and/or field supervisor may be necessary. Progression through field experiences will depend upon a formative evaluation by the instructor that the student has acquired the skills necessary for the next level. To participate in these experiences, students will sign a Statement of Informed Consent indicating that they understand and agree to conditions for enrollment in the program (see Appendix A).

Statement of Confidentiality
Due to the nature of counseling, therapy, and psychology, and the faculty’s responsibility to educate effective counselors and therapists, students may be encouraged to participate in experiential activities (including group counseling as well as attending and paying for counseling as an outside class activity). Signing a confidentiality agreement, which is included in the appendix of this student handbook, protects student’s rights with regard to self-disclosure (see Appendix B).

Students are subject to the conditions of the department’s retention procedure included later in this guide.

Admission Process
• Obtain Conditional Admission to Graduate Studies at A&M-Central Texas: http://catalog.tamuct.edu/graduate-information/graduate-admissions/
• Complete the online Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/departments/counseling-psychology/index.php
• Submit all admission materials to the Program Coordinator by:
  • June 1st (Fall)  
  • Nov 1st (Spring)  
  • Apr 1st (Summer)
• Your materials will be reviewed by M.S. in Marriage Family Therapy faculty, and you will either be invited to complete an interview or notified that your application was denied.
• Upon invitation, schedule and complete an individual interview by:
  • July 1st (Fall)  
  • Dec 1st (Spring)  
  • May 1st (Summer)
• Applicants will be notified via email following the interview whether or not they have been accepted into the program.
• Applications received after the established deadlines will be reviewed on a case-by-case basis if space is available.
• Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure (more information on this procedure for all programs in the department appears below)

Admission Requirements
• Bachelor’s degree from a regionally accredited institution.
• Preferred minimum GPA of 3.0.
• Minimum GRE and GPA combination:
  • Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
• Last 60 hour GPA 3.0 or higher: at least 280 (Verbal + Quantitative)
• Students who have a previous graduate degree from a regionally accredited university are waived from the requirement of a GRE score.
• Clinical/Work/Volunteer Experience: While specific experience not required, previous related work experience may make applicant more competitive.
• Completed Counseling and Psychology Department Application.
• Timely submission of admission materials.

Admission Materials
• Departmental application: The Departmental application can be found online at the Departmental website.
• References: Three professional references are required from colleagues or supervisors who can attest to the applicant’s clinical knowledge, skill, and potential aptitude for graduate study. Recommendation letters must include address, phone number, and signature of recommender. The envelope must be submitted unopened. If a recommender prefers to submit an original, hard copy letter, please remind him or her that it must include an ink signature and be submitted in a sealed envelope.
• Personal Statement: An essay describing your pertinent human services experiences and how they will enhance your development as a marriage and family therapist.
• Resume/CV: A work experiences résumé or curriculum vitae.
• Copies of any professional licenses currently held.
• Most recent GRE scores.

Admissions Appeals Procedure
Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure: http://catalog.tamuct.edu/registration-records/academic-appeals-procedure/. Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost.

A student who wishes to appeal an admission decision should ask for a scoring review and written remediation plan from that committee via the Program Coordinator within 30 calendar days of the originating event. The Program Coordinator is expected to give the student a response from the Admissions Committee within 15 calendar days.

If the Program Coordinator is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishes to appeal a decision of the Admissions Committee, the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. For an appeal of an admission decision, the originating event shall be considered the written notification of the admission decision to the student until the appeal process concludes. The written appeal must include the following:

• Name, address, email, telephone number, and University Identification Number (UIN) of the student.
• Date of action against the student and by which faculty member/committee.
• Nature of admission action and copy of applicable materials including the written remediation plan.
• Circumstances which merit review.
• Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar days of the filed appeal.

A student unsatisfied with the decision of the Department Chair may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The minimum standard for each college’s committee is three faculty members, who were not serving on the Admissions Committee when the admission decision under appeal was made; each college is responsible for developing a specific and nonbiased committee structure. After hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean. The decision of the College Dean is final and will be communicated to the student in writing.

Ethical Standards
All students are expected to understand and practice the ethical codes and standards of conduct of the American Association for Marriage and Family Therapy (AAMFT) and licensing board.

Students are also expected to understand and adhere to the standards of conduct for students at Texas A&M University - Central Texas (A&M-Central Texas). Violations of professional ethical standards or University rules could indicate a student is unfit to continue in the program.

Students are expected to periodically review the ethical standards to ensure continued understanding and practice.

Advisors and faculty members at A&M-Central Texas have an obligation to respond when students are in violation of professional ethical standards or University rules of conduct. Additionally, the Office of Student Affairs may take action when a student violates the Student Code of Conduct.

Faculty Advisement
Students are required to seek advising by faculty advisors regarding coursework, certification and licensing requirements, program policies and procedures, requests to change degree plans, and assistance with other educational or career needs.

• A faculty advisor is assigned to each student according to area of emphasis and degree plan. Students may consult with any faculty member but are urged to work with their assigned advisor as much as possible due to his/her expertise and knowledge in the student’s area of emphasis.
• Advising is a continuous process, and faculty advisors are assigned many students to advise in addition to their other workload requirements, such as teaching, service, and research. Students should demonstrate respect for the faculty advisor’s time by setting appointments and being prepared for their appointments as much as possible.
Degree Plan

Once Full Admission to a Program is granted, a student should contact his/her graduate advisor to discuss a plan for completing coursework as soon as possible and complete a Graduate Degree Plan Acknowledgment & Responsibility Form, which will be signed by the student, graduate advisor, and the Department Chair (or College Dean). Note: Students who are non-degree seeking are not in a degree program and are not eligible to file a degree plan. Care must be taken to select courses that also meet requirements for special credentials the student may be seeking such as licensure or certification. See the Certification and Licensure section of this guide for more details.

Transfer of Coursework to Degree Plan

Graduate degree credit is allowed only for A, B, and C grades (for more information see the University Catalog). For all graduate programs in the Counseling and Psychology Department, courses transferred to the degree plan are allowed only for A and B grades. Courses taken at any institution will not be transferred to the degree plan with a C grade or lower.

Student’s Responsibilities

Students have a responsibility for their learning. Other responsibilities include:

- Reading the A&M-Central Texas catalog each year to determine if changes impact them
- Reading and adhering to professional ethical standards
- Meeting registration and payment deadlines
- Participating in activities and projects, internal or external to the University, that will enhance their learning experience
- Following the degree plan outline as closely as possible and being aware of all course prerequisites
- Preparing for courses by making arrangements to attend regularly scheduled classes, allowing for adequate study time, completing assignments on a timely basis, and taking the final exam as scheduled
- Identifying skill strengths and working toward development of skills that need improvement
- Asking questions to obtain information regarding topics they do not understand
- Acquiring and maintaining a minimum of $1,000,000 ($3,000,000 aggregate) in professional liability insurance prior to taking clinical practicums and internships
- Preparing for the site-based practicums and internships in advance of the semester in which they will be taken, including submitting application forms by posted deadlines
- Successfully completing the comprehensive examination or thesis
- Meeting graduation requirements and deadlines
- Collecting and maintaining documentation of practicum and internship hours which will be needed when applying for certification or licensure
- Becoming identified with the professional community (e.g., participating in professional activities and/or joining a professional association such as AAMFT and Texas Associate of Marriage and Family Therapy (TAMFT)).

