TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

2011–2012 catalog

undergraduate and graduate studies

PROGRAMS

for Life's Next Chapter

TEXAS A&M UNIVERSITY-CENTRAL TEXAS ADMINISTRATION

President…….Dr. Marc Nigliazzo
Provost/Vice President for Academic and Student Affairs……Dr. Peg Gray-Vickrey
Vice President for Finance and Administration…….……Ms. Gaylene Nunn

IMPORTANT CAMPUS INFORMATION

Academic Advising	254.519.5492	Room 133
Graduate Admissions	254.519.5468	Room 145
Undergraduate Admissions	254.519.5727	Room 105
Provost and Vice President for Academic and Student Affairs	254.519.5447	Room 101B
Business/Cashiers' Office	254.519.5455	Room 106
Business Administration	254.519.5437	Room 152B
Education	254.519.5485	North Campus
Liberal and Fine Arts (all departments)	254.519.5441	North Campus
Science and Technology	254.519.5441	North Campus
Computer Lab	254.519.5795	North Campus
CTC Bookstore	254.526.1219	Central Texas College Campus
Finance and Administration	254.519.5498	Room 113
Financial Aid	254.519.5492	Room 133
Fort Hood Office	254.532.9066	Soldier Development Center
Human Resources	254.519.8015	CTC Nursing, Room B232
Information/Main Switchboard	254.519.5765	CTC Nursing, Room B248
ITS - Computing Services	254.519.5426	Room 115
Library	254.526.1618/254.519.5798	L113-CTC/North Campus-Library
Military Science	254.519.5767	CTC Nursing, Room B106
News & Information/Media Inquiries	254.519.5491	CTC Nursing, Room B238
President's Office	254.519.5720	CTC Nursing, Room B208
Records Office	254.519.5728	Room 105
Student Affairs	254.519.5721	Room 114
Veterans Affairs	254.519.5423	Room 135

Request for information should be directed to the offices listed above. The University's mailing address for all inquiries is Texas A&M University-Central Texas, 1901 S. Clear Creek, Killeen, Texas 76549. Visit our website at http://www.ct.tamus.edu

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ACCREDITATION

According to the policy set forth by the Commission on Colleges of the Southern Association of Colleges and Schools, Texas A&M University-Central Texas holds accreditation through Tarleton State University, the parent institution until such time that TAMU-CT achieves separate accreditation. Continued accreditation through the parent institution allows TAMU-CT to offer Bachelor's and Master's degrees.

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: (404) 679-4500 FAX: (404) 679-4558

PRINCIPLE OF EQUAL OPPORTUNITY

The policy of Texas A&M University-Central Texas (TAMU-CT) is to recruit, hire, train, and promote persons, as well as to make available any other programs and activities, including those for students, without regard to race, color, religion, age, sex (except in rare occasions where gender is a bona fide occupational qualification), national origin, disability, or veteran status. TAMU-CT makes every effort to assure that no otherwise qualified person with a disability is, on the basis of a disability, subjected to discrimination either as related to student involvement or employment in any of the University's programs or activities. Inquiries regarding faculty and staff **c**ompliance may be directed to the Office of Human Resources, Room 127, (254) 519.5707.

EQUAL EDUCATIONAL POLICY

In compliance with Title VI of the Civil Rights Act of 1964, complete equality exists in the offering of all benefits to students without regard to sex, race, color, or national origin. These benefits include such matters as housing, financial assistance, recruitment, and any type of personnel service.

PRIVACY OF INFORMATION (FERPA)

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the following data are designated as directory information and may be made public unless the student desires to withhold all or any portion of it: student's name, local address, home address, telephone listing, date and place of birth, major field of study, military service status, religious preference, participation in officially recognized activities and sports, dates of University attendance, degrees and awards received, and the most recent previous education agency or institution attended. Any undergraduate or graduate student wishing to withhold all of this information should, within 10 days after the first class day, complete the appropriate form, available at the Registrar's Office.

CLERY ACT

Each year, TAMU-CT 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, important contact information, and graduation rates. The most recent report is available on the TAMU-CT website at http://www.ct.tamus.edu. Click on the Clery Act link at the bottom of the web page.

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PURPOSE OF CATALOG

The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, faculty or staff member of Texas A&M University-Central Texas or The Texas A&M University System. This catalog is for informational purposes only. The University reserves the right to change or alter any statement herein without prior notice. This catalog should not be interpreted to allow a student that begins his or her education under the catalog to continue the program under the provisions in the catalog.

The University maintains an online edition of the catalog at http://www.ct.tamus.edu/catalog which is the most current edition of the catalog available.

MILITARY FRIENDLY

Texas A&M University-Central Texas has a long tradition of proudly serving the military. TAMU-CT is a member of the Servicemembers Opportunity College (SOC) Consortium with Tarleton State University. As a stand-alone unit, TAMU-CT will continue our commitment to veterans, active duty military and their family members, and reservists who pursue their college education or graduate degree.

TAMU-CT POLICY ON PREVIOUS EDUCATION AND TRAINING

Texas A & M University-Central Texas (TAMU-CT) recognizes that each student has different educational needs, goals and experiences. There are many areas where an individual's skills and experiences can be documented through work experience, technical, vocational, and academic training that is done at other Colleges, Universities, and in the workplace. The policy of TAMU-CT is to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, TAMU-CT has established TAMU-CT Career Evaluation Process (TCEP).

The purpose of TCEP is to systematically correlate business, industry, government, and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel are eligible for credit consideration based on documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at TAMU-CT are:

- College Level Examination Program (CLEP) Subject Examinations
- Excelsior College Examinations (ECE)
- Defense Language Proficiency Test (DLPT)
- Military Service Schools, Military Occupational Specialties (MOSs), ratings, and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in the National Guide to Education Credit for Training Programs.
- Others to include certain types of civilian training, specialized training and work experience.

EVALUATION PROCEDURES

To apply for evaluation and a degree plan submit an evaluation request form to TAMU-CT.

Evaluation and degree plans are provided upon receipt of all official transcripts, documents (including the official AARTS/SMARTS/CCAF transcript for military personnel) and successful completion ("C" grade or higher) in a minimum of six semester credit hours earned at TAMU-CT. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the academic hold is cleared. GoArmyEd students who choose TAMU-CT as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that an official AARTS/SMARTS/CCAF and official transcripts from all previously attended colleges and universities are sent to the Registrar at TAMU-CT. Transcripts are necessary to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

TAMU-CT will award evaluated credit that applies to its programs of study. If you plan to transfer to other institutions, please check with these institutions regarding their policies on acceptance of evaluated credit.

SERVICEMEMBERS OPPORTUNITY COLLEGE CONSORTIUM

TAMU-CT is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System (DNS).

SOC was created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15

higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the Department of Defense (DoD) through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

Because of the nature of mobility faced by servicemembers, SOC criteria stipulates that institutional policies and practices be fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Colleges and universities within the SOC Consortium must meet four SOC Criteria:

- Reasonable Transfer of Credit: avoid excessive loss of previously earned credit and avoid course work duplication
- Reduced Academic Residency: limited to no more than 25% of degree requirements with no final year or semester in residence (may require 30% for undergraduate degrees offered 100% online), specifically avoiding any "final year" or "final semester" residency requirement
- Credit for Military Training and Experience: recognize and use ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training and experience
- Credit for Nationally-Recognized Testing Programs: award credit for at least one nationally-recognized testing program such as College-Level Examination Program (CLEP) General and Subject Examinations, DANTES Subject Standardized Tests (DSST), and Excelsior College Examinations (ECE).

SOC OPERATING PROGRAMS

SOC Consortium

Approximately 1,800 institutional members enroll hundreds of thousands of servicemembers, their family members, and veterans annually in associate, baccalaureate, and graduate-level degree programs on school campuses, military installations, armories within the United States and overseas, and through a variety of distance learning methods.

SOC Degree Network System

A subgroup of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families.

SOCAD
(http://www.soc.aascu.org/socad/)
Associate and bachelor's degree programs for Army personnel and their families.

SOCNAV
(http://www.soc.aascu.org/socnav/)
Associate and bachelor's degree programs for Navy personnel and their families.

SOCMAR
(http://www.soc.aascu.org/socmar/)
Associate and bachelor's degree programs for Marine Corps personnel and their families.

VETERANS AFFAIRS CENTER

The Veterans Affairs Center assists our student veterans, servicemembers and their families utilize their available VA education benefits and successfully transition to student life. The Veterans Affairs Center houses the Office of Veterans Affairs (school certifiying officials), VetSuccess on Campus program counselor, Vet Center representative, and VA work study participants,

OFFICE OF VETERANS AFFAIRS

The role of the Office of Veterans Affairs is to assist students pursuing their educational and professional objectives. We are available to answer questions about veterans' educational benefits, certify enrollments, 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 may require you to verify your enrollment status in order for VA to release your monthly payments. Please note that the earliest you may verify your enrollment for a month is the last day of that month.

TAMUCT certifying officials are not VA employees, they act as liaisons between the university and VA. The certifying officials work to ensure that the regulations of the VA are satisfied as well as the policies of the university; however, the certifying officials are not authorized to make judgments regarding the status of your VA education benefits.

Please refer to the VA website, www.gibill.va.gov, for additional information regarding your education benefits or the VetSuccess on Campus counselor. (See below).

The Office of Veterans Affairs 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

Please contact Ms. Carmen Porter at 254.519.5423 for information concerning VA resources and benefits.

VETSUCCESS ON CAMPUS

The VetSuccess on Campus program is a collaborative effort between Texas A&M University-Central Texas (TAMU-CT) and the United States Department of Veterans Affairs (VA) 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 assist Veterans to transition to college life and to successfully complete their educational programs. The VA has placed a full-time, experienced Vocational Counselor on the TAMU-CT campus. The counselor will serve as a "**one-stop liaison**" for Veterans, active duty military and their eligible family members. Texas A&M University-Central Texas is only one of 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 G.I Bill (Chapter 30), Post 9/11 G.I 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.

Your VetSuccess Counselor at TAMU-CT:

Candice Lopez, M.ED.
Candice.lopez@va.gov
C.lopez@ct.tamus.edu
254-519-5404
Room 135 – Veterans Affairs Center

TEXAS A&M UNIVERSITY-CENTRAL TEXAS: AN OVERVIEW

Texas A&M University-Central Texas was born in the spirit of community cooperation, as Tarleton-Central Texas became a stand-alone university on May 27, 2009, as a member of the Texas A&M University System. A&M-Central Texas is home to the Warriors and is a military friendly, upper-level institution offering bachelor's and master's degrees.

The student population at A&M-Central Texas is diverse and growing, currently serving over 2,500 students. Classes are offered at several convenient sites, including area community colleges and Fort Hood. The university provides a wide range of flexible course schedules, including online, night, and weekend classes. The future home of A&M-Central Texas is located on 662 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. Construction on the first building, a 103,000 square foot multi-purpose facility, began in August of 2010 and is scheduled to be complete by the fall of 2012.

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 in 38 areas and graduate degrees in 26 areas.

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 insure appropriate access to educational opportunity at all levels.

A&M-Central Texas is also a member of GoArmyEd, the virtual gateway for soldiers on active duty who may at anytime 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 soldier progress.

A&M-Central Texas offers undergraduate degrees in Applied Arts and Sciences, Applied Science, Accounting, Aviation Science, Business Administration, Computer Information Systems, Computer Science, Criminal Justice, Economics, Education, Finance, History, Human Resources Management, Interdisciplinary Studies, Liberal Studies, Management, Marketing, Mathematics, Political Science, Psychology, Social Work, and Sociology.

Graduate degrees are available in Business Administration, Counseling, Counseling Psychology, Criminal Justice, Curriculum and Instruction, Education, Educational Administration, Educational Psychology, History, Human Resources Management, Information Systems, Liberal Studies, Management and Leadership, and Mathematics.

New A&M-Central Texas students are required to complete applications for admission, then make an appointment with an academic advisor to review degree plans. For current students, registration is available online. There are also programs available to assist students with academic advising, special needs, tutoring, counseling, medical needs, and career services.

In addition, A&M-Central Texas offers support to students wishing to form student organizations, whether they are honor societies, pre-professional groups, or social clubs. Current organizations include the National Association of Anorexia Nervosa & Associated Disorders; Association of Texas Professional Educators; Business Professionals of America; Delta Mu Delta; Gay Straight Alliance of Central Texas; Phi Alpha Zeta Chapter; ROTC Club; Student Association of Social Workers; Society for Human Resource Management

Student Organization; Central Texas Student Veteran's Association (CTSVA); and Student Government Association.

The Office of Financial Aid and Scholarships eliminates or diminishes financial barriers to students seeking an education at the university and informs prospective students, parents, and enrolled students of available resources and requirements.

STATEMENT OF INSTITUTIONAL PURPOSE

VISION

To create a culture of excellence for our students, faculty, and staff.

MISSION

Texas A&M University–Central Texas is an upper level institution committed to high quality, rigorous, and innovative learning experiences. TAMU-CT prepares students for lifelong learning through excellence in teaching, service, and scholarship.

PURPOSE AND ROLE

CORE VALUES

- **EXCELLENCE & 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, co-workers, 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.