Program Standards

Students must maintain high scholastic standards and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their professional fields and to conform to the code of ethics of relevant professional associations and the state of Texas. A student's acceptance to program does not guarantee professional fitness that is required to remain in the program. See Student Review Policy described below regarding what procedures will be followed when faculty believe students are not fit for a particular program.

Professional Endorsement Policy

The faculty will not endorse any graduate from the program for a license or certification for which the graduate has not been trained.

College of Education Academic Appeal Policy

The College of Education Grade Appeal Policy was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty. Consistent with this, it is recognized that:

- Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
- Faculty members have the right to evaluate students’ work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.
- It is assumed that A&M-Central Texas faculty members appropriately evaluate students’ work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor's determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member's belief that the student violated the university's academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

Justification for an Appeal

Grade appeals may only be initiated if the grade was influenced by one of the following:

- Error: A clerical/computational error was made in calculating/reporting the grade.
- Prejudice: The faculty member's evaluation of the student's work was influenced by the faculty member's negative attitude toward the student.
- Arbitrary method: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
• Inconsistent application: The student’s grade was not determined using the same process applied to other students in the course.
• Unsubstantiated charge of dishonesty: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.
• Insufficient reasons upon which to base an appeal include:
  • Disagreement with course policies that are clearly communicated in writing to all students.
  • Differences in policies among sections of the same course or across faculty members.
  • Potential negative impact on the student (e.g., loss of financial aid).
  • Dissatisfaction with instructional style and/or methods (Note: Students who have complaints regarding the instruction they receive should address these directly with their instructor or that faculty member’s supervisor).

**Appeal Process**
A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating event using the Grade Appeal Form (located on the website for the College of Education).

- The faculty member is required to give the student a written response within 15 calendar days.
- The response by the faculty member (or his or her immediate supervisor) should be made using the Appeal Response Form (located on the website for the College of Education).
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or his or her designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 60 calendar days of the originating event.

- This submission should include a copy of the original Grade Appeal Form, a copy of the Appeal Response Form from the faculty member, and a written explanation from the student addressing why he or she believes the faculty member’s response was inadequate/unsatisfactory.
- The Chair (or proxy) then has 15 calendar days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The Committee will review the student’s appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 30 calendar days of receiving the student’s appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean and two student representatives.
- The student representatives will be the president of the university’s Psychology and Counseling student organization and the president of the university’s student chapter of the Association of Texas Professional Educators. If these students are not available to participate, they may appoint a replacement from within their respective organizations.
- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).
- The Committee will notify the student and faculty member that the appeal is under committee review.
- If the student or faculty member wishes to provide the Committee with additional materials explaining their position, this should be done within 7 calendar days of the time the committee is asked to review the appeal.
- The student and faculty member both have the right to present evidence in person to the committee, but the committee may deliberate in private.

The decision of the College Dean is final and will be communicated to the student in writing.

**Student Retention Policy**
Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

**Probation**
At the end of any grading period, if a student’s semester or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension. Students must be in good academic standing (i.e., not on probation/suspension to graduate).

**Suspension**
At the end of any grading period, if a student’s semester or overall GPA falls below a 2.0 she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension, a student will sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university.

**Suspension Appeal**
Under exceptional conditions, a student may write a letter of appeal to the Director of Graduate Studies. Consideration for reinstatement will be on a case-by-case basis and approved only one time by the Director of Graduate Studies or designee. There is no appeal beyond the Director of Graduate Studies.

**Student Review Policy**
Students enrolled in the program in preparation for professional licensure or certification in the Counseling and Psychology Department
are expected to maintain high academic standards and to develop appropriate skills and dispositions needed to serve as professionals in the field for which they are training. Students are expected to conduct themselves with professionalism, exhibit developmentally appropriate levels of competence, demonstrate social and emotional maturity, and conform to the guiding ethical standards for their field of study. A student’s acceptance into a program does not guarantee continued fitness in that program. As such, faculty members teaching in the graduate programs of the Counseling & Psychology Department, using their professional judgment, continually evaluate each student’s performance. If a faculty member believes that a student is not making satisfactory progress towards developing the skills and dispositions needed for professional practice, that faculty member will discuss the situation with the student. If the faculty member believes the student’s performance did not (or is unlikely to) improve to acceptable standards after such a discussion, the faculty member may initiate the process of a formal Performance Fitness Evaluation (see Appendix C).

**Performance Fitness Evaluation Process**

**Initiating a Performance Fitness Evaluation**

- The concerned faculty member should complete the Performance Fitness Evaluation Form, share a copy of the Form with the student, and place a copy in the student’s file.
- The faculty will contact the student to schedule a Performance Fitness Evaluation Meeting. The student has 5 working days to respond to the request to schedule a meeting. If the student does not respond by the close of business on the 5th business day, the faculty will notify the student of the day/time when a Performance Fitness Evaluation Meeting will take place.

**Performance Fitness Evaluation Meeting**

- An ad hoc faculty review committee will be formed to review the concerns raised by the issuing faculty; it will be comprised of the Program Coordinator for the program in which the student is enrolled and 2 other graduate faculty appointed by the Department Chair.
- This meeting should take place within 10 working days of the student’s response to the request to schedule a meeting (or within 15 working days of the time the issuing faculty member requested the meeting, whichever comes first).
- At the meeting:
  - The student will be provided with the reasons for nonsatisfactory progress in writing (at minimum this will include the Performance Fitness Evaluation Form completed by the issuing faculty).
  - The student will be given an opportunity to discuss the concerns with the faculty.
  - In addition to soliciting input from the student, the Committee may consult with any of the department faculty and/or relevant supervisors regarding the evaluation of the student’s fitness and/or development of remediation strategies.
  - Within 10 working days of this meeting, the student’s Program Coordinator will report the recommendation of the committee to the student and to the Department Chair.
  - Possible recommendations include the following:
    - 1. Student allowed to remain in program;
    - 2. Student allowed to remain in program with conditions; or
    - 3. Student dismissed from the program.

  - If the student is recommended to stay in the program with conditions, the faculty review committee will develop a remediation plan and submit a written copy of this plan to the student within 10 working days of the meeting.
    - 1. Appeals of the committee’s recommendation regarding remediation should be made to the Department Chair within 10 working days of the receipt of the committee’s recommendation.
    - 2. If at any time the student is not making satisfactory progress in remediation, the faculty review committee may either modify the remediation plan or recommend the student be dismissed from the program.

    - A student’s failure to respond within 10 days of notification of the committee’s recommendation indicates the student’s acceptance of the committee’s recommendation.

**Appealing the committee’s recommendation**

- A student wishing to appeal the committee’s recommendation should submit his/her appeal in writing to the Department Chair (if appealing a remediation plan) or to the Dean (if appealing dismissal from the program) within 10 working days of the receipt of the committee’s recommendation.
- The Department Chair may amend the remediation plan if it is determined that:
  - The remediation plan does not clearly address the concerns identified in the Performance Fitness Evaluation Form submitted to the student.
  - The remediation plan is overly broad or vague in its requirements.
- The Dean will consider the appeal of dismissal based on results compiled by the Department Chair and notify the student of the decision within 10 working days of the appeal. The Dean’s decision is final. The Dean may negate the committee’s recommendation for dismissal if it is determined that:
  - The committee’s decision was influenced by an unfair bias or prejudice against the student;
  - The committee neglected to consider valid evidence that could have impacted the decision;
  - The procedure employed by the committee to reach the decision departed substantially from accepted
Comprehensive Examination
Every candidate for the program must successfully complete a comprehensive examination.

Students are ultimately responsible for enrolling in a zero hour comprehensive exam section the semester they plan to sit for the exam and for making arrangements to take it as scheduled. Examination dates are typically:

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: 2nd Saturday in November</td>
<td>October 1st</td>
</tr>
<tr>
<td>Spring: 2nd Saturday in April</td>
<td>March 1st</td>
</tr>
<tr>
<td>Summer: 2nd Saturday in July</td>
<td>June 1st</td>
</tr>
</tbody>
</table>

The nature of the comprehensive examination will differ according to the graduate program in which a student is enrolled. Students should consult with their Program Coordinator regarding the specific nature of this exam.

Program Coordinators will determine the minimum score required to pass the Comprehensive Exam. Students who fail to earn a passing score must meet with their Program Coordinator to develop a remediation plan before making a second attempt to pass the Comprehensive Examination. Students who are unable to successfully complete the required comprehensive exams will be dismissed from the program.

Graduation
Students must register to graduate by the deadline listed in the current catalog or class schedule. All university requirements regarding the final procedures related to the degree must be followed. If courses have been substituted for those printed on the degree plan, a substitution approval form must be completed, signed by the student, graduate advisor, and the Department Chair and placed on file in the Office of Graduate Studies.

Eligibility
All prerequisite courses must be completed to be eligible for enrollment in practicum and internship courses with a grade of B or better (see Appendices D through I for the Verification of Eligibility Form appropriate for the program in which the student is enrolled). Students must have a 3.0 GPA or higher, be admitted to one of the professional programs, and not be on academic probation. Students must show satisfactory progress and acceptable standards of conduct. And, every applicant must be approved for eligibility by the practicum/internship director.

Any program faculty member may challenge a student’s eligibility or fitness for a practicum or internship under the Student Performance Fitness Evaluation Policy of the department. No student will be admitted to a practicum/internship until all challenges to eligibility have been resolved.

Application and Deadlines
Application for practicum/internship experiences must be submitted for each experience. Acceptance and completion of one practicum/internship course does not assure acceptance to a second practicum/internship. Application forms are available on the department’s website and in the department office.

Application deadlines are announced and posted each semester. It is the responsibility of the student seeking a practicum/internship to know and adhere to the application deadline. No new applications will be considered after a deadline for a particular semester has passed.

The application deadlines are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1st</td>
</tr>
</tbody>
</table>

If a deadline falls on a weekend or holiday, it will be moved to the next working day.

Written notification of acceptance to a practicum/internship will be provided as soon as all applications have been processed after the deadline date. Packets containing guidelines and procedures will be mailed to all applicants who have been accepted. The assigned supervisor of each section will provide specific information and guidelines to students registered in that section. Students whose applications are not accepted may reapply for the subsequent semester.

Selection of Practicum and Internship Sites
The student seeks and chooses the practicum/internship site. Approval of the site by the practicum/internship director is required. A site must be deemed appropriate by the practicum/internship director to be approved. Sites that are greater than 75 miles from the Killeen campus must additionally be approved by the student’s Program Coordinator.

The student must provide the names and phone numbers of contacts at the site, as well as detailed information about the services offered and potential experiences for the student. To approve a site, the practicum/internship director will consider the qualifications of supervisors at the site, the experiences to be offered the student, the coursework, degree plan, and licensure/certification sought by the student, and the quality of the services offered at the site. The practicum/internship director may deny placement of a student at a particular site if the site is deemed inappropriate for meeting the educational needs of the student.

It is highly recommended that students seeking sites meet with the practicum/internship director early in the semester of the application deadline to get pre-approval of the site. This will help to insure that adequate time is available to find an alternate site in case a site is not approved.

Liability Insurance
All students who register for a practicum or internship course are required to submit proof of their student counseling/therapy liability insurance with each application for fieldwork courses. In some instances, students may be required to provide health certificates or evidence of immunization to work with clients. Because it is the responsibility of students to prepare themselves for course requirements, liability insurance must be purchased sufficiently prior to beginning a
practicum or internship course to avoid delays in working with clients. Students are also responsible for renewing the insurance as needed.

**Professional Associations**

- Students are strongly encouraged to network within the professional community (e.g., participate in professional activities and/or join a professional association). A variety of professional associations have student members. As a whole, these associations provide many benefits, products, and services to counselors, psychologists, and therapists. They promote public recognition of the profession, advocate for the profession, and represent the profession's interests before federal, state, and local governments.

- Professional associations most directly related to our program options include:
  - American Association for Marriage and Family Therapy
  - Texas Association for Marriage and Family Therapy

- Students are also encouraged to attend and participate in professional association conferences. Such experiences give opportunities to share research, network, and enhance professional development. While it is not a requirement, graduate faculty are often interested in collaborating with students to develop conference presentations.

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Credential</th>
<th>Responsible Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage and Family Therapy</td>
<td>M.S.</td>
<td>Licensed Marriage and Family Therapist (license)</td>
<td>Texas State Board of Examiners of Marriage and Family Therapists</td>
</tr>
</tbody>
</table>

All graduate degree options within the master’s degree programs are designed to lead to eligibility for professional certification or licensure in the State of Texas, with the exception of Educational Psychology. These degree options are primarily designed for a particular credential. Conferral of a degree is only the first step for students seeking professional licensure.

Certification or licensure is generally coordinated between the student and the board issuing the desired credential. Program faculty and the department usually provide documentation and verification of training experiences to boards after the student has initiated the credentialing process.

- For marriage and family therapy licensure (LMFT) students initiate the process by contacting the appropriate licensing board.

It is the responsibility of the student to be aware of the particular requirements of the certification and licensing board for which a credential is sought. Additionally, these requirements often differ depending on what state one is pursuing a credential. Consult with program faculty if you are unsure of how to find these requirements.

Many credentials require post-master’s degree internship experiences. The student independently arranges these with the consent of the certification or licensing board. The department and its program faculty are not involved in this requirement.