GOALS

1. Academic Excellence through Accountability and Classroom Rigor
2. Building an Environment to Foster Scholastic Achievement
3. Fostering a Sense of Community

ENROLLMENT AND FACULTY

Texas A&M University-Central Texas certified headcount for Spring 2011 is 2553. The total number of full time faculty is 61.

THE TEXAS A&M UNIVERSITY SYSTEM

Academic institutions under the direction of the Board of Regents of the Texas A&M University Systems include:

Prairie View A&M University
Tarleton State University
Texas A&M University-Central Texas
Texas A&M International University
Texas A&M University
Texas A&M University-Commerce
Texas A&M University-Corpus Christi
Texas A&M University-Kingsville
Texas A&M University-San Antonio
Texas A&M University-Texarkana
West Texas A&M University

Other agencies and program in the Texas A&M University System are:

Health Science Center
Texas Agriculture Experiment Station
Texas Cooperative Extension
Texas Engineering Experiment Station
Texas Engineering Extension Service
Texas Forest Service
Texas Transportation Institute
Texas Veterinary Medical Diagnostic Laboratory

BOARD OF REGENTS

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Mr. James P. Wilson……Sugar Land

UNIVERSITY CALENDARS AND FINAL EXAMINATION SCHEDULES

FALL SEMESTER 2011 (16-week session, 1st 8-week session, & 2nd 8-week session)

March 1	Tuesday, Priority deadline for completing student financial aid fold for first consideration for Summer 2011.
March 21	Monday, Academic Advising for Summer & Fall 2011 begins.
April 4	Monday, Registration for Summer & Fall 2011 begins. For more information see Class Schedule.
April 15	Friday, Priority date for completing student financial aid folder for first considerations for Fall 2011 financial aid programs.
August 17	Wednesday, Deadline to submit Admissions Application for Fall 2011
August 24	Wednesday, New Student Orientation
August 25	Thursday, New Student Orientation
August 26	Friday, Tuition and Fee Payment Deadline
August 29	Monday, Classes begin. (16 week & 1st 8-week classes)
Aug 29-31	Monday-Wednesday, ADD/DROP/LATE REGISTRATION ($25 fee assessed for late registrants)
September 5	Monday, Labor Day, UNIVERSITY CLOSED
September 6	Tuesday, Last day to drop 1st 8-week classes with no record
September 6	Tuesday, Deadline for Fall 2011 Graduation applications
September 9	Friday, Welcome Back Picnic
September 12	Monday, Registration begins for Writing Proficiency Examination.
September 14	Wednesday, Last day to drop courses with no record (16- week classes)
September 30	Friday, Last day to drop a 1st 8-week class with a "Q" or withdraw with a "W"
October 14	Friday at 12:00PM, Last day/time to register for and complete Writing Proficiency Examination
October 15	Saturday, Last day to apply for student teaching in Fall 2012
October 17-21	Monday-Friday, Warrior Week
October 21	Friday, Tuition and Fee Payment Deadline (2nd 8-week classes)
October 24	Monday, 2nd 8-week classes begin
October 24	Monday, Academic Advising for Spring 2012 begins
October 31	Monday, Last day to drop 2nd 8-week classes with no record
November 4	Friday, Last day to drop a course with a "Q" or withdraw with a "W" (16-week classes)
November 7	Monday, Registration for Spring 2012 begins. For more information, see Class Schedule
November 11	Friday, Veteran's Day Holiday, UNIVERSITY CLOSED
November 15	Tuesday, Priority date for completing student financial aid folder for first consideration for Spring 2012 financial aid programs.
November 16	Wednesday, Comprehensive Exam results due in Graduate Office.
November 24-25	Thursday & Friday, Thanksgiving Holiday, UNIVERSITY CLOSED
November 28	Monday, Last day to drop a 2nd 8-week class with a "Q" or withdraw with a "W"
December 6	Tuesday, Restricted Activities period begins at 8 AM.
December 7	Wednesday, Last class day; Last day to withdraw from the university
Dec 8-15	Final Examinations will be held during normal class time
December 16	Friday, Last day to apply for $1,000 Tuition Rebate for Fall 2011 graduation (5:00PM)
December 17	Saturday, Commencement (TBA)
December 19	Monday, Grades from faculty due by 4:00 pm

SPRING SEMESTER 2012 (16-week session, 1st 8-week session, & 2nd 8-week session)

Nov 7, 2011	Monday, Registration for Spring Semester 2012 begins. For more information, see Class Schedule.
Nov 15, 2011	Priority date for completing student financial aid folder for first consideration for Spring Semester 2012 financial aid programs
Jan 4	Wednesday, Deadline to submit Admissions Application for Spring 2012
Jan 11	Wednesday, New Student Orientation
Jan 12	Thursday, New Student Orientation
Jan 13	Friday, Tuition and Fee Payment Deadline
Jan 16	Monday, Martin Luther King, Jr. Day, UNIVERSITY CLOSED
Jan 17	Tuesday, Classes begin (16-week and 1st 8-week classes)
Jan 17-19	Tuesday-Thursday, Add/Drop/Late registration ($25 late fee will be assessed for late registrants)
Jan 23	Monday, Deadline for Spring 2012 Graduation applications
Jan 24	Tuesday, Last day to drop a 1st 8-week class with no record
Feb 1	Wednesday, Last day to drop courses with no record (16-week classes)
Feb 6	Monday, Registration begins for Writing Proficiency Examination.
Feb 15	Wednesday, Last day to apply for student teaching for Spring 2013
Feb 17	Friday, Last day to drop a 1st 8-week class with a "Q" or withdraw with a "W"
March 1	Priority date for completing student financial aid folders for first consideration for Summer School 2012
March 2	Friday, Last day/time to register for and complete Writing Proficiency Examination.
March 12-16	**Spring Break**
March 16	Friday, Tuition and Fee Payment Deadline (2nd 8-week classes)
March 19	Monday, 2nd 8-week classes begin
March 19	Monday, Academic Advisement for Summer and Fall 2012 begins
March 26	Monday, Last day to drop 2nd 8-week classes with no record
March 30	Friday, Last day to drop a course with a "Q" or withdraw with a "W" (16-week classes)
April 2	Monday, Registration for Summer and Fall 2012 begins. For more information see Class Schedule.
April 13	Friday, Priority date for completing student financial aid folder for first consideration for Fall semester 2012.
April 20	Friday, Last day to drop a 2nd 8-week class with a "Q" or withdraw with a "W"
April 27	Friday, Distinguished Student Leadership & Service Awards Ceremony
April 27	Friday, Comprehensive Exam results due in Graduate Office
May 1	Tuesday, Restricted Activities period begins at 8:00AM
May 2	Wednesday, Last class day: last day to withdraw from the university
May 10	Thursday, Last day of final examinations
May 11	Friday, Last day to apply for $1,000 Tuition Rebate for Spring 2012 graduation (5:00PM)
May 12	Saturday, Commencement (TBA)
May 14	Monday, Grades from faculty due by 4PM

SUMMER SESSIONS 2012

10 WEEK SESSION
JUNE 5– AUGUST 9 (All classes meeting regularly from Monday-Thursday meet for one hour).

March 1	Thursday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2012 financial aid programs
March 19	Monday, Academic Advisement for Summer and Fall 2012 begins
April 2	Monday, Registration for Summer and Fall 2012 begins. For more information see Class Schedule.
May 23	Wednesday, Deadline to submit Admissions Application for Summer 2012
June 4	Monday, Registration begins for Writing Proficiency Examination.
June 5	Tuesday, Classes begin (10-week and 1st 5-week classes)
June 5	Tuesday, Add/Drop/Late registration. ($25 late fee will be assessed for late registrants.)
June 13	Wednesday, Last day to drop 10-week courses with no record
June 22	Friday at 12:00PM, Last day/time to register for and complete Writing Proficiency Examination
July 4	Wednesday, Independence Day, UNIVERSITY CLOSED
July 13	Friday, Last day to drop a 10-week course with a "Q" or withdraw with a "W"
July 13	Friday, Comprehensive Graduate Exam results due in Graduate Office
August 8	Wednesday, Last class day, Last day to withdraw from the university
August 9	Thursday, Final Examinations will be held during normal class time.
August 10	Friday, Last day to apply for the $1000 Tuition Rebate for Summer 2012 graduation (5:00PM)
August 13	Monday, All grades entered by faculty into student information system by 4:00PM
August 18	Saturday, Commencement (TBA)

5 WEEK SESSION I
JUNE 5– JULY 5 (All classes meeting regularly from Monday-Thursday meet for two hours)

March 1	Thursday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2012 financial aid programs
March 19	Monday, Academic Advisement for Summer and Fall 2012 begins
April 2	Monday, Registration for Summer and Fall 2012 begins. For more information see Class Schedule.
May 23	Wednesday, Deadline to submit Admissions Application for Summer 2012.
June 4	Monday, Registration begins for Writing Proficiency Examination.
June 5	Tuesday, Classes begin (10-week and 1st 5-week classes)
June 5	Tuesday, Add/Drop/Late registration ($25 late fee will be assessed for late registrants.)
June 8	Friday, Last day to drop 1st 5-week courses with no record
June 22	Friday, Last day to drop a 1st 5-week course with a "Q" or withdraw with a "W"
June 22	Friday at 12:00PM, Last day/time to register for and complete Writing Proficiency Examination.
July 3	Tuesday, Last class day; last day to withdraw from the university (Session I)
July 4	Wednesday, Independence Day, UNIVERSITY CLOSED
July 5	Thursday, Final Examinations will be held during normal class time.
July 6	Friday, All 1st 5-week grades entered by faculty in student information system by 4:00PM
July 13	Friday, Comprehensive Graduate Exam results due in Graduate Office.
Aug 10	Friday, Last day to apply for $1,000 Tuition Rebate for Summer 2012 graduation (5:00PM)
Aug 13	Monday, All Summer grades entered by faculty into student information system by 4:00PM
Aug 18	Saturday, Commencement (TBA)

5 WEEK SESSION II
JULY 9-AUGUST 9 (All classes meeting regularly from Monday-Thursday meet for two hours)

March 1	Thursday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2012 financial aid programs
March 19	Monday, Academic Advisement for Summer and Fall 2012 begins.
April 2	Monday, Registration for Summer and Fall 2012 begins. For more information see Class Schedule.
May 23	Wednesday, Deadline to submit Admissions Application for Summer 2012.
June 4	Monday, Registration begins for Writing Proficiency Examination.
June 22	Friday at 12:00PM, Last day/time to register for and complete Writing Proficiency Examination.
July 4	Monday, Independence Day, UNIVERSITY CLOSED.
July 9	Monday, classes begin (2nd 5-week)
July 9	Monday, ADD/DROP/LATE registration ($25 late fee will be assessed for late registration
July 12	Thursday, Last day to drop 2nd 5-week classes with no record
July 13	Friday, Comprehensive Graduate Exam results due in the Office of Graduate Studies
July 27	Friday, Last day to drop 2nd 5-week classes with a "Q" or withdraw with a "W"
Aug 8	Wednesday, Last class day. Last day to withdraw from University
Aug 9	Thursday, Final Examinations will be held during normal class time.
Aug 10	Friday, Last day to apply for $1,000 Tuition Rebate for Summer 2012 graduation (5:00PM)
Aug 13	Monday, All grades entered by faculty in student information system by 4:00PM
Aug 18	Saturday, Commencement (TBA)

FORT HOOD SOLDIER DEVELOPMENT CENTER
HOLIDAY SCHEDULE
FY 2011-2012

October 10, 2011	Columbus Day
November 11, 2011	Veteran's Day
November 18, 2011	ESD Graduation
November 24-25, 2011	Thanksgiving
December 24-26, 2011	Christmas
January 1-2, 2012	New Year's Day
January 16, 2012	Martin Luther King, Jr. Day
February 20, 2012	President's Day
May 28, 2012	Memorial Day
July 4, 2012	Independence Day
September 3, 2012	Labor Day
October 8, 2012	Columbus Day
November 11-12, 2012	Veteran's Day
November 22-23, 2012	Thanksgiving
December 24-25, 2012	Christmas
December 31-Jan 1, 2013	New Year's Day

ADMISSIONS

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

ADMISSIONS

REQUIREMEMTS:
Materials Needed for Application

1. The State of Texas Common Application for Public Universities,* available at the following location: www.applytexas.org (Application is submitted electronically),
2. Official transcripts from colleges previously** attended (see next page)
3. Application fee $30 non-refundable, and
4. Section of application form used to determine Texas residency for tuition purposes. Texas residency is determined in accordance with state law.

*** Used by U.S. citizens and permanent residents to apply for undergraduate admission.**
**** Test scores must be no more than six years old at the time of admission. Scores must be on an official college transcript.**

Each of the above items must be received before an application can be evaluated. Other documents may be requested as needed.

Materials should be on file well in advance of registration. Students are encouraged to apply on or before the following dates:

Fall Semester	August 1st
Spring Semester	January 1st
Summer Semester	May 1st

Materials submitted by applicants who do not enroll at TAMU-CT are destroyed after one calendar year. **If a student applies for one semester and does not attend, he/she must complete a new application and pay the application fee again.** Official documents received for a previous term may be added to the new file. If a student has completed course work since applying with TAMU-CT, he/she must provide final official transcripts and/or score reports.