Program options, the eligible credentials, and the appropriate certification and licensing boards for these credentials are listed in the table on the next page.
HANDBOOK FOR M.S. IN MATHEMATICS

Welcome

Welcome to the Masters of Science in Mathematics (MSMTH) program, set within the College of Arts and Sciences and the Department of Science and Mathematics at Texas A&M University-Central Texas (TAMUCT). The MSMTH program is a general mathematics program in the sense that students will have a variety of coursework and project work across many subfields of mathematics and statistics. However, a large selection of electives and options for completing the program provide some individual freedom in designing a students plan to meet their needs and/or interests. Throughout the MSMTH program students will conduct independent research, work in small groups for team problem-solving, and master both theoretical and applied techniques of mathematics and statistics.

Program Learning Outcomes

The program is designed to:

- Establish students’ competency in utilizing important mathematical techniques and ideas
- Develop students’ abilities in analytical reasoning and quantitative thinking
- Improve students’ ability to communicate mathematical ideas and quantitative results both verbally and in writing.

The program provides sufficient resources and opportunities for MSMTH students to obtain adequate preparation for entry-level positions in a number of quantitative fields including but not limited to: Data Science/Analytics, Higher Education, Consulting, and Actuarial Science.

Mutual Expectations and Responsibilities

The MSMTH program, the Department of Science and Mathematics, the College of Arts and Sciences, and the Office of Graduate Studies all expect and demand your intellectual engagement and curiosity, academic integrity, and professionalism. Those who meet these expectations and demands can expect the faculty who contribute to this program to provide you a challenging and safe learning environment, to hold you to high academic standards, and to be professional in all their contact with you. Furthermore, you can expect TAMUCT to offer you the necessary academic resources and ancillary services needed during your career here. Please contact the MSMTH Graduate Coordinator should you have concerns about your ability to meet your expectations or requirements, or should you find a faculty member, a program, or our institution failing to deliver on our promise.

Directory

The primary point of contact for the MSLS program is the Graduate Coordinator, Dr. Christopher Thron. You can reach Dr. Thron by email (thron@tamuct.edu).

Emails will normally be returned promptly. You can also email Dr. Thron directly to arrange a face-to-face, telephone, or online meeting.

Students admitted into the MSMTH are required to meet with the MSMTH coordinator before registering for upcoming semester(s) to discuss course and graduation options. Courses are generally offered on a biannual schedule but some electives may be offered more or less often due to student interest/demand.

If you have questions about a specific discipline before beginning the MSLS degree, contact the graduate coordinator for the plan that best meets your needs and goals. Potential MSMTH students would do well to consult the faculty members of their desired areas of focus to learn the opportunities and limitations of an MSMTH degree before declaring themselves an MSMTH student.

Other Important Links

- College of Arts and Science: https://www.tamuct.edu/coas/
- Counseling Center: https://www.tamuct.edu/counseling/Counseling%20Center.html
- Information Technology Center: tamuct.edu/departments/informationtechnology
- Office of Graduate Studies: https://www.tamuct.edu/graduate-studies/
- Student Financial Assistance: https://www.tamuct.edu/financial-aid/
- Student Government Association: tamuct.edu/departments/studentgovernment/
- University Library: http://tamuct.libguides.com/index

Overview

The MSMTH degree at TAMUCT provides students an opportunity to master theoretical understanding, problem solving skills, and technical skills for applications in a variety of areas and with a variety of relevant software packages.

All MSMTH students are required to take MATH 5305: Probability and Statistics, MATH 5308: Abstract Algebra, MATH 5320: Real Analysis, and MATH 5350: Applied Linear Algebra. Each of these courses are offered once every two years and only one is offered each Fall/Spring semester.

All MSMTH students are required to take 12 hours of Mathematics Electives. These courses are offered throughout the year including summer semesters and rotate biannually with some variation depending on student demand/interest.

6 additional credit hours of the degree may be taken in math or approved math-related graduate-level electives from an outside department. Because of the close relationship between math and computer science, students are encouraged to take classes in the IS department. Another common choice is statistics—several departments offer statistics at the graduate level; however, only one out-of-department statistics course may be counted towards the degree.

The final 6 credit hours of the MSMTH degree can be completed in one of the following ways:

- **Comprehensive Exam Option:** An additional 6 elective hours in math or approved graduate-level math related electives from an outside department must be completed along with a comprehensive exam during the final semester prior to graduation. See below for more information on comprehensive exams.
• **Thesis Option**: Student must complete 6 hours of thesis to be used for research and project completion with a thesis faculty advisor. Thesis projects vary in scope and nature. Specific project guidelines must be determined and communicated by the thesis faculty advisor. In general, this option requires a student to communicate with faculty to establish the project goals, thesis document style/format, and thesis presentation date/time. With this option, a student should identify a faculty member with expertise most closely related to the projects focus area. Students must consult the University Thesis Manual for other general guidelines.

### Statement on the Comprehensive Exam

Important Note: The semester that the student is to sit for the comprehensive exam, he/she needs to enroll in the non-credit zero (0) hour course, MATH 5090. Please contact the MSLS Coordinator prior to the semester in which you need to enroll in these courses. A student successfully completes the comprehensive exam when he/she earns a “pass” for each part of the exam.

With the comprehensive exam option, there are two options:

- **Option 1**: The student must discuss with faculty to decide on 3 fundamentally different courses. These courses form the basis of each part of the comprehensive exam. The student can select 2 parts to take as a written exam and 1 part to give as a presentation to the comprehensive exam committee. Preparation materials for each part of the comprehensive exam will be provided.

- **Option 2**: The student takes and passes the actuarial P1 examination.

### Guidelines and Procedures for MSMTH Students

#### Students Transferring into the MSMTH Program

Students that transfer into the MSMTH program from another university or after starting another program at TAMUCT should expect to forfeit some if not all prior coursework. Students must petition the MSMTH graduate coordinator at the time they are admitted into the MSMTH program to have any previous coursework count toward their new program. The final determination of what will and will not count toward the MSMTH degree resides with the MSMTH graduate coordinator.

### Guidelines and Procedures for MSMTH Students

The following guidelines and procedures provided here intend to acquaint students with the general operations of the program and to provide a succinct statement of certain degree requirements. Students are also urged to read carefully the requirements and regulations for the MSMTH degree as listed in the Graduate Catalog.

1. **Administration**: The MSMTH degree program is administered by the MSMTH Graduate Coordinator.

2. **General Admission Requirements**: the following policies and requirements apply to all incoming students:

- All students must have either a BS/BA degree in mathematics or a BS/BA degree with sufficient mathematics related coursework including but not limited to Calculus I-III (or equivalent). Students without a BS/BA degree in mathematics will be required to complete leveling courses prior to admittance into the MSMTH program. The amount and nature of the leveling courses are defined on a case-by-case basis and determined by the MSMTH Graduate Coordinator.

- Students must fulfill all requirements for admittance into the Graduate School at TAMUCT.

- Students must complete a Graduation Application by the deadlines set by the Office of Graduate Studies.

- Upon admittance into the MSMTH program, a student must complete a degree plan acknowledgment form with the MSMTH Graduate Coordinator.

- The decision between the thesis or non-thesis option must be made prior to the students completion of 18 hours of coursework.