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. Course work from one college posted on the transcript of another college will not satisfy this requirement. For readmission to TAMU-CT, only those transcripts from institutions attended since the last enrollment at TAMU-CT are required.

TAMU-CT requires that all GI Bill students submit military AND academic transcripts for evaluation of credit.

Faxed copies are not official.

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 transcripts must be accompanied by an English translation and an evaluation of course work by a foreign credentials evaluation service. Check with Undergraduate Admissions for information on transcript evaluation services.

GENERAL ADMISSION
For admission to Texas A&M University Central Texas, applicants must be in good standing at each college and/or university previously attended and must submit final transcripts from each college and/or university attended. Applicants must also meet the following criteria: a 2.0 cumulative transfer GPA, completion of TSI (Texas Success Initiative), and completion of 30 academic college-level credit hours. Academic credits for admission purposes must total 30 hours *in addition to* any military credits presented for overall degree credit. All *military* credits are evaluated and articulated where applicable in a student's chosen degree at such time that the student has been enrolled through the census date (12th class day) and the student has made a request for military credits to be evaluated. *Please note that admission to the Teacher Education Program requires a minimum of 60 semester hours toward a degree (not including developmental courses). For additional requirements, refer to the School of Education section of the catalog.

CONDITIONAL ADMISSION
Conditional admission will be available within 30 days of the first day of classes for the semester for which the student is seeking admission for those applicants who meet all admissions requirements (minimum of 30 academic college hours, 2.0 GPA, and TSI complete), with the exception of having submitted all OFFICIAL transcripts. Conditional students will complete the **Conditional Admission Contract.** Conditionally admitted students have until the end of the 2nd week of classes to submit their official transcripts and will not be eligible to register for subsequent semesters until all have been received. Coursework will not be articulated until all official transcripts have been received, thus these students will have a FRESHMAN classification, which will impact Financial Aid awards (if they receive aid). It is the student's responsibility to request the official transcripts AND to follow-up to be sure that the Admissions Office receives them by the deadline. ***Conditionally-admitted students MUST be able to provide unofficial transcripts for admissions & advising purposes***

PROVISIONAL ADMISSION
Provisional admission is available to those students who make application before coursework at their previous institution is completed (in progress). These students must meet all admissions requirements (minimum of 30 academic college hours, 2.0 GPA, submission of all official college transcripts, and TSI complete) at the time of application. "In-progress" work will be articulated once FINAL/OFFICIAL transcripts are received. Provisionally admitted students will complete the **Provisional Admission Contract**.

HOLDS ON REGISTRATION AND RELEASE OF RECORDS
Any student who has failed to meet admission or academic requirements, or who has a financial obligation to the university, has a HOLD placed on his or her record. Until the hold is removed, such students are not allowed to register, obtain transcripts, graduate, or receive other services from the university. All new students will have a registration hold on their record until they have met with an advisor.

INDIVIDUAL APPROVAL ADMISSIONS
Students who are denied admission to Texas A&M University-Central Texas may ask to be considered for individual approval. If the case has sufficient merit, it will be referred to the Academic Standards Committee or the committee chair acting on behalf of the committee. Appeals will be considered in cases of extenuating circumstances and/or with evidence of leadership, exceptional talent, volunteer work, internships, military service, unusual family situation, etc. An appeal will not be considered for applicants who are ineligible to return to a previous institution.

Appeal requests should be submitted to the Office of Undergraduate Admissions no later than two weeks before the first class day for that semester. Exceptions to this deadline must be approved by the Provost or the provost's designee. The forms to be used when requesting consideration for individual approval may be obtained from the Undergraduate Admissions Office.

Application Fee

Students applying for admission to TAMU-CT are required to pay a **non-refundable** application processing fee of $30. Checks or money orders should be made payable to Texas A&M University-Central Texas. The application fee must be submitted with the application forms or mailed at the time the application is submitted electronically. Credit card payments can be made at the time of electronic submission or over the phone. **TAMU-CT does not accept fee waivers for the application fee**.

TEXAS SUCCESS INITIATIVE

The Texas Education Code statute 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.

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) using one or more of the following instruments:

1. ASSET offered by ACT;
2. COMPASS offered by ACT;
3. ACCUPLACER offered by the College Board;
4. Texas Higher Education Assessment (THEA) offered by National Evaluation Systems, Inc.

Additionally, unless exempt (see below), each student is subject to the provisions of TAMU-CT's Texas Success Initiative (TSI) Plan.

TSI Exemptions

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

A. Full Exemption. The following students are exempt from the 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:
      a. ACT: composite score of 23 with a minimum of 19 on both the English and Mathematics tests.
      b. Scholastic Achievement Test (SAT): a combined Critical Reading and Mathematics score of 1070 with a minimum of 500 on both the critical reading and the mathematics tests.
   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 and 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 has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
   iv. A student who has graduated with a baccalaureate 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.
   v. A student who transfers to TAMU-CT 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.
   vi. 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.
   vii. 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 service as a member of a reserve component of the armed forces of the United States.
   viii. A student who, prior to January 1, 2004, had satisfied (as indicated by the Tarleton Developmental Education Plan and/or the Board's TASP policy manual) all TASP obligations.

B. Partial Exemption. The following students are exempt from one or more of the requirement of the TSI:
   i. Exempt from the mathematics 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 on a single administration of the test:
         1. ACT: composite score of 23 with a minimum of 19 on Mathematics test.
         2. Scholastic Achievement Test (SAT): a combined Critical Reading and Mathematics score of 1070 with a minimum of 500 on mathematics test.
      b. 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.
      c. A student who transfers to TAMU-CT 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.
      d. Student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in mathematics.
   ii. Exempt from the writing 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 on a single administration of the test:
         1. ACT: composite score of 23 with a minimum of 19 on English test.
         2. Scholastic Achievement Test (SAT): a combined Critical Reading and Mathematics score of 1070 with a minimum of 500 on the critical reading test.
      b. 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.
      c. A student who transfers to TAMU-CT 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.
      d. Student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in writing.
   iii. Exempt from the reading 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 on a single administration of the test:
         1. ACT: composite score of 23 with a minimum of 19 on English test;
         2. Scholastic Achievement Test (SAT): a combined Critical Reading and Mathematics score of 1070 with a minimum of 500 on the critical reading test.
      b. 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.
      c. A student who transfers to TAMU-CT from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed college-level coursework in reading, as indicated in Section 8 of the TSI Plan.
      d. Student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in reading.

C. Temporary Exemption/Waiver. The following students may request a temporary exempt from the requirements of the TSI:
   i. On an annual basis, a student who is serving on active duty as a member of:
      a. the armed forces of the United States; or
      b. the Texas National Guard.

ii. On an annual basis, a student who is a member of a reserve component of the armed forces of the United States (excludes reserves of Texas National Guard) and has been serving for at least three years preceding enrollment.
iii. Each semester, a student who has been admitted as a non-degree seeking student.
iv. Under exceptional circumstances, the Dean of Student Success may permit a student to enroll in lower-level academic coursework without assessment but must require that the student be assessed no later than the end of the first semester of enrollment in freshman-level academic coursework and may require concurrent, appropriate developmental education.

D. Some of the TSI exemptions for enrollment in TAMU-CT are not accepted by the Teacher Education Council for admission to the Teacher Education Program. Please contact the Certification Office at (254) 519-5791for more information.

TSI assessment results and/or proof of exemption must be submitted to the Undergraduate Admissions office <u>before a student will be allowed to register for classes</u>. To verify that your assessment results and/or proof of exemption have been received by TAMU-CT, contact the Admissions Office (254) 519-5727.

IMMUNIZATIONS
Requirements (for students enrolling in health-related courses)

Students enrolling in health-related courses that involve direct patient contact (Nursing and Clinical Laboratory Science) 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, Clinical Laboratory Science, and some Pre-Med courses). Nursing and Clinical Laboratory Science students are required to take the hepatitis series or sign a waiver.

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 - Recommended by the Center for Disease Control (CDC). For more information, log onto the Tarleton Student Health Center website at www.tarleton.edu/healthservices.

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.

SOCIAL SECURITY NUMBER DISCLOSURE

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency requests an individual to disclose his/her social security account number (SSAN), that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, applicants for admission are advised that disclosure of a student's SSAN is strongly recommended for admission as a student at TAMU-CT, in view of the practical administrative difficulties that would be encountered in maintaining adequate student records without continued use of the SSAN. It is used to verify the identity of the student, and as a student account number (identifier) to record necessary data accurately. As an identifier, the SSAN is used for such activities as determining and recording eligibility for admission as a

student; reporting initial physical examinations; determining and recording assessments and payments of student fees and charges; determining and recording eligibility for student financial assistance including loans, scholarships, grants, allowances, and official student travel and per diem; recording student grades and related academic data; determining and recording eligibility for participation in Reserve Officers Training Corps programs and in athletic, rodeo, and similar events; registering private vehicles and issuing parking permits; issuing student identification cards; recording issue and return of library books and other materials; registering for placement services, including resume preparation and furnishing information to prospective employers; and other such related requirements that might arise. TAMU-CT has for several years consistently requested disclosure of the SSAN on student application forms and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and United States and 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.

If a student chooses not to disclose his/her SSAN, he/she may request a random number to be assigned to his/her records while attending TAMU-CT. The student should contact the Office of Undergraduate Admissions for more details.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM

Beginning applicants to TAMU-CT who have completed or who will complete the International Baccalaureate Diploma Program from their high school should indicate that on their application. Those who complete the International Baccalaureate Diploma and meet State of Texas requirements will be granted credit for a minimum of 24 semester hours. Students should make sure that the Director of Undergraduate Admissions is aware of the IBD Program and may request from the Director of Undergraduate Admission the type and amount of credit TAMU-CT is willing to grant, based on the IBD transcript.

TAMU-CT grants credit for IB higher level exams with a score of 5 or higher and for some standard level exams with specified scores of 5 or higher. A list of credit equivalents and required scores is listed below for certain higher level and standard level exams. Students may inquire about equivalent credit for higher level exams not listed if the score is 5 or higher. State law requires that students who present evidence of completion of the IB diploma may be granted credit for exam scores of at least 4. This can result in the awarding of up to 24 credit hours.

Higher Exam	**Grade**	**Course credit**	**Credit hours**
Biology	5,6,7	BIOL 120,121	8
Business & Org.	5,6,7	FIN 301, MGMT 301	6
Chemistry	5,6,7	CHEM 105,108	8
Economics	5,6,7	ECO 301, 302	6
English	5,6,7	ENGL 111,112	6
French	5	FREN 101,102	8
French	6,7	FREN 101,102,201,202	14
Geography	5,6,7	GEOG 110	3
German	5	GERM 101,102	8
German	6,7	GERM 101,102,201,202	14
History, U.S.	5,6,7	HIST 201,202	6

Music	5,6,7	MUSC 126,147	5
Philosophy	5,6,7	PHIL 101	3
Physics	5,6,7	PHY 104,105	8
Psychology	5,6,7	PSY 101	3
Spanish	5	SPAN 101,102	8
Spanish	6,7	SPAN 101,102,201,202	14
Theatre Arts	5,6,7	THEA 105	3

INTERNATIONAL STUDENTS

Admission of international students to the undergraduate program at TAMU-CT is based upon graduation from a secondary school (lyceum, senior middle school, high school, preparatory school, or other equivalent) system equivalent to at least 12 grades. Applicants must provide official transcripts and evaluations of all academic work. 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, grade point average, and diploma or degree earned as recommended by the National Council on the Evaluation of Foreign Educational Credentials. The Assistant Director for Admissions and Records can provide a list of evaluation service providers but it is the applicant's responsibility to secure and pay for the evaluation and to make sure it is done early enough to meet admission deadlines.

The quality of the applicant's prior secondary or collegiate-level work is judged from the scores attained. International applicants must submit SAT or ACT scores to be considered for admission. International applicants may be admitted if they have a score of 1110 or above on the SAT or 24 or above on the ACT. Those with SAT scores of 950-1110 or ACT of 20-23 may be considered based on the records provided.

The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, is required with a minimum score of 68 on the NEW Internet-based test, a minimum score of 190 on the computer-based test, or a minimum score of 520 on the paper-based test. Completion of six semester hours of regular first-year college English composition at an accredited college in the United States with a grade of C or better in each course will satisfy the TOEFL requirement.

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 admission packet. Check with the American Embassy for further details.

International applicants must submit two passport-style color photos taken within six months of application, a $100 (US) processing and admission fee and a $30 application fee. Both fees are non-refundable. Payment must be made by bank cashier's check or credit card payable to TAMU-CT. TAMU-CT requires that all international students have medical insurance with coverage in the United States. Students may wish to purchase insurance through the University upon arrival.

All application materials must be sent to the Assistant Director of Admissions and Records in the Office of Undergraduate Admissions. Applications cannot be processed until all materials are received. The I-20 will be issued only after a formal admission letter has been issued by TAMU-CT. All undergraduate students are required to meet Texas Success Initiative (TSI) assessment before registering for classes.