These guidelines and procedures are not a replacement or correction for the expectations conveyed in the Graduate Catalog. MSMTH students should familiarize and follow the guidelines described in that document.

### General Information

#### How to Register for Classes

Online registration through Warrior Web may be the easiest way to register for class. Detailed instructions on how to register through Warrior Web may be found at the following link: http://www.tamuct.edu/departments/registrar/registrationinstructions.php. A Registration FAQs is available here: http://www.tamuct.edu/departments/registrar/registrationfaq.php. If you have any trouble, you should contact the Office of the Registrar at (254) 519-5452.

#### How to Track Degree Progress

Students are encouraged to track their progress toward their degree during their career at TAMUCT. You should check your degree progress at least once a semester to ensure that the information is accurate. You can use DegreeWorks as a way to see the courses you have taken and to know what is left to take. Should you find a discrepancy in your record, your first point of contact should be the Officer of the Registrar. If that office is unable to rectify your record, you should consult the MSMTH Graduate Coordinator. Please keep in mind that a course must be taken during their career at TAMUCT.

**NOTE**: Tracking your progress is no substitute for academic advisement. MSMTH students are expected to work with the MSMTH Graduate Coordinator before registering for any course taken to satisfy the MSMTH degree. Not every graduate course will count toward the MSMTH degree. Students who “self-advice” (take courses without consulting with the MSMTH Graduate Coordinator) may find that the course they have selected will not satisfy the expectations of the MSMTH degree or may not be offered during a particular semester.
Questions about Graduate Study at TAMUCT

This handbook may leave unanswered or even raise some questions about graduate study at TAMUCT. Should this document fail to answer one of your questions, you might check the website for the Office of Graduate Studies. If you still cannot find your answer, you should contact the MSMTH Graduate Coordinator. Another good point of contact is the administrative assistant for the College of Arts and Sciences. This person can be reached by phone at (254) 519-5449. Students should contact the Student Government Association at TAMUCT for matters affecting graduate students most generally.

Your Degree, Your Responsibility

You are ultimately responsible for your education. The MSMTH program, the Department of Humanities, the College of Arts and Sciences, the Office of Graduate Studies, and TAMUCT will do all they can to allow you to meet program requirements in a timely fashion. However, it is your responsibility to remain aware of all deadlines, to fill out all required forms, and to make sure you are fulfilling educational and administrative requirements. You also need to remain in contact with the MSMTH graduate coordinator to ensure that you are taking courses in the right sequence. In other words, you are responsible for making sure that you fulfill all academic and financial obligations associated with being a graduate student in the MSLS program.

Student Life

Graduate Assistantships

The MSMTH program has limited openings for graduate assistantships each year. Most graduate assistants are assigned to Graduate Coordinators and to other faculty contributing to the MSMTH program. Duties tend to relate to assisting faculty with responsibilities associated with college level instruction and research. Graduate assistantships are generally awarded to the strongest students in the program as a form of meritorious recognition but seniority and availability will be considered as well. The College of Arts and Sciences, the Department of Science and Mathematics, and the MSMTH graduate coordinator award graduate assistantships. Important factors in obtaining a graduate assistantship include: educational background, research interests, career ambitions, applicable skillsets, and academic merit. The Office of Graduate Studies determines eligibility and other rules and regulations pertaining to graduate assistantships.

Graduate Student Awards

Each year the Office of Graduate Studies and Research sponsors a series of awards for graduate students. Awards granted that apply to the MSLS degree program include awards for 1) Scholarship, 2) Professionalism, and 3) Community Service. The Office of Graduate Studies and Research extends a call for nominations for each of these awards during each spring semester. The MSLS program will forward a nominee for any student it deems deserving of one of these awards, with the goal being to nominate one student for each award. If you have questions about these awards or the process of nomination, ask the MSLS Graduate
HANDBOOK FOR SPECIALIST IN SCHOOL PSYCHOLOGY

Student Checklist

- Apply to the office of Graduate Studies. This includes:
  - Completing and submitting online the Graduate School Application for Admission form in which the student indicates the degree program in the Department of Counseling and Psychology for which he or she is applying: https://www.tamuct.edu/departments/graduatestudies/index.php
  - Submitting current Graduate Record Examination (GRE) scores (if required). Note: Any undergraduate who obtained a 3.0 GPA or higher is exempt from taking the GRE for university admission to Graduate Studies. However, some programs in the department still require submission of GRE scores.
  - Submitting official transcripts of all undergraduate and graduate academic coursework
  - Writing and submitting a 200-300 word essay addressing career and academic goals
  - Note: Admission to the Graduate School does not guarantee admission to a graduate degree program in the Department of Counseling and Psychology.

- Complete the Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/coe/counseling-psychology.html
- Complete the application process for the program.
- Meet with the Program Coordinator prior to enrolling in any courses in a degree program in the Department of Counseling and Psychology
- Meet with a faculty graduate advisor to complete a degree plan AFTER FULL ADMISSION
- Apply for field work course in the semester prior to enrolling in them (must apply each semester for each course) if required by the program
- Apply to take comprehensive exam
- Apply for graduation and participation in graduation ceremony

Statement of Confidentiality

Due to the nature of counseling, therapy, and psychology, and the faculty's responsibility to educate effective counselors and therapists, students may be encouraged to participate in experiential activities (including group counseling as well as attending and paying for counseling as an outside class activity). Signing a confidentiality agreement, which is included in the appendix of this student handbook, protects student's rights with regard to self-disclosure (see Appendix B).

Students are subject to the conditions of the department's retention procedure included later in this guide.

Admission Process

- Obtain Conditional Admission to Graduate Studies at A&M-Central Texas: http://catalog.tamuct.edu/graduate-information/graduate-admissions/
- Complete the online Programs of the Counseling and Psychology Department Application: https://www.tamuct.edu/coe/counseling-psychology.html
- Submit all admission materials to the Program Coordinator by:
  - July 1st (Fall)
  - Nov 1st (Spring)
  - Apr 1st (Summer)
- Applications received after the established deadlines will be reviewed on a case-by-case basis if space is available.
- The S.S.P. program may conditionally admit students for one semester to allow them time to obtain an acceptable GRE score as long as they meet all other admission standards.
- Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure (more information on this procedure for all programs in the department appears below).
- After program faculty review all application materials, applicants will be notified via email regarding program admission decisions.

Admission Requirements

- Bachelor's degree from a fully accredited institution.
- Preferred minimum GPA of 3.0.
- Preferred minimum GRE (verbal + quantitative)
  - Last 60 hour GPA between 2.5 and 2.99: at least 285 (Verbal + Quantitative)
  - Last 60 hour GPA 3.0 or higher: at least 280 (Verbal + Quantitative)
- Students in the S.S.P. program who have a previous graduate degree from a regionally accredited university are waived from the requirement of a GRE score.
- Clinical/Work/Volunteer Experience: While specific experience is not required, previous related work experience may make the applicant more competitive.
Admission Materials

- **Department application**: The department application can be found online at the department website.
- **Personal Statement**: An essay describing why the applicant wants to pursue professional counseling as a career. In addition, the statement should include what the applicant thinks his or her strengths are for counseling, and any other qualities which speak to the applicant’s potential for success in the S.S.P. program. Limit the statement to no more than two pages double-spaced.
- **Resume/CV**: A work experiences résumé or curriculum vitae.
- Copies of any professional licenses currently held.

Admissions Appeals Procedure

Student admission appeals are handled according to the following guidelines, which are consistent with the University Academic Appeals Procedure: [http://catalog.tamuct.edu/registration-records/academic-appeals-procedure/](http://catalog.tamuct.edu/registration-records/academic-appeals-procedure/). Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost.

A student who wishes to appeal an admission decision should ask for a scoring review and written remediation plan from that committee via the Program Coordinator within 30 calendar days of the originating event. The Program Coordinator is expected to give the student a response from the Admissions Committee within 15 calendar days.

If the Program Coordinator is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishes to appeal a decision of the Admissions Committee, the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. For an appeal of an admission decision, the originating event shall be considered the written notification of the admission decision to the student until the appeal process concludes. The written appeal must include the following:

- Name, address, email, telephone number, and University Identification Number (UIN) of the student.
- Date of action against the student and by which faculty member/committee.
- Nature of admission action and copy of applicable materials including the written remediation plan.
- Circumstances which merit review.
- Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar days of the filed appeal.

A student unsatisfied with the decision of the Department Chair may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The minimum standard for each college’s committee is three faculty members, who were not serving on the Admissions Committee when the admission decision under appeal was made; each college is responsible for developing a specific and nonbiased committee structure. After hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean. The decision of the College Dean is final and will be communicated to the student in writing.

Ethical Standards

All students are expected to understand and practice the ethical codes and standards of conduct of the National Association of School Psychologist (NASP) and the appropriate licensing board. Students are also expected to understand and adhere to the standards of conduct for students at Texas A&M University - Central Texas (A&M-Central Texas). Violations of professional ethical standards or University rules could indicate a student is unfit to continue in the program.

Students are expected to periodically review the ethical standards to ensure continued understanding and practice.

Advisors and faculty members at A&M-Central Texas have an obligation to respond when students are in violation of professional ethical standards or University rules of conduct. Additionally, the Office of Student Affairs may take action when a student violates the Student Code of Conduct.

Faculty Advisement

Students are required to seek advising by faculty advisors regarding coursework, certification and licensing requirements, program policies and procedures, requests to change degree plans, and assistance with other educational or career needs.

- A faculty advisor is assigned to each student according to area of emphasis and degree plan. Students may consult with any faculty member but are urged to work with their assigned advisor as much as possible due to his/her expertise and knowledge in the student’s area of emphasis.
- Advising is a continuous process, and faculty advisors are assigned many students to advise in addition to their other workload requirements, such as teaching, service, and research. Students should demonstrate respect for the faculty advisor’s time by setting appointments and being prepared for their appointments as much as possible.

Degree Plan

Once Full Admission to a Program is granted, a student should contact his/her graduate advisor to discuss a plan for completing coursework as soon as possible and complete a Graduate Degree Plan Acknowledgment & Responsibility Form, which will be signed by the student, graduate advisor, and the Department Chair (or College Dean). Note: Students who are non-degree seeking are not in a degree program and are not eligible to file a degree plan. Care must be taken to select courses that also meet requirements for special credentials the student may be seeking such as licensure or certification. See the Certification and Licensure section of this guide for more details.

Transfer of Coursework to Degree Plan

Graduate degree credit is allowed only for A, B, and C grades (for more information see the University Catalog). For all graduate programs in the Counseling and Psychology Department, courses transferred to the degree plan are allowed only for A and B grades. Courses taken at any
institution will not be transferred to the degree plan with a C grade or lower.

**Student's Responsibilities**

Students have a responsibility for their learning. Other responsibilities include:

- Reading the A&M-Central Texas catalog each year to determine if changes impact them
- Reading and adhering to professional ethical standards
- Meeting registration and payment deadlines
- Participating in activities and projects, internal or external to the University, that will enhance their learning experience
- Following the degree plan outline as closely as possible and being aware of all course prerequisites
- Preparing for courses by making arrangements to attend regularly scheduled classes, allowing for adequate study time, completing assignments on a timely basis, and taking the final exam as scheduled
- Identifying skill strengths and working toward development of skills that need improvement
- Asking questions to obtain information regarding topics they do not understand
- Acquiring and maintaining a minimum of $1,000,000 ($3,000,000 aggregate) in professional liability insurance prior to taking clinical practicums and internships
- Preparing for the site-based practicums and internships in advance of the semester in which they will be taken, including submitting application forms by posted deadlines
- Successfully completing the comprehensive examination or thesis
- Meeting graduation requirements and deadlines
- Collecting and maintaining documentation of practicum and internship hours which will be needed when applying for certification
- Becoming identified with the professional community (e.g., participating in professional activities and/or joining a professional association such as AAMFT and Texas Associate of Marriage and Family Therapy (TAMFT)).

**Program Standards**

Students must maintain high scholastic standards and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their professional fields and to conform to the code of ethics of relevant professional associations and the state of Texas. A student's acceptance to program does not guarantee professional fitness that is required to remain in the program. See Student Review Policy described below regarding what procedures will be followed when faculty believe students are not fit for a particular program.

**Professional Endorsement Policy**

The faculty will not endorse any graduate from the program for a license or certification for which the graduate has not been trained.

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**College of Education Academic Appeal Policy**

The College of Education Grade Appeal Policy was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty. Consistent with this, it is recognized that:

- Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
- Faculty members have the right to evaluate students' work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.
- It is assumed that A&M-Central Texas faculty members appropriately evaluate students' work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor's determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member's belief that the student violated the University's academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

**Justification for an Appeal**

Grade appeals may only be initiated if the grade was influenced by one of the following:

- **Error**: A clerical/computational error was made in calculating/reporting the grade.
- **Prejudice**: The faculty member's evaluation of the student's work was influenced by the faculty member's negative attitude toward the student.
- **Arbitrary method**: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
- **Inconsistent application**: The student's grade was not determined using the same process applied to other students in the course.
- **Unsubstantiated charge of dishonesty**: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.
- **Insufficient reasons upon which to base an appeal include**:
  - Disagreement with course policies that are clearly communicated in writing to all students.
  - Differences in policies among sections of the same course or across faculty members.
  - Potential negative impact on the student (e.g., loss of financial aid).
  - Dissatisfaction with instructional style and/or methods (Note: Students who have complaints regarding the
Appeal Process
A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating event using the Grade Appeal Form (located on the website for the College of Education).

- The faculty member is required to give the student a written response within 15 calendar days.
- The response by the faculty member (or his or her immediate supervisor) should be made using the Appeal Response Form (located on the website for the College of Education).
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or his or her designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 60 calendar days of the originating event.