POST-BACCALAUREATE ADMISSIONS

Standard Exam	Grade	Course credit	Credit hours
Art	5,6,7	ART 131	3
Biology	6,7	BIOL 120,121	8
Chemistry	6,7	CHEM 105,108	8
Computer Science	6,7	CIS 103	3
Economics	6,7	ECO 201,202	6
French	5	FREN 101,102	8
French	6,7	FREN 101,102,201,202	14
German	5	GERM 101,102	8
German	6,7	GERM 101,102,201,202	14
Mathematical Studies	6	MATH 107,109	6
Mathematical Studies	7	MATH 109,120	7
Music	6,7	MUSC 126,147	5
Philosophy	6,7	PHIL 101	3
Physics	6,7	PHYS 104,105	8
Psychology	6,7	PSY 101	3
Spanish	5	SPAN 101,102	8
Spanish	6,7	SPAN 101,102,201,202	14
Theatre Arts	5,6,7	THEA 105	3

A student who has a bachelor's degree from an accredited U.S. institution and who is in good standing at all schools previously attended but who is not seeking a master's degree or professional certification may apply as a post-baccalaureate student. A post-baccalaureate student may work on a second bachelor's degree or teaching certification or take courses of interest. To be admitted to post-baccalaureate status, an applicant must submit official transcript(s) from all schools attended, a signed application form or completed electronic application, a $30 application fee, a tuition residency form and a Post-Baccalaureate form. The Post-Baccalaureate form can be obtained by contacting the Office of Undergraduate Admissions at 254-519-5460. Undergraduate academic standards apply to post-baccalaureate students.

READMISSIONS

Students who have previously attended TAMU-CT and are returning after one or more long semesters' absence may apply for readmission. Applicants must submit an application for readmission, pay a $30 application fee, and be clear of any blocks by TAMU-CT offices (Police, Business Office, Financial Aid, etc.).

1. Students who have not enrolled at any other college or university since last attending TAMU-CT and are free of suspension will be admitted.
2. Students who have enrolled at any other college or university since last attending TAMU-CT and who meet transfer requirements and are free of suspension may be admitted with submission of updated transcripts.

ACADEMIC FRESH START

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. This bill gives students the option of electing to have course work taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses taken ten or more years prior to enrollment.

TRANSFER STUDENTS

At the time of application, students who have attempted college level credit at an accredited institution after high school graduation are considered transfer students. Applicants **must** be eligible to enroll at all colleges and universities previously attended and submit **final official transcripts** from each college or university attended. For students who have previously attended TAMU-CT, transfer work and TAMU-CT work will be combined to determine a cumulative GPA. Transferable work from all previously attended colleges and universities will be combined to determine a cumulative GPA. Developmental and similar non-college credit is not used in determining the GPA needed to be eligible for transfer admission.

Transfer Student Qualifications

The following minimum standards must be met:

- Students with 30 or more semester hours of college credit, a cumulative GPA of 2.0 or higher, and completion of the TSI (Texas Success Initiative) will be admitted.

Core Curriculum Transfer

Students who complete all general education requirements as approved by the Texas Higher Education Coordinating Board at another Texas public school and who then transfer to TAMU-CT will generally be considered to have met general education requirements as outlined toward a degree at TAMU-CT. However, additional requirements for the degree must be met and this could require students to take one or more courses that are part of the general education requirements at TAMU-CT.

TRANSFER ARTICULATION POLICIES

Credits earned at another regionally accredited institution are accepted as recorded on the official transcript. However, because of differences in institutional degree requirements and course content, some credits transferred may not apply toward satisfying degree requirements at TAMU-CT. A maximum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.

Beginning Spring 2004, all grades including F's, for all academic credit courses will be articulated to the TAMU-CT transcript. Remedial/developmental courses will not be entered and will not be used in the admissions decision. When a course has been repeated at the same institution, only the best effort will be transcribed. Only those transferred hours that have been transcribed will be used to determine admissions eligibility.

Courses that are vocational or technical in nature are not automatically accepted by TAMU-CT. These courses must be approved by the appropriate academic departments and resubmitted for articulation to Enrollment Management. Students with a significant number of hours in a technical field and who wish to use those hours toward a TAMU-CT degree should consider the Bachelor of Applied Arts and Sciences, Bachelor of Science Applied Science, or similar degree programs. Such students are expected to meet current admissions rules and may wish to contact Advising Services or departmental offices for further information.

A common numbering system has been devised by area colleges and universities to identify those courses that are similar in nature and considered to be equal in transfer. The purpose of the system is to assist students who are transferring between participating institutions. Following is a list of TAMU-CT courses that are considered as matches with the Texas Common Course Numbering System (TCCNS):

- If you have questions regarding transferability of courses, please contact the Office of Undergraduate Admissions at (254) 519-5727.
- COSC 1301/1401 will not be accepted if a significant amount of computer programming is not included.

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

TEXAS COMMON COURSE NUMBERING SYSTEM

TCCNS	TAMU-CT	TCCNS	TAMU-CT
ACCT 2301 **OR** ACCT 2401	ACC 203	FREN 1411	FREN 101
ACCT 2302 **OR** ACCT 2402	ACC 204	FREN 1412	FREN 102
AGRI 1131	AGRI 101	FREN 2311	FREN 201
AGRI 1307	AGRN 105	FREN 2312	FREN 202
AGRI 1309	A EC 212	GEOG 1303	GEOG 110
AGRI 1311	D S 202	GEOG 2312	GEOG 202
AGRI 2313	ENTO 201	GEOL 1401	P SC 101
AGRI 1315	HORT 200	GEOL 1403	GEOL 105
AGRI 1319	ANSC 107	GEOL 1404	GEOL 106
AGRI 1325	ANSC 207	GEOL 2405	GEOL 203
AGRI 1327	WLDM 201	GERM 1411	GERM 101
AGRI 2301	AGSD 201	GERM 1412	GERM 102
AGRI 2303	AGSD 221	GERM 2311	GERM 201
AGRI 2317	A EC 105	GOVT 2302 **OR** GOVT 2305	POLS 201
AGRI 2330	WLDM 221	GOVT 2301 **OR** GOVT 2306	POLS 202
ARTS 1301	ART 131	HECO 1101	H S 110
ARTS 1303	ART 231	HECO 1315	H S 105
ARTS 1304	ART 232	HECO 1322	H S 210
ARTS 1311	ART 111	HECO 1325	H S 102
ARTS 1312	ART 221	HECO 1328	H S 202
ARTS 1316	ART 121	HECO 2311	H S 206
ARTS 1317	ART 221	HIST 1301	HIST 201
BCIS 1301	CIS 103	HIST 1302	HIST 202
BCIS 1310	CIS 201	HIST 2311	HIST 101
BCIS 1332	CIS 212	HIST 2312	HIST 102
BIOL 1411	BIOL 120	HORT 1301	HORT 200
BIOL 1413	BIOL 121	HUMA 1315	F A 101
BIOL 1322	H S 210	MATH 1314	MATH 107
BIOL 2401	BIOL 219	MATH 1316	MATH 109
BIOL 2402	BIOL 220	MATH 1324	MATH 110
BUSI 1301	G B 103	MATH 1325	MATH 111
BUSI 1307	FIN 101	MATH1332	MATH 108
CHEM 1405	CHEM 101	MATH 2412	MATH 118
CHEM 1407	CHEM 103	MATH 2413	MATH 120
CHEM 1411	CHEM 105	MATH 2414	MATH 209
CHEM 1412	CHEM 108	MUSI 1181	MUSC 151
CHEM 2423	CHEM 201	MUSI 1182	MUSC 152

CHEM 2425	CHEM 202	MUSI 1300	MUSC 213
COMM 1307	COMS 213	PHED 1301	KINE 200
COMM 1316	COMS 214	PHED 1306	HLTH 231
COSC 1301	CIS 103	PHED 1308	KINE 227
CRIJ 1301	C J 131	PHED 1338	HLTH 101
CRIJ 1306	C J 232	PHIL 1301	PHIL 101
CRIJ 1310	C J 237	PHIL 2303	PHIL 201
CRIJ 2313	C J 238	PHYS 1401	PHYS 104
CRIJ 2314	C J 235	PHYS 1402	PHYS 105
CRIJ 2323	C J 236	PHYS 1411	PHYS 103
CRIJ 2328	C J 234	PHYS 2425	PHYS 122
DRAM 1310	THEA 105	PHYS 2426	PHYS 242
DRAM 1220	THEA 107	PSYC 2301	PSY 101
DRAM 1330	THEA 203	PSYC 2308	PSY 220
DRAM 1341	THEA 109	PSYC 2315	PSY 102
DRAM 1351	THEA 106	PSYC 2312	PSY 201
DRAM 1352	THEA 206	SOCI 1301	SOC 201
DRAM 2336	THEA 201	SOCI 1306	SOC 202
DRAM 2361	THEA 207	SOCW 2361	SWK 208
DRAM 2362	THEA 208	SPAN 1411	SPAN 101
ECON 1301	ECO 101	SPAN 1412	SPAN 102
ECON 1303	ECO 205	SPCH 1311	COMS 101
ECON 2301	ECO 201	SPCH 1315	COMS 102
ECON 2311	GEOG 202	SPCH 1342	COMS 201
ECON 2302	ECO 202	TECA 1318	H S 211
ENGL 1301	ENGL 111	TECA 1311	H S 204
ENGL 1302	ENGL 112	TECA 1354	H S 104

EXPENSES

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

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EXPENSES

NOTE: The fees provided below are based on the 2011 - 2012 fee schedule approved by The Texas A&M University System Board of Regents at its May 2011 meeting. The Tuition Fee Table below is an estimate and is subject to change based on Board action and Legislative requirements.

2011 - 2012 SEMESTER FEES

Fall, Spring and Summer Semesters

Tuition Fee (see Note) (required)

Texas Resident – Undergraduate[1]	$148.40 per hour
Texas Resident – Graduate[1]	$168.40 per hour
Texas Non-Resident [1]	$458.40 per hour
Student Services Fee (required)	10.00 per hour with $160.00 max.
Academic Advising Fee (required)	$2.00 per hour
Computer Processing Fee (required)	$5.00 per hour
Distance Education Degree Program Course Fees	$360-$800 per course
Distance Learning Fee (on-line courses)	$40.00 per hour
Excessive Hours Fee	$100.00 per hour
Field Assignment Fee	$75.00 per course
Graduation Fee (required)	$40.00
Identification System Fee (required)	$10.00 per semester
Instructional Equipment Fee (required	$4.00 per hour
International Education Fee (required)	$4.00 per semester
International Student Program Fee	$40.00 per semester
Library Access Fee (required)	$7.50 per hour
Parking Fee (optional)	$30.00 per semester
Program Delivery Fee (required)	$24.50 per hour
Records Fee (required)	$15.00 per semester
Repeated Courses Fee	$100.00 per hour
Laboratory Fees	$2.00 to $30.00
Course Enhancement Fee	$0-$25 per course
Testing Fee	$15.00

[1] Includes State Tuition Rate of $50 per semester credit hour for Undergraduates/$70 per semester credit hour for Graduates/$360 per semester credit hour for non-resident plus $98.40 per semester credit hour for Designated Tuition. Previously, a General Use Fee was assessed for all students. The General Use Fee has been reclassified as Designated Tuition as per the acts of the 75th Texas Legislature. Reference Texas Education Code §54.0512 and §54.0513.

EXPLANATION OF FEES

Please Note: The following fees are required of all students, regardless of classification (undergraduate or graduate).

NOTE 1: The following are **payable on an installment basis** in the regular Fall and Spring semesters.

TUITION FEE

Tuition for Texas resident undergraduate students is $148.40 per semester credit hour. Tuition for Texas resident graduate students is $168.40 per semester credit hour. Tuition for non-resident students, including those who are not U.S. citizens, is $458.40 per semester credit hour. See "Determination of Residence for Tuition Purposes" in this section for more information.

STUDENT SERVICES

A fee of $10.00 per semester credit hour with a $160.00 maximum per semester is for the support of student services at TAMU-CT. This fee is not assessed on courses offered online.

ACADEMIC ADVISING FEE

A fee of $2.00 per semester credit hour is used to cover costs of providing academic support programs and academic advising services.

COMPUTER PROCESSING FEE

A fee of $5.00 per semester credit hour is used to cover costs of providing computing access to the students and computing services for administrative and instructional purposes.

COURSE ENHANCMENT FEE

A fee with a range of $0-$25 per course is used to cover costs of course delivery, course materials, instructor preparation materials, course specific software, and other instructional purposes.

COURSE FEES

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

DISTANCE EDUCATION DEGREE PROGRAM COURSE FEE

A fee, with a range of $360-$800 per course based on the degree program associated with the course, will allow for delivery and ensure the quality of the university's Distance/Distributed Education Programs.

DISTANCE LEARNING FEE

A fee of $40 per semester credit hour is assessed on all online courses to provide web-based student services support.

EXCESSIVE HOURS FEE

A fee of $100 per semester credit hour is charged to students with excessive semester credit 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 ASSIGNMENT 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. The fee is used for costs directly associated with these courses.

GRADUATION FEE

A fee of $40 is due at the time the graduation application is submitted. The fee is used for costs directly related to graduation (diplomas, etc).

IDENTIFICATION SYSTEM FEE

A fee of $10 per semester is used to support the Identification Card System. This is not a purchase fee. Lost/stolen cards may be replaced with a fee of $10. Cards worn due to normal wear and tear that are more than 1 year old can be exchanged for a new card at no charge. If the existing card is not returned, the replacement fee of $10 will apply.

INSTRUCTIONAL EQUIPMENT FEE

A fee of $4 per semester credit hour is used to maintain and upgrade equipment used directly in student instruction.

INTERNATIONAL EDUCATION FEE

A fee of $4 per semester is used to assist students participating in international student exchange or study programs.

INTERNATIONAL STUDENT PROGRAM FEE

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

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 payment on days set aside for that purpose will pay a late fee of $25.

LATE PAYMENT FEE

Students not making an installment payment by the due date will be charged a late payment fee of $10. Students who are delinquent more than five days may be prohibited from registering for classes and may be blocked from all University services.

LIBRARY ACCESS FEE

A fee of $7.50 per semester credit hour is used to purchase materials and equipment and to support the operations of the Library.

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/motorcycle on any part of TAMU-CT property will pay a parking fee of $30 for each regular semester and $10 per summer semester.

PROGRAM DELIVERY FEE

A fee of $24.50 per semester credit hour is charged to all students registered for courses at TAMU-CT and is used to support the additional expenses associated with offering institutional programs.

RECORDS FEE

A fee of $15 per semester is used to cover the cost of maintaining academic records.

REPEATED COURSES FEE (3-PEAT)

An additional course fee will be charged at a rate of $100 per semester credit hour to those students who are attempting 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 freshmen and transfer students will be assessed to cover required institutional testing, such as for Math and English placement, writing proficiency, or achievement. It is charged on first enrollment for a fall or spring semester and covers all institutional testing while the student is enrolled.

NOTE 2: The following fees are NOT payable on an installment basis.

INSTALLMENT FEE

The Texas Education Code includes a provision for students to pay tuition and certain designated fees for the fall and spring semesters on an installment basis. Students may elect to pay in full or in three installments. Students who elect to pay on the installment plan will be charged an installment fee of $20 per semester and will be required to sign an installment agreement.

PAYMENT OF FEES

All of the aforementioned fees must be paid by a designated date, which is stated on the student's bill. Student account information is available thru *Texan Bill Pay* via DuckTrax. Services offered include: 24/7 access, E-bills, Electronic Refunding, On-line Payment Plan enrollment, and Authorized User access. Payment due dates are also displayed.

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 three installments as follows:

Installment 1: 50% of Note 1 fees and all of Note 2 fees by designated date;
Installment 2: 25% of Note 1 fees prior to the start of the 6th class week;
Installment 3: 25% of Note 1 fees prior to the start of the 11th class week.

Each student who elects option 2 must enroll in the Payment Plan thru *Texan Bill* Pay via DuckTrax. An installment agreement must be on file in the Business Services Office. Students who fail to make tuition and fees payment by the due date may be prohibited from registering for classes for a succeeding semester until payment is made. Moreover, nonpayment prior to the end of the semester means the student may be denied credit for the work done that semester.

For short sessions, including Summer, payment in full is due by the designated date.

NOTICE CONCERNING CHECK PAYMENTS

In an effort to reduce processing costs, TAMU-CT has begun processing paper checks electronically effective July 14, 2008. If you deliver a check in-person or mail it to the University, your paper check will be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks will now appear on your monthly bank statement as an Electronic Debit. If you do not wish to have your account electronically debited, please speak with the Office of Business Services staff concerning your options when paying by check.

REFUNDS

Students who have paid fees in full and withdraw from the University will receive refunds for tuition, student services fee, academic advising & support fee, computer processing fee, endowment scholarship fee, excessive hours fee, international education fee, instructional equipment fee, records fee, program delivery fee, international student program fee, distance education degree program course fee, library access fee, repeated courses fee, field assignment fee. Students paying on an installment basis and who withdraw from the University will be required to pay the balance of fees due. The refund schedule is as follows:

8 and 10-week session	
Prior to 1st class day	**100%**
1st, 2nd, 3rd, 4th class day	**80%**
5th, 6th, 7th, 8th class day	**50%**
9th class day	**0**

16-week session	
Prior to 1st class day	**100%**
1st, 2nd, 3rd, 4th, 5th class day	**80%**
6th, 7th, 8th, 9th, 10th class day	**70%**
11th, 12th, 13th, 14th, 15th class day	**50%**
16th, 17th, 18th, 19th, 20th class day	**25%**
21st class day	**0**

WITHDRAWING FROM ALL COURSES AT THE UNIVERSITY

Effective Withdrawal Date is the date the withdrawal is reported to and recorded in the Registrar's Office.

DROPPED CLASSES

(Student remains enrolled in one or more courses at the University.) Effective Drop Date is the date the 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:

3 or 4-week session	2nd class day	2nd day after class begins
5 or 6-week session	4th class day	4th day after class begins
7-12 -week session	6th class day	6th day after class begins
13 or more-week session	12th class day	12th day after class begins

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.

Those fees paid by Tuition Assistance or other third party receivable will be refunded to the military or other organization if a refund is due.

TAMU-CT's refund policy is in accordance with mandates of the state of Texas.

CONDITIONS OF REFUNDS

Refunds of tuition and fees 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 shall be made to the source rather than directly to the student who has withdrawn if the funds were made available through the University. All student services and privileges shall terminate when a student withdraws or graduates from the University.

NONREFUNDABLE FEES

Fees required for special courses, ID cards, parking, testing, installment plans, and late registration are non-refundable.

MISCELLANEOUS FEES

REINSTATEMENT FEE

A student who has been dropped from the rolls of the University and has been approved for reinstatement will be charged a fee of $100.

UNPAID CHECK

If a check accepted by the University is returned unpaid by the bank 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.

Note: Should you have any questions regarding fees and refunds, contact the TAMU-CT Business Office: (254) 519-5455.

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residence for tuition purposes is determined by state law for state-supported colleges, and as such is subject to change by the Texas legislature. Additional information may be obtained from the Office of Undergraduate Admissions. The following is a brief explanation of residence requirements under present law:

1. **Students claimed by parent or court-appointed legal guardian for federal income tax purposes.** For a dependent or minor to acquire Texas residency through a parent or court-appointed legal guardian, the parent or legal guardian must meet residency requirements for individuals 18 years of age or older and the dependent or minor must be eligible to domicile in the United States. Residency of an eligible dependent or minor is based on one of the following circumstances:
    a. The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment; or
    b. The residence of the parent or court-appointed legal guardian with whom the dependent or minor has physically resided for the 12 months prior to enrollment; or
    c. The residence of a parent or legal guardian who has joint or single custody of the child, if that individual is not delinquent on the payment of child support; or
    d. The residence of the person to whom custody was granted by court order (e.g., divorce decree, child custody actions, guardianship or adoption proceedings), provided custody was granted at least 12 months prior to the student's enrollment and was not granted for the purpose of obtaining status as a resident student;
    e. If a student was classified as a resident prior to fall semester 2001 based upon the residency of a caretaker or relative, not a court-appointed legal guardian, he or she shall not be reclassified as a nonresident under this section.
2. **Students not claimed by parent or guardian for federal income tax purposes.**

    A student who is not claimed by a parent or guardian as a dependent for federal income tax purposes during the tax year including the enrollment period and the previous tax year will have residency based upon himself/herself and is considered independent. Independent individuals 18 years of age or over who move into the state and who are gainfully employed within the state for a period of 12 months prior to enrolling in an institution of higher education are entitled to classification as residents. An individual who is self employed or employed as a homemaker within the home may be considered gainfully employed for tuition purposes. The student should contact the Office of Undergraduate Admissions for more information about self employment and homemaker status.

    Proof of residency will be required of any student who has resided in Texas less than one year and/or shown to have left the state or evidence likewise. If a student was gainfully employed prior to enrolling in an institution of higher education, a letter of employment is generally sufficient, but additional documentation may be requested by the institution. The letter of employment must be from the employer and must state beginning and ending dates, number of hours worked per week, and type of work performed.
3. **Student enrolled in an institution before being gainfully employed in the state.**

    If 12 months' residence can be shown not to have been for the purpose of establishing residence in the state but to have been for some other purpose (i.e., educational), the individual is not entitled to be classified as a resident of Texas.

    Students enrolling in an institution of higher education prior to having resided in the state for 12 months immediately preceding time of enrollment shall be classified as nonresidents for tuition purposes and must submit the following documents for reclassification:
        a. Letter of employment stating beginning and ending dates, number of hours worked per week, and type of work performed (gainfully employed for 12 months while attending school).

b. Material to the determination of the establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. If four of the following actions have been taken at least 12 consecutive months prior to enrollment and continue to be in effect, the student is considered to have established a domicile in Texas. Proof or documentation for the following actions must be provided:
   i. purchasing a residence and claiming it as a homestead
   ii. registering to vote and voting in local elections
   iii. registering automobiles in Texas
   iv. maintaining a Texas driver's license
   v. having wills or other legal documents that indicate residence in Texas
   vi. maintaining checking accounts, savings accounts, or safe deposit boxes in Texas
   vii. having membership in professional organizations
   viii. establishing a business in Texas

4. **Military personnel and dependents of military personnel.**

   Resident military personnel and their dependents are classified as residents, provided they maintain Texas as the Official Home of Record with the military service. Nonresident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates. The Office of Undergraduate Admissions must be contacted for an Active Duty Military/Dependent Certification Form. The spouse or child of a member of the Armed Forces of the United States who has been assigned to duty elsewhere immediately following assignment to duty in Texas is entitled to pay the tuition fees and other fees or charges provided for Texas residents as long as the spouse or child resides continuously in Texas.

   Nonresident military personnel who have separated or retired from military service while stationed in Texas and who intend to remain in Texas may be classified as residents provided certain actions are taken by the soldier one year prior to enrollment. **Please contact the Office of Undergraduate Admissions for information.**
5. **Non-resident aliens.** An alien is considered to be a nonresident unless he/she is in the United States on an immigration visa. Students on immigration visas are classified in reference to resident status the same as United States citizens. See sections 1 and 2 above. For questions regarding House Bill 1403 contact the Office of Admissions.
6. **Reclassification of nonresident status.** A student classified as a nonresident retains that classification until he/she requests reclassification in writing and provides proof of residence to the Office of Undergraduate Admissions. Proof consists of the items listed in section 3. Application for reclassification must be submitted prior to the official census date of the relevant term. The student should contact the Office of Undergraduate Admissions to obtain an application.
7. **Visa classification.** Students holding certain visas are now eligible for Texas residency for tuition purposes. Please contact the Office of Undergraduate Admissions for more information.
8. **International students.** Some foreign nationals are eligible for Texas residency for tuition purposes if certain provisions are met prior to admission. Please contact the Office of Undergraduate Admissions for more information.

STUDENT FINANCIAL ASSISTANCE

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Student Financial Assistance

Texas A&M University-Central Texas, through Tarleton State University, offers student financial aid in the form of loans, grants, and scholarships. In determining the type and amount of financial aid necessary to meet a student's financial need, the University assumes that parents and spouses will make a maximum effort to assist the student with college expenses. Financial aid resources of 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). The Federal Central Processor will mail renewal applications or PIN numbers to students who applied for federal student aid for the 2010-2011 academic year and to those students who apply in subsequent years. Students should use the renewal FAFSA and PIN number to make their annual application for assistance. Financial aid applications are available from high school counselors, from most college or university student financial aid offices, from the Internet at www.fafsa.ed.gov, or from:

Student Financial Assistance
1901 S. Clear Creek Road
Killeen, TX 76549
(254) 519-5492

ACADEMIC ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

Various federal and state regulations governing student financial aid require that an institution develop standards to measure academic standing and progress toward a degree objective. These regulations are subject to changes in the TAMU-CT/Tarleton academic policy regarding probation/suspension. The financial aid program is designed for all students who have a demonstrated financial need for assistance to meet college expenses and who are making satisfactory academic progress, as defined by the Department of Student Financial Aid. All students must be enrolled at least half-time (6 hours) and accepted for enrollment in a program leading to a degree or certificate. Financial aid eligibility is contingent upon continued satisfactory academic progress toward a degree or certificate. Students who do not meet their minimum standards are not eligible for financial aid. To maintain Satisfactory Academic Progress, a student must meet the standards listed below.

Grade Point Average

Undergraduate students with less than 30 hours must maintain a 1.3 minimum cumulative grad point average (GPA). Undergraduate students with 30-59 hours must maintain a 1.5 minimum cumulative GPA. Undergraduate students with 60 or more hours must maintain a minimum cumulative grade point average (GPA) of 2.0 for TAMU-CT/Tarleton coursework. Graduate students must maintain a minimum cumulative GPA of 3.0. ***If a course is repeated at this institution, only the best grade in the course is counted in computing the cumulative GPA.***

Excessive Hours

Undergraduate and Graduate/PHD students are eligible to receive financial assistance for a limited period of time while pursuing a degree. A student should not exceed 150 percent of the number of credits that it takes to obtain a degree. Our policy for Excessive Hours is based on the minimal credit hours a student must have in order to be eligible to complete a degree. Credit hours are cumulative, thus students working towards obtaining more than one degree in the same category (i.e. two Masters) may also be blocked for Excessive Hours. This also applies when a student changes majors. **All courses that a student registers for [including courses that were completed and those that are not completed (i.e. withdrawals)] or transfers to TAMU-CT/Tarleton are included in the excessive hour calculation.**

Deficit Hours

Financial aid recipients are expected to complete a defined number of credit hours each semester per academic year. This number is based on the number of hours a student enrolls for during the semester per academic year as follows:

1. Students must successfully complete/earn a minimum of 67% of all attempted course work (62% for undergraduate students with less 0-29 earned hours)to remain on track to complete the program of study within the maximum time frame allowed to retain financial aid eligibility.
2. Attempted hours include all transfer hours as well as all registered hours at TAMU-CT/Tarleton as of the census date for each enrollment period whether or not the student earned a grade or received credit. All partial credit hours will be rounded down to the nearest hour.