- This submission should include a copy of the original Grade Appeal Form, a copy of the Appeal Response Form from the faculty member, and a written explanation from the student addressing why he or she believes the faculty member’s response was inadequate/unsatisfactory.
- The Chair (or proxy) then has 15 calendar days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The Committee will review the student’s appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 30 calendar days of receiving the student’s appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean and two student representatives.
- The student representatives will be the president of the university’s Psychology and Counseling student organization and the president of the university’s student chapter of the Association of Texas Professional Educators. If these students are not available to participate, they may appoint a replacement from within their respective organizations.
- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).
- The Committee will notify the student and faculty member that the appeal is under committee review.
- If the student or faculty member wishes to provide the Committee with additional materials explaining their position, this should be done within 7 calendar days of the time the committee is asked to review the appeal.
- The student and faculty member both have the right to present evidence in person to the committee, but the committee may deliberate in private.

The decision of the College Dean is final and will be communicated to the student in writing.

Student Retention Policy
Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

Probation
At the end of any grading period, if a student’s semester or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension. Students must be in good academic standing (i.e., not on probation/suspension to graduate).

Suspension
At the end of any grading period, if a student’s semester or overall GPA falls below a 2.0 she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension, a student will sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university.

Suspension Appeal
Under exceptional conditions, a student may write a letter of appeal to the Director of Graduate Studies. Consideration for reinstatement will be on a case-by-case basis and approved only one time by the Director of Graduate Studies or designee. There is no appeal beyond the Director of Graduate Studies.

Student Review Policy
Students enrolled in the program in preparation for professional licensure or certification in the Counseling and Psychology Department are expected to maintain high academic standards and to develop appropriate skills and dispositions needed to serve as professionals in the field for which they are training. Students are expected to conduct themselves with professionalism, exhibit developmentally appropriate levels of competence, demonstrate social and emotional maturity, and conform to the guiding ethical standards for their field of study. A student’s acceptance into a program does not guarantee continued fitness in that program. As such, faculty members teaching in the graduate programs of the Counseling & Psychology Department, using their professional judgment, continually evaluate each student’s performance. If a faculty member believes that a student is not making satisfactory progress towards developing the skills and dispositions needed for professional practice, that faculty member will discuss the situation with the student. If the faculty member believes the student’s performance did not (or is unlikely to) improve to acceptable standards
after such a discussion, the faculty member may initiate the process of a formal Performance Fitness Evaluation (see Appendix C).

**Performance Fitness Evaluation Process**

**Initiating a Performance Fitness Evaluation**

- The concerned faculty member should complete the Performance Fitness Evaluation Form, share a copy of the Form with the student, and place a copy in the student's file.
- The faculty will contact the student to schedule a Performance Fitness Evaluation Meeting. The student has 5 working days to respond to the request to schedule a meeting. If the student does not respond by the close of business on the 5th business day, the faculty will notify the student of the day/time when a Performance Fitness Evaluation Meeting will take place.

**Performance Fitness Evaluation Meeting**

- An ad hoc faculty review committee will be formed to review the concerns raised by the issuing faculty; it will be comprised of the Program Coordinator for the program in which the student is enrolled and 2 other graduate faculty appointed by the Department Chair.
- This meeting should take place within 10 working days of the student's response to the request to schedule a meeting (or within 15 working days of the time the issuing faculty member requested the meeting, whichever comes first).
- At the meeting:
  - The student will be provided with the reasons for non-satisfactory progress in writing (at minimum this will include the Performance Fitness Evaluation Form completed by the issuing faculty).
  - The student will be given an opportunity to discuss the concerns with the faculty.
  - In addition to soliciting input from the student, the Committee may consult with any of the department faculty and/or relevant supervisors regarding the evaluation of the student's fitness and/or development of remediation strategies.
  - Within 10 working days of this meeting, the student's Program Coordinator will report the recommendation of the committee to the student and to the Department Chair.
    - Possible recommendations include the following:
      1. Student allowed to remain in program;
      2. Student allowed to remain in program with conditions; or
      3. Student dismissed from the program.
- If the student is recommended to stay in the program with conditions, the faculty review committee may either modify the remediation plan or recommend the student be dismissed from the program.
  - If the student is recommended to be dismissed from the program, this will be reported to the student, the Department Chair, the Dean of the College of Education, and the Director of Graduate Studies.
    - Appeals of the committee's recommendation regarding dismissal should be made to the Dean of the College of Education within 10 working days of the receipt of the committee's recommendation.
  - A student's failure to respond within 10 days of notification of the committee's recommendation indicates the student's acceptance of the committee's recommendation.

**Appealing the committee's recommendation**

- A student wishing to appeal the committee's recommendation should submit his/her appeal in writing to the Department Chair (if appealing a remediation plan) or to the Dean (if appealing dismissal from the program) within 10 working days of the receipt of the committee's recommendation.
- The Department Chair may amend the remediation plan if it is determined that:
  - The remediation plan does not clearly address the concerns identified in the Performance Fitness Evaluation Form submitted to the student.
  - The remediation plan is overly broad or vague in its requirements.
- The Dean will consider the appeal of dismissal based on results compiled by the Department Chair and notify the student of the decision within 10 working days of the appeal. The Dean's decision is final. The Dean may negate the committee's recommendation for dismissal if it is determined that:
  - The committee's decision was influenced by an unfair bias or prejudice against the student;
  - The committee neglected to consider valid evidence that could have impacted the decision;
  - The procedure employed by the committee to reach the decision departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment.

**Comprehensive Examination**

Every candidate for the program must successfully complete a comprehensive examination.

Students are ultimately responsible for enrolling in a zero hour comprehensive exam section the semester they plan to sit for the exam and for making arrangements to take it as scheduled. Examination dates are typically:

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Fall: 2nd Saturday in November</td>
<td>October 1st</td>
</tr>
<tr>
<td>Spring: 2nd Saturday in April</td>
<td>March 1st</td>
</tr>
</tbody>
</table>
The nature of the comprehensive examination will differ according to the graduate program in which a student is enrolled. Students should consult with their Program Coordinator regarding the specific nature of this exam.

Program Coordinators will determine the minimum score required to pass the Comprehensive Exam. Students who fail to earn a passing score must meet with their Program Coordinator to develop a remediation plan before making a second attempt to pass the Comprehensive Examination. Students who are unable to successfully complete the required comprehensive exams will be dismissed from the program.

**Thesis**

A thesis is an independent, original research project completed by all graduate students seeking the Master of Science in Educational Psychology degree with an emphasis in experimental psychology. The research project must be quantitative in nature and will be completed in collaboration with three faculty members who serve on the thesis committee. Students will complete the project while enrolled in the course, PSYC 5198 Thesis. Six hours of thesis credit is required. Credit is awarded for thesis coursework when 1) the thesis proposal is completed and again when 2) the final thesis is completed. Once a student enrolls in thesis hours, the student must remain continuously enrolled in a PSYC 5198 course until the thesis is completed. A student may begin the thesis after meeting the following requirements:

- Successful completion of PSYC 5300 and PSYC 5301.
- Successful completion of 12 additional hours of coursework in the degree plan beyond PSYC 5300 and PSYC 5301.