Review Policy

The Office of Student Financial Assistance will review the above minimum standards of academic progress annually at the end of every spring 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, he/she will be ineligible to receive financial aid and will be notified accordingly.

APPEALS

Students have the right to appeal Satisfactory Academic Progress Standards. However, the submission of an appeal is only a request and does not imply that financial aid holds will be removed or that approval of the appeal is forthcoming. The appeal must be submitted to our office in writing and should demonstrate that extenuating circumstances occurred which were beyond the student's control.

A decision will be reached within ten working days and the student will be notified by mail of the results.

PRIORITY DATES

Priority is given to students who have submitted to the Financial Aid Office all requested and required documentation (including appropriate electronic data exchange) prior to the following dates:

March 1 .....Summer semester
April 1 .....Fall/Spring semester

DEADLINES

No aid will be processed after the following dates:

April 1 .....Summer semester
October 15 .....Fall semester
March 15 .....Spring semester

Applicants are responsible for the timeliness and promptness of their applications. Note: Electronic data from outside processing agencies and all other required documentation **must be on file in the Office of Student Financial Assistance** to ensure first consideration for awards.

REFUND POLICIES ON STUDENT FINANCIAL AID AWARDS

Students who receive financial aid and withdraw from the university on or before the 60% completion point in the semester may be required to repay a protion of their financial aid award as specified by the Federal formula. The student is only eligible to maintain the amount of financial aid he or she has earned at the time of the withdrawal. The student may be required to repay funds from federal, state, and institutional programs; as well as, institutional charges before receiving future financial aid. All financial aid students should contact the Office of Student Financial Assistance before withdrawing from classes in order to understand the adverse effects of withdrawal. The student's withdrawal date for determining the student's amount of refund owed to federal, state, or institutional programs will be based on the official record maintained by the Registrar's Office.

LOANS

Each student must complete pre-loan counseling before release of the first disbursement of the first Direct Loan. After initiating an application in the Office of Student Financial Assistance, the actual loan transactions are made between the student borrower and a lending institution participating in the program. All loan amounts are determined by the cost of education, less other financial aid, less expected family contribution or the program limits. In addition, students must be enrolled in at least 6 semester hours to qualify.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

William F. Ford Direct Loans are student loans that must be repaid and are available to both undergraduate and graduate students. Undergraduate loan limits may not exceed $5,500 (no more than $3,500 may be subsidized) for freshmen, $6,500 (no more than $4,500 may be subsidized) for sophomores and $7,500 (no more than $5,500 may be subsidized) for juniors and seniors. Graduate students loan limits are limited to $20,500 (no more than $8,500 may be subsidized).

A subsidized loan is awarded on the basis of financial need. If eligible for a subsidized loan, the government will pay (subsidized) the interest on the loan while the student is in school, for the first six months after leaving school, and if the student qualifies, payments may be deferred. For an unsubsidized loan, the student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The borrower is required to pay a combined lender fee and insurance premium on the principal amount of the loan.

Students begin repaying Direct loans six months after they drop below half-time enrollment.

FEDERAL DIRECT PLUS LOANS (PARENT LOANS)

Parent Loans are made by The Department of Education to parents to assist in meeting education costs. Parents, on behalf of their dependents, may borrow the annual loan limit of the cost of education, less other financial aid. Repayment Is generally due within 60 days of the loan disbursement. The interest rate on a PLUS loan made on or after July 1, 2006 is fixed at 8.5%. Federal Law requires a 3% origination fee and a 1% federal default fee. Fees charged to the PLUS borrower are deducted from the loan proceeds when the money is net to the student's school.

SHORT-TERM LOANS

Application for all short-term loans is made through the Office of Student Financial Assistance. Distribution an repayment of funds is made in the Business Office. Students will be allowed to have only one loan of each type for a given semester. Loans will cease to be disbursed 30 days before all loans are due.

TEXAS A&M UNIVERSITY-CENTRAL TEXAS BOOK LOANS

These loans must be used for books only. Students may borrow up to $500. A voucher will be issued, which the student will then present to authorized book vendor. The purchase amount, up to $500, 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 $10 late fee.

TUITION AND FEE EMERGENCY LOANS (SHORT-TERM LOANS)

Conditions are as follows:

1. Tuition and Fee Emergency Loans are for the first installment of tuition and fees only.. These loans are applied automatically to the student's account.
2. Eligible students' applications will be processed on a first-come, first-served basis.
3. Maximum loan amount per student may not exceed the amount owed in tuition and required fees for the courses in which the student is actually enrolling.

4. A promissory note with a service charge of 1.25%will be executed by the student to be repaid over a specified period. .

LATE PAYMENTS ON LOANS

When a student does not make payment on any outstanding loan by the due date, his/her records will be blocked immediately.

GRANTS

Please note that the below listing is not all inclusive and is subject to change based on legislative action, regulatory changes, and financial constraints. Being eligible does not guarantee a student will receive a grant.

FEDERAL PELL GRANTS

Pell Grants are available to eligible undergraduates. Pell Grant funds are disbursed based on number of hours enrolled when the funds are received. All other sources of aid will be given in addition to the Pell Grant.

NATIONAL SMART GRANTS

SMART grants are available to eligible undergraduates. The maximum is $4000 for third and fourth year students.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These grants, ranging from $100 to $1,200 per year, are available to help needy undergraduates meet education expenses.

THE TEXAS PUBLIC EDUCATION GRANT

This grant was established by the Texas State Legislature to help needy students. Under this program, students may receive grants ranging from $100 and up.

LEAP/SLEAP

LEAP/SLEAP grants furnish financial assistance to students with need attending public institutions of higher education. To be eligible, the applicant must be at least a half-time student, a citizen, a national or a permanent resident of the U.S., and otherwise eligible to pay Texas resident tuition.

TEXAS GRANT PROGRAM

The Toward Excellence, Access, and Success (TEXAS) grant program was established in 1999 by the Texas Legislature to provide need-based financial assistance to resident Texas students who completed the recommended high school program. Eligible students may receive an amount up to the cost of required tuition and fees each academic year of eligibility. Some restrictions apply.

To be eligible for the TEXAS grant, a student must be a Texas resident and a graduate from a public or accredited private high school no earlier than Fall 2001 and must demonstrate exceptional financial need as determined by the Free Application for Federal Student Aid (FAFSA). Detailed information is available by request in the Financial Aid Office.

WORK OPPORTUNITIES

Tarleton/Texas A&M University-Central Texas participates in the College Work-Study Program, sponsored jointly by the federal government and the University, and in the State Work-Study Program, sponsored jointly by the State of Texas and the University. Students must show financial need to be eligible for work-study. Funds are awarded on a first-come, first-serve basis. Current work-study employment does not guarantee a student work-study for the following year. All wages are on an hourly basis, and work schedules are arranged around class schedules.

SCHOLARSHIPS

The TAMU-CT Office of Student Financial Assistance is committed to providing assistance to students in pursuit of their education. Scholarships are awarded for academic ability and achievement, demonstrated leadership, extracurricular activities, financial need, and other criteria as defined by specific scholarship programs. Some scholarships are awarded in specific academic areas, such as education, humanities, and business.

Scholarship information and application forms may be obtained from the Office of Student Financial Assistance, 1901 S. Clear Creek Rd, Killeen, TX 76549 or at www.ct.tamus.edu. The 0ffice can also be contacted by telephoning (254) 519-5492.

Any student receiving institutional scholarships valued at $6000 or more is generally not eligible for other institutional scholarships.

SCHOLARSHIP APPLICATION DEADLINES

APPLICATIONS FOR SCHOLARSHIPS MUST BE FILED ON OR BEFORE JUNE 1 FOR THE FOLLOWING FALL OR ACADEMIC YEAR OR NOVEMBER 1 FOR THE FOLLOWING SPRING.

The following is a list of scholarships awarded by TAMU-CT:

Aviation Science Scholarship	John and Elizabeth Cheatham Endowed Scholarship
B.M. Beck Endowed Scholarship	John R. Ingram Jr. Scholarship
Bob an Karin Alleman Endowed Scholarship	Life's Next Chapter Scholarship
Community College Transfer Scholarship	Lt. General H.G. "Pete" Taylor Endowed Scholarship
Congressman Chet and Lea Ann Edwards Endowed Scholarship	Military Service Scholarship
Continuing Student Incentive Scholarship	Presidential Need Based – Central Texas
Division Academic Scholarships	Table Rock Theater Matching
Four Winds General Endowed Scholarship	Texas A&M University–Central Texas Achieve Scholarship
Frank and Sue Mayborn Endowed Scholarship	Texas A&M University–Central Texas Soldier Excellence Scholarship
Friends of A&M–Central Texas Endowed Scholarship	Tolly and Florence Moore Endowed Scholarship
FWIS Ruth Hooper Memorial Endowed Scholarship	Hal Myrah Memorial Endowed Scholarship
FWIS Warrior's Endowed Scholarship	Greater Texas Foundation Endowed Scholarship

OTHER ASSISTANCE

Third Party Tuition Assistance Programs

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

Veterans' Education Benefits

The Office of Veterans Affairs serves students eligible for educational benefits from the Veteran's Administration. Records are maintained and reports made to the Veteran's Administration on behalf of veterans, dependents, and active-duty service members enrolled at the University.

Hazelwood Act

Veterans should contact the Office of Student Financial Assistance to obtain forms to apply for Hazelwood Exemptions.

Vocational Rehabilitation The Texas Rehabilitation Commission offers assistance for tuition and required fees to students who are physically or otherwise challenged, provided the vocational objective selected by the

unusually challenged person has been approved by an appropriate representative of the Commission. Through this state agency, other rehabilitation services are available to assist these students in becoming employable. Application for this type of assistance should be made to the nearest Rehabilitation Office. Address inquiries to:

Commissioner
Texas Rehabilitation Commission
Jefferson Bldg.
1600 W. 38th Street
Austin, Texas 78731

TUITION AND STUDENT FEE EXEMPTIONS

A student may qualify for legislative exemption from the payment of tuition and certain fees and charges according to the following conditions. Contact the Student Financial Aid Office for procedures for determining eligibility prior to the registration process.

Claims for exemption from any charges must be supported by evidence sufficient to enable the Student Financial Aid Office to verify the student's exempt status and determine the duration of the exemption and the charges to which it is applicable.

TEXAS A&M UNIVERSITY-CENTRAL TEXAS FEE EXEMPTIONS

FEE TYPE	Categories							
	Students of Other Nations of American Hemisphere (Texas Edu Code 54.207)	Valedictorian** (Texas Edu Code 54.201)	Survivor of Public Servan (Killed in the line of Duty) (Texas Gov Code 615.0225 & 615.003)	Senior Citizen (6 sch limit) (Texas Edu Code 54.210)	Good Neighbor Scholarship Program (Texas Edu Code 54.207)	Nursing Faculty/Staff (Texas Edu Code 54.221)	Clinical Preceptor (Limit $500) (Texas Edu Code 54.222	Firefighters Taking Fire Science Curriculum (Texas Edu Code 54.208)
Tuition	X	X	X	X	X	X	X	X
Student Services Fee			X					
Other Mandatory Fees			X					
Course Specific Lab Fees			X					X
Course Specific Course Fees			X					
Breakage Deposit			X					
Testing Fee			X					
Parking			X					
Books			X					

FEE TYPE	Categories						
	Blind/Deaf (Texas Edu Code 54.205)	Dependents of Fireman & Police (Texas Edu Code 54.204)	Children of POWs & MIAs (Texas Edu Code 54.209)	Hazelwood-Texas Veterans (Texas Edu Code 54.203)	Hazelwood-Texas Veterans, dependent children and spouse of Texas Veterans (Texas Edu Code 54.203)	Foster Care Children (Texas Edu Code 54.211)	Adopted Students Formerly in Foster or Other Res Care (Texas Edu Code 54.2111)
Tuition	X	X	X	X	X	X	X
Student Services Fee	X	X	X			X	X
Other Mandatory Fee	X	X	X	X	X	X	X
Course Specific Lab Fees	X	X	X	X	X	X	X
Course Specific Course Fees	X	X	X	X	X	X	X
Breakage Fee	X						
Testing Fee	X	X	X	X	X	X	X
Parking	X	X	X	X	X	X	X
Books							

ACADEMIC INFORMATION

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

ACADEMIC INFORMATION

STUDENT CLASSIFICATION

Sophomore	30–59 semester hours
Junior	60–89 semester hours
Senior	90 or more semester hours
Post-baccalaureate	Holds baccalaureate degree but is not admitted for graduate study
Graduate	Holds baccalaureate degree and is pursuing a graduate degree

STUDENT COURSE LOAD

UNDERGRADUATE

Semester Hours	16 week (Fall/Spring)	10 week (Summer)	8 week session	5 week session
Maximum load	**19**	**15**	**12**	**8**
Full load	**12**	**7**	**6**	**4**

GRADUATE

Semester Hours	16 week (Fall/Spring)	10 week (Summer)	8 week session	5 week session
Maximum load	**15**	**12**	**9**	**6**
Full load	**9**	**6**	**5**	**3**

Loads in excess of the maximum require approval of the appropriate coordinator or division director. Loads in excess of 21 hours require approval in the office of academic affairs.

ACADEMIC HONESTY

TAMU-CT expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class. The student handbook and Student Affairs website contain more information.

CLASS ATTENDANCE

Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether make-up work can be done because of 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 University-sponsored activities. Students who participate in University-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member who is responsible for the activity.

RESTRICTED ACTIVITIES PERIOD

A restricted activities period is enforced each long semester, beginning prior to the start of final examinations and continuing through the last day of final examinations. During the restricted activities period, no examinations may be administered other than finals, no major assignments may be due, and no student activities may be held. Dates for the restricted activities period are given in the University calendar.

COURSE CREDIT

CREDIT BY EXAMINATION

TAMU-CT students may earn course credit by demonstrated achievement on standardized tests. Students should check with the Office of Undergraduate Admissions for subject areas in which TAMU-CT awards credit. Credit awarded for A/P and CLEP scores on transcripts from public universities or colleges in Texas will be accepted. Students may receive credit for courses and scores in effect at the time they enter TAMU-CT. A superior student may earn credit by examination in the following ways:

1. A minimum score of 3(three) on the College Entrance Examination Board (CEEB) Advanced Placement Examination;
2. Depending on subject, scores ranging from a minimum 48 to 52 for the Subject Examination of the College Level Examination Program (CLEP). Credit is not available for the General Examinations;
3. If CLEP tests are not available in a desired testing area, local departmentally prepared examinations may be petitioned. To be eligible for local testing, a student must have (1) a minimum score of 1000 on the SAT or 21 on the ACT and (2) completed at least two units with no grade below a B in the area of testing during high school; or have special permission from the department head;
4. Depending on subject, scores ranging from a minimum 494 to 678 for the CEEB Achievement Test;
5. A score of 620 on the verbal section of the SAT or 28 on the English section of the ACT.

Students taking departmental local examinations are charged a $5.00 per credit hour examination and recording fee for the credit to become a part of their academic records. Advanced placement in a subject area may be granted by the department head concerned. Permitting advanced placement does not necessarily mean approval for credit by examination. All acceptable credit earned by examination will be posted to the student's permanent record if the student is enrolled at TAMU-CT through the official census date. Students should consult the Office of Undergraduate Admissions for specific information. The credit will be recorded with a grade of P (Pass) and the hours awarded. There will be no grade points assigned for this credit, and it will not be used in the computation for any grade point ratio.

MILITARY CREDIT

The Office of Military Programs currently evaluates and articulates military credit with the following methods:

1. Credit for Physical Education with a DD-214 and Honorable Discharge.
2. Evaluation of SMAART, AART, Coast Guard, and Community College of the Air Force transcripts during the admissions process.
3. Credit awarded based on American Council on Education (ACE) recommendations and nature of course (i.e. electrical maintenance versus personnel supervision).
4. Where possible, ACE recommended credits transfer as direct matches to TAMU-CT courses. Students may review evaluated credits by logging into My Gateway.

Students with technical credit based on military experience are encouraged to explore our BSAS and BAAS degree options.

TAMU-CT POLICY ON PREVIOUS EDUCATION AND TRAINING

Texas A & M University Central Texas (TAMU-CT) recognizes that each student has different educational needs, goals and experiences. There are many areas where an individual's skills and experiences can be documented through work experience; technical, vocational and academic training that is done at other Colleges, Universities, and in the workplace. The policy of TAMU-CT is to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, TAMU-CT has established TAMU-CT Career Evaluation Process (TCEP).

The purpose of TCEP is to systematically correlate business, industry, government, and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel are eligible for credit consideration based on documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at TAMU-CT are:

- Chauncey Group International-DSST Program
- College Level Examination Program (CLEP) Subject Examinations
- Excelsior College examinations (ECE)
- Defense Language Proficiency exam (DLPT)
- Military Service Schools, Military Occupational Specialties (MOSs), ratings, and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in the national Guide to Education Credit for Training Programs.
- Others to include certain types of civilian training, specialized training and work experience.

EVALUATION PROCEDURES

To apply for evaluation and a degree plan, submit an evaluation request form at TAMU-CT.

Evaluation and degree plans are provided upon receipt of all official transcripts, documents (including the Official AARTS transcript for Military Personnel) and successful completion ("C" grade or higher) in a minimum of six semester credit hours earned at TAMU-CT. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the hold is cleared. GoArmyEd students who choose TAMU-CT as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that an official AARTS and Official Transcripts from all previously attended colleges and universities are sent to the Registrar at TAMU-CT. Transcripts are necessary to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

TAMU-CT will award evaluated credit that applies to its programs of study which may transfer to other institutions according to the policies of the receiving institutions. If you plan to transfer to other institutions, please check with these institutions regarding their policies on acceptance of evaluated credit.

SERVICEMEMBERS OPPORTUNITY COLLEGE CONSORTIUM

TAMU-CT is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOCF Degree Network System (DNS).

SOC was created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the Department of Defense (DoD) through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

Because of the nature of mobility faced by Service members, SOC criteria stipulates that institutional policies and practices be fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Colleges and universities within the SOC Consortium must meet four SOC Criteria:

- Reasonable Transfer of Credit: avoid excessive loss of previously earned credit and avoid course work duplication
- Reduced Academic Residency: limited to no more than 25% of degree requirements with no final year or semester in residence (may require 30% for undergraduate degrees offered 100% online), specifically avoiding any "final year" or "final semester" residency requirement
- Credit for Military Training and Experience: recognize and use ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training and experience

- Credit for Nationally-Recognized Testing Programs: award credit for at least one nationally-recognized testing program, such as College-Level Examination Program (CLEP) Subject Examinations, (DANTES Subject Standardized Tests (DSST), Excelsior College Examinations (ECE)

SOC OPERATING PROGRAMS

SOC Consortium:

Approximately 1,800 institutional members that enroll hundreds of thousands of servicemembers, their family members, and veterans annually in associate-, bachelor-, and graduate-level degree programs on school campuses, military installations, armories within the United States and overseas, and through a variety of distance learning methods.

SOC Degree Network System:

A subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families.

SOCAD (http://www.soc.aascu.org/socad/)
Associate and bachelor's degree programs for Army personnel and their families.

SOCNAV (http://www.soc.aascu.org/socnav/)
Associate and bachelor's degree programs for Navy personnel and their families.

SOCMAR (http://www.soc.aascu.org/socmar/)
Associate and bachelor's degree programs for Marine Corps personnel and their families.

AUDIT POLICY

A student may enroll to audit one or more courses under the following conditions:

1. Application to audit a course must be made through the Registrar's Office. Approval of audit requests is at the discretion of the Registrar, and a record of audit enrollment is kept in the Registrar's Office.
2. Written consent from the instructor and division director is required prior to attendance in class.
3. Space and any required instructional equipment must be available. Evaluation of audit requests may be postponed until the end of registration if there are questions about availability.
4. The extent of the student's participation in the activities of the class is at the discretion of the instructor and is to be designated prior to enrollment.
5. No student may audit a course offered on an individual instruction basis.
6. To receive university credit from a previously audited class, the student must retake the class and pay the appropriate fees.
7. An audit fee is required for each course at the time the request is submitted. In addition to the audit fee, audit students must pay any laboratory fee, course fee, practice fee, or other fee stipulated for the course. Fees associated with an audit request are not refunded unless TAMU-CT denies the audit request.

CONCURRENT ENROLLMENT AT OTHER INSTITUTIONS

Students with individual hardship situations that might be improved by their having concurrent enrollment at another college or university may request permission for concurrent enrollment through regular academic channels (academic advisor and division director). If permission is granted, such credit hours earned may be applied toward degree requirements at TAMU-CT, however, courses completed without such approval generally may not apply toward degree requirements at TAMU-CT. Written permission from the student's division director is required prior to concurrent enrollment in extension course work or in any resident courses from other institutions. Approval to take correspondence courses from other institutions must be granted by the Registrar, and division director. Course load limits are not waived for students seeking concurrent enrollment.

GRADING SYSTEM

Final grades in all courses will be available on the world-wide-web at the end of each semester.

The student's term grade in any subject shall be designated as one of the following letters:

A	Excellent, 4 grade points per semester hour
B	Good, 3 grade points per semester hour
C	Fair, 2 grade points per semester hour
D	Passing; 1 grade point per semester hour
F	Failing
I	In-progress (used for non-completed thesis course work)
K	Incomplete (under exceptional circumstances, see below)
Q	Withdrawal from course, no grade designated
W	Withdrawal from university, no grade designated
WF	Withdrawal failing from university (included in GPA)
***P**	Pass
***S**	Satisfactory
U	Unsatisfactory
NG	No credit

*** Signifies credit with neutral grade point value**

The lowest passing grade is D. Students should keep in mind the fact that some universities and colleges do not accept a D in transfer. A D is not considered passing for developmental courses.

If a course is repeated at this institution, only the best grade in the course is counted in computing the GPA.

The grade K shall be recorded for a student only in case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K 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.

SCHOLASTIC HONORS

Honor Roll and Distinguished Student Recognition

An **"A" HONOR ROLL** is published at the end of each semester listing students who have completed 12 credit hours or more during the period and have made A's in all courses taken for credit.

Also at the end of each semester, students in good standing who have no grade below C, have completed during the semester at least 12 credit hours of college work, and have a grade point ratio of at least 3.50 shall be designated as **Distinguished Students**.

ACADEMIC APPEALS

Student academic appeals are handled according to the following guidelines:

1. Each department shall develop its own formula for dealing with student grievances of an academic nature. Such policy should be in writing in the departmental office and available to students.
2. A student who wishes to appeal a decision of a faculty member of a department should ask for a review by that person within 60 days of the originating event unless the departmental procedures specifically give more time than this. The faculty member is expected to give the student a response within 30 days.

    a. If the faculty member is unavailable, if a response is not made within 30 days or,
    b. If the student is unsatisfied with the response, then the student should inform the division director of the appeal.

For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.

1. A student wishing to appeal a decision to the division director must do so within 120 days of the originating event unless the departmental procedures specifically give more time. The division director will review as specified by the departmental grievance procedures.
2. A student unsatisfied with the decision of the division director may appeal in writing to the Provost within 30 days of notification of the decision of the division. The Provost may decide that no further review is justified, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members, and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic and Student Affairs, who shall render the final judgment.

DROP AND WITHDRAWAL POLICIES

Dropping A Course

A student desiring to drop a course should follow this procedure:

1. Secure a drop form and instructions from the Registrar's Office;
2. Proceed to academic advisor and obtain his/her signature;
3. Return the form to the Registrar's Office.

The elapsed time for this procedure shall not exceed one calendar week. The effective date of dropping a course is the date the form is returned to the Registrar's Office.

Note: The student should attend the class until this procedure is completed to avoid penalty for absences. The last day for dropping courses is identified in the University Calendar.

Withdrawal from the University

An application for withdrawal from the University must be initiated in the Office of the Registrar.

1. Refer to the census chart below to determine the last day for dropping courses and the last day to withdraw from the University.
2. A student who withdraws on or before the last day to drop courses will receive a grade of W in all courses.
3. A student who withdraws after the last day to drop courses will receive a grade of WF in all courses. The student may appeal to the instructor of each class for a change of grade from WF to W if he/she was passing at the time of withdrawal.
4. A student who fails to withdraw officially will receive a grade of F in all courses in progress.

5. In circumstances where in-person withdrawal is not feasible, the student should call or write the Office of the Registrar and request an "Official Withdrawal Request Form."
6. The refund policy established by the State of Texas is listed under "Refunds" in this catalog. All refunds are subject to this policy.

Census Chart

Length of Class in Weeks	Official Census Date	Last Date to Drop or Withdraw with a "Q"
3 weeks	Second class day	Monday of second week
4 or 5 weeks	Fourth class day	Monday of third week
6, 7, or 8 weeks	Sixth class day	Monday of fourth week
9, 10, or 11 weeks	Seventh class day	Monday of sixth week
12, 13, or 14 weeks	Ninth class day	Monday of seventh week
15-16 weeks	Twelfth class day	Monday of eleventh week

Limits on Dropped Courses and Withdrawals

Under the requirements of Senate Bill 1231, 80th Legislature, an undergraduate student at TAMU-CT who enrolled in higher education for the first time in **Fall 2007 and thereafter** is permitted a total of 6 dropped courses, including any courses dropped at another public institution of higher education. Specifics of the law are available in the Texas Higher Education Coordinating Board Regulations, Chapter 4, Section 4.10 (a). Requests for a drop to be considered an acceptable exception will be reviewed under the guidelines given in the regulations and coordinated through the Dean of Enrollment Management. Note, if a student withdraws from the University, the courses enrolled in that semester do not count in the 6 drop limit.