Prior to being enrolled in thesis the student is expected to identify his or her topic, draft a concept paper, and select the faculty chair of the thesis committee. During the first semester of thesis, the student is expected to write a research proposal and defend the research protocol. Prior to collecting data, the student must obtain approval of the Institutional Review Board (IRB). During the second semester, the student will collect and analyze data, interpret his or her findings, and defend the final thesis report. The Office of Graduate Studies publishes a Thesis Manual which outlines required thesis elements and procedures. Due to the shortened calendar during the summer semester, it is strongly recommended that students begin their thesis in the Fall semester. There is no guarantee that the thesis can be completed in two semesters though students should work diligently to achieve this goal.

**Graduation**

Students must register to graduate by the deadline listed in the current catalog or class schedule. All university requirements regarding the final procedures related to the degree must be followed. If courses have been substituted for those printed on the degree plan, a substitution approval form must be completed, signed by the student, graduate advisor, and the Department Chair and placed on file in the Office of Graduate Studies.

**Courses**

The following courses require a separate application for each semester in which the student will be enrolled:

- PSYC 5391, 5384, 5385

**Eligibility**

All prerequisite courses must be completed to be eligible for enrollment in practicum and internship courses with a grade of B or better (see Appendices D through I for the Verification of Eligibility Form appropriate for the program in which the student is enrolled). Students must have a 3.0 GPA or higher, be admitted to one of the professional programs, and not be on academic probation. Students must show satisfactory progress and acceptable standards of conduct. And, every applicant must be approved for eligibility by the practicum/internship director.

Any program faculty member may challenge a student’s eligibility or fitness for a practicum or internship under the Student Performance Fitness Evaluation Policy of the department. No student will be admitted to a practicum/internship until all challenges to eligibility have been resolved.

**Application and Deadlines**

Application for practicum/internship experiences must be submitted for each experience. Acceptance and completion of one practicum/internship course does not assure acceptance to a second practicum/internship. Application forms are available on the department’s website and in the department office.

Application deadlines are announced and posted each semester. It is the responsibility of the student seeking a practicum/internship to know and adhere to the application deadline. No new applications will be considered after a deadline for a particular semester has passed.

The application deadlines are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
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<tr>
<td>Spring</td>
<td>September 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1st</td>
</tr>
</tbody>
</table>

If a deadline falls on a weekend or holiday, it will be moved to the next working day.

Written notification of acceptance to a practicum/internship will be provided as soon as all applications have been processed after the deadline date. Packets containing guidelines and procedures will be mailed to all applicants who have been accepted. The assigned supervisor of each section will provide specific information and guidelines to students registered in that section. Students whose applications are not accepted may reapply for the subsequent semester.

**Selection of Practicum and Internship Sites**

The student seeks and chooses the practicum/internship site. Approval of the site by the practicum/internship director is required. A site must be deemed appropriate by the practicum/internship director to be approved. Sites that are greater than 75 miles from the Killeen campus must additionally be approved by the student’s Program Coordinator.

The student must provide the names and phone numbers of contacts at the site, as well as detailed information about the services offered and
potential experiences for the student. To approve a site, the practicum/internship director will consider the qualifications of supervisors at the site, the experiences to be offered the student, the coursework, degree plan, and licensure/certification sought by the student, and the quality of the services offered at the site. The practicum/internship director may deny placement of a student at a particular site if the site is deemed inappropriate for meeting the educational needs of the student.

It is highly recommended that students seeking sites meet with the practicum/internship director early in the semester of the application deadline to get pre-approval of the site. This will help to insure that adequate time is available to find an alternate site in case a site is not approved.

Liability Insurance
All students who register for a practicum or internship course are required to submit proof of their student counseling/therapy liability insurance with each application for fieldwork courses. In some instances, students may be required to provide health certificates or evidence of immunization to work with clients. Because it is the responsibility of students to prepare themselves for course requirements, liability insurance must be purchased sufficiently prior to beginning a practicum or internship course to avoid delays in working with clients. Students are also responsible for renewing the insurance as needed.

Professional Associations
• Students are strongly encouraged to network within the professional community (e.g., participate in professional activities and/or join a professional association). A variety of professional associations have student members. As a whole, these associations provide many benefits, products, and services to counselors, psychologists, and therapists. They promote public recognition of the profession, advocate for the profession, and represent the profession’s interests before federal, state, and local governments. 
• Professional associations most directly related to our program options include:
  • American Association for Marriage and Family Therapy
  • Texas Association for Marriage and Family Therapy
• Students are also encouraged to attend and participate in professional association conferences. Such experiences give opportunities to share research, network, and enhance professional development. While it is not a requirement, graduate faculty are often interested in collaborating with students to develop conference presentations.

All graduate degree options within the master’s degree programs are designed to lead to eligibility for professional certification or licensure in the State of Texas, with the exception of Educational Psychology. These degree options are primarily designed for a particular credential. Conferral of a degree is only the first step for students seeking professional licensure.

Certification or licensure is generally coordinated between the student and the board issuing the desired credential. Program faculty and the department usually provide documentation and verification of training experiences to boards after the student has initiated the credentialing process.

• For marriage and family therapy licensure (LMFT) students initiate the process by contacting the appropriate licensing board.
It is the responsibility of the student to be aware of the particular requirements of the certification and licensing board for which a credential is sought. Additionally, these requirements often differ depending on what state one is pursuing a credential. Consult with program faculty if you are unsure of how to find these requirements.

Many credentials require post-master’s degree internship experiences. The student independently arranges these with the consent of the certification or licensing board. The department and its program faculty are not involved in this requirement.

Program options, the eligible credentials, and the appropriate certification and licensing boards for these credentials are listed in the table on the next page.

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Credential</th>
<th>Responsible Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Psychology</td>
<td>S.S.P</td>
<td>Licensed Specialist in School Psychology (license)</td>
<td>Texas State Board of Examiners of Psychologists</td>
</tr>
</tbody>
</table>
PREVIOUS CATALOGS

Older Tarleton State University Catalogs (http://www.tarleton.edu/catalog)

2010-2011 PDF (catalog.tamuct.edu/previouscatalogs/2010-2011-TAMUCT-Catalog.pdf)

2011-2012 PDF (catalog.tamuct.edu/previouscatalogs/2011-2012TAMUCTFullCatalog.pdf)

2012-2013 PDF (catalog.tamuct.edu/previouscatalogs/2012-2013-TAMUCT-Full-Catalog.pdf)

2013-2014 PDF (catalog.tamuct.edu/previouscatalogs/2013-2014-TAMUCT-Catalog.pdf)


2015-2016 HTML (http://catalog.tamuct.edu/previouscatalogs/2015-2016) PDF (catalog.tamuct.edu/previouscatalogs/2015-2016_Final.pdf)


2017-2018 HTML (http://catalog.tamuct.edu/previouscatalogs/2017-2018) PDF (catalog.tamuct.edu/previouscatalogs/2017-2018_Catalog.pdf)
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