A student who wishes to drop a course in excess of 6 may make a request in writing, addressed to the Director of Enrollment Management. The student may wish to read the circumstances justifying an exception listed in the Texas Higher Education Coordinating Board Regulations before filing the request. Requests are not restricted to these categories but the student is asked to refer to a listed category if it is believed to apply. A student who is not satisfied with the decision of the Director of Enrollment Management may file a written request for an administrative review by the Vice President for Academic and Student Affairs. This administrative review will be limited to verification that the student has had the opportunity to present appropriate documentation and that the provided materials and statements were considered in making the decision.

An undergraduate student at TAMU-CT who first enrolled in higher education **prior to Fall 2007** and who initially entered TAMU-CT for the first time in Fall 1998 or after is covered by a similar University rule which counts only drops at TAMU-CT toward the maximum of 6 and which includes withdrawals from the University in the count. Specific information is available in the catalog in force at the time of the student's initial enrollment at TAMU-CT.

Fee Increases from Legislative Mandates

There are legislative mandates related to increased fees for repeating courses and excessive hours to achieve an undergraduate degree for students paying in-state tuition rates. The increase to in-state tuition rates for each of the three categories is $100 per credit hour. The first category applies to students repeating the same course for the third time or more since Fall 2002. The second category applies to students who accumulate excess hours beyond that required for an undergraduate degree student first enrolling in Fall 1999 and thereafter who are paying in-state tuition rates. The fee increase starts at 45 hours beyond the undergraduate degree for students beginning in Fall 1999 or after but before Fall 2006 and starts at 30 hours beyond the undergraduate degree for students beginning in Fall 2006 and after. Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours.

Any student who is being charged additional tuition rates under either category may file an appeal. The appeal is per semester so a student who wishes to appeal must file an appeal for every semester affected by the repeated course rule and/or the excess hours beyond a degree rule. The appeal form and procedures may be obtained by contacting the Registrar's Office.

New undergraduate students enrolling in an institution of higher education in Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative session. The law states that a resident undergraduate student whose attempted hours exceeds, by at least 45 semester credit hours, the

number of hours required for completion of the degree program may be charged tuition at a higher rate. The higher rate will not exceed the rate charged to non-resident undergraduate students. A resident student is one who pays the in-state rate for tuition purposes.

As of Fall 2006, new undergraduate students whose attempted hours exceeds, by at least 30 hours of the hours required for the completion of the degree program, may be charged tuition at a higher rate. Texas Education Code § 54.014 provides a limit on the number of hours an undergraduate Texas resident may attempt while paying in-state tuition rates. This Legislation impacts new undergraduate students enrolling in an 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. TAMU-CT State University adopted a fee of $100 per credit hour for students who exceed attempted hours under the Undergraduate Funding Limit 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.

New Undergraduate students who started Fall 2006 and thereafter and attempt 30 hours or more semester credit hours beyond the hours required to complete their degree will be charged an additional $100 per credit hours for these excess hours.

Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours.

WARNING, PROBATION, AND SUSPENSION

The following applies to all students unless more restrictive rules are included as part of special admission conditions or unless more restrictive rules have been approved for a program, department, or division.

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 that will result in remaining in good standing. A 2.0 total institution GPA is the lowest acceptable academic standard because this level mirrors the minimum GPA requirement for graduation. The total institution GPA used in this policy is defined as the best attempt on all courses taken at TAMU-CT; grades on transfer work are excluded. A student with a 2.0 or better total institution GPA is considered to be in good academic standing.

Warning: Each student is responsible for knowing his or her academic status and the regulations that apply. Students who do not abide by the regulations governing their particular status may be required to reduce their academic loads or withdraw from the University without special consideration.

Warning, Probation and Suspension Rules

1. If a student's total institution GPA drops below 1.00 at the end of any long semester (fall or spring), the student will be suspended.
2. If a student who has been in good standing has a total institution GPA between 1.00 and 1.99 at the end of any long semester, the student will be placed on academic warning.
3. A student who has been on academic warning during a long semester is subject to the following:

    a. At the end of the semester, if the total institution GPA is 2.00 or above, the student is returned to good standing.
    b. At the end of the semester, if the total institution GPA is between 1.00 and 1.99, the GPA for the semester will be used to determine the student's status.
    c. If the GPA for the semester is less than 2.00, the student will be suspended.
    d. If the GPA for the semester is 2.00 or higher, the student will be placed on probation.
    e. At the end of the semester, if the total institution GPA is below 1.00, the student will be suspended.
4. A student on probation who has less than a 2.00 total institution GPA at the end of the next long semester will be suspended. A student on probation who has a 2.00 or better

total institution GPA at the end of the next long semester will be removed from probation and returned to good standing.

5. A student who transfers from TAMU-CT while on academic warning or probation and then returns (having met transfer requirements) has the same academic standing the first long semester back at TAMU-CT as though there had been no transfer.
6. A student who is suspended from TAMU-CT and takes no transferable college level courses during the term of the suspension may return to TAMU-CT after the term of the suspension and will be on academic warning the first long semester back at TAMU-CT.
7. A student who is suspended from TAMU-CT is advised not to take transferable college level courses during the term of suspension. Such a student who does take transferable college level courses during the term of suspension must meet TAMU-CT's transfer requirements (as well as not having been enrolled in any transferable college level courses for an appropriate time) in order to be readmitted and will be on academic warning the first long semester back at TAMU-CT.
8. Any student, whether in good standing, on academic warning, or on probation, will be suspended at the end of any long semester if his or her total institution GPA is below 1.00.

Length of Suspension

The first suspension is for one long semester. The second is for one calendar year, and the third is indefinite. Three calendar years after imposition of third suspension, the student may apply for readmission; this application will be evaluated by the appropriate department or Vice President for Academic and Student Affairs, but readmission is not guaranteed.

Summer School

A student on academic warning or probation may attend summer school at TAMU-CT (transfer requirements having been met, if applicable).

Students placed on first suspension at the end of a spring semester may request their division director's approval to attend summer school. A student attending summer school while on first suspension, who has a cumulative GPA of 2.00 at the end of the last summer session attended, will be returned to good standing.

FORGIVENESS OPTION

An undergraduate student enrolled at TAMU-CT may choose to exercise the following forgiveness option:

- Grades for any one semester of TAMU-CT or Tarleton State University work taken more than 5 years before a student's current enrollment at TAMU-CT may be deleted for computation of total institution GPA if the student files a request with the Provost//Vice President for Academic and Student Affairs. 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 grade point average. All courses and grades will continue to appear on the student's transcript and to be counted toward restrictions in total number of withdrawals, fees for repeated courses, 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 TAMU-CT at the time he/she requests the forgiveness option.

REQUIREMENTS FOR A BACCALAUREATE DEGREE

General Requirements

All students must post an overall GPA of 2.00 or better in all courses taken at TAMU-CT in their major field of study and counted toward a degree. **Deadlines for graduation application will be posted each semester on the main website and strictly supported. (http://www.ct.tamus.edu/graduation)**

Residence Requirements

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

1. A minimum of 30 semester hours of work counted toward the degree must be completed with TAMU-CT. The work completed at TAMU-CT and counted toward the degree must include at least 24 advanced hours (300 or 400 level) and 12 of these advanced hours must be in the major subject.
2. A maximum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.

Writing Proficiency Requirements

All students are required to satisfy the Writing Proficiency Requirement as a condition for the baccalaureate degree. Beginning Fall 2012, the Writing Proficiency Exam will be discontinued and all students must satisfy the Writing Proficiency Requirement through the Writing Intensive Program. Between Fall 2010 and Summer 2012, students will satisfy the writing requirement through either the Writing Proficiency Exam or Writing Intensive Program in accordance with the following rules:

First Term of Enrollment at TAMU-CT	**Writing Proficiency Exam**	**Writing Intensive Program**
Prior to Fall 2007	All Students	N/A
Fall 2007, Spring 2008, or Summer 2008	Transfer students with **30** hours or more	Transfer students with less than **30** hours and all first-time freshmen
Fall 2008, Spring 2009, or Summer 2009	Transfer students with **60** hours or more	Transfer students with less than **60** hours and all first-time freshmen
Fall 2009, Spring 2010, or Summer 2010	Transfer students with **90** hours or more	Transfer students with less than **90** hours and all first-time freshmen
Fall 2012 and beyond	N/A	All Students

Writing Proficiency Exam

To satisfy this requirement, these students must successfully complete the Writing Proficiency Exam. Beginning Fall 2010 to Summer 2012, students required to complete the Writing Proficiency Exam for their degree will take this exam by appointment. The office of Student Assessment Services will coordinate the administration of this exam in accordance with the timeline listed on the University Calendar. Students should contact this office to schedule a testing time.

Writing Intensive Program

To satisfy this requirement, these students must have credit for four writing intensive (WI) courses. Two of these four courses must be upper level WI courses within the major or designed for the degree plan. The remaining WI requirement should be met through general education courses. The two general education-level courses should be Freshman Composition I & II.

General Education Requirements

All degree programs leading to the baccalaureate degree include the following University General Education Requirements:[1,2]

Communications ENGL 111, 112[3]	6
COMS 101, 102, or 301	3
MATH 107 or higher[3]	3
Lab Sciences from CHEM, BIOL, GEOL, PHYS	7
Visual & Performing Arts from ART, F A, I T, MUSC, THEA[4]	3
Humanities: Literature course in English or PHIL 101	3
Social & Behavioral Sciences HIST 201, 202	6
POLS 201, 202	6
3 additional hours from: SOC 101, 201, 303, PSY 101, PHIL 201, 301[6], ECO 101, 201, A EC 105, ARCH 201, ENGR 303[6], GEOG 110, 120, 201, HIST 101, 102	3
Wellness: HLTH 101[5]	2
Total	**42**

[1] General Education Requirements are subject to review and change by the Texas Higher Education Coordinating Board.
[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] Students must enroll in these courses as outlined in the PLACEMENT, CONTINUING ENROLLMENT, AND COMPLETION RULES for Freshman-Level Mathematics and English Courses.
[4] Visual and performing arts courses must be historical, appreciative, or theoretical in nature; it may not be an applied or performance course. Courses that meet this requirement are ART 131, 231, 232, 331; F A 101, 135, 160, 401; IT 340; MUSC 213, 313, 324, 325, 326, 327, 328; THEA 105, 207, 208, 404.
[5] The Wellness requirement also may be satisfied by any combination, totaling two hours or more, from activity P ED, M S 101, M S 102, ANSC 150, MUSC 100.
[6] Intended primarily to satisfy general education requirements for engineering and engineering related majors; advisor permission required.

EXPLANATION OF CATALOG COURSE DESCRIPTIONS

In this catalog, each course is identified by a three-digit number. The first digit of each number indicates the level or academic year that the course is normally taken (1-- freshman, 2-- sophomore, 3-- junior, 4-- senior, 5-- graduate, 6-- doctoral). The second and third digits indicate departmental sequence. For example, ENGL 111 is a freshman course.

In course descriptions, the digit following the course number is the number of semester credit hours. For example, ENGL 111-3 is a freshman level course worth 3 semester hours of credit. The numbers in parentheses following the course number (for example, 3-2) indicate the number of clock hours per week devoted to theory and practice, respectively. Theory includes recitations and lectures; practice includes work in the laboratory, shop, drawing room, or field. WI indicates that sections of this course will be offered as writing intensive. Course descriptions include information about course content and learning objectives. Prerequisites and lab or other fees for the course may be listed.

GRADUATION UNDER A PARTICULAR CATALOG

To receive a degree from TAMU-CT, a student must complete all requirements for a degree as set forth in a particular University catalog. Several choices are allowed:

1. Graduation may be under the requirements of the catalog in force at the time the student first enrolls at TAMU-CT.
2. Graduation may be under the catalog in force at the time the student first enrolled in higher education if the student is a transfer to TAMU-CT. A student who pre-registers for the first time in the spring for the following fall may choose to be under the catalog in force that spring.
3. Graduation may be under the catalog in force for any subsequent year that the student is registered at TAMU-CT.
4. A student registering for the first time in the summer session may meet the requirements of the catalog applying to either the previous or the next long session.

These possibilities are subject to the condition that **all** degree requirements must be completed within **six (6) years** of the date of the catalog selected. For example, a student who chooses to graduate under the requirements of the 2000-01 catalog must complete all requirements for the degree under that catalog prior to August 2006 graduation. (In the event students serve on active duty with the Armed Forces of the United States between the dates of their matriculation and graduation, the six-year limit will be extended one year for each year of active duty served, up to a maximum of four years.)

DEGREE PLAN INFORMATION

Students must file a degree plan before their junior year. Following initial enrollment at TAMU-CT, students with 75 or more hours attempted who do not have a degree plan on file may be barred from registration.

1. **MAJOR**
   a. The major must be declared by the beginning of the junior year for advising purposes.
   b. A minimum of 24 semester hours is required for a major, of which at least 12 must be in advanced courses in the major subject.
   c. A double major requires that a degree plan be filed for each major.
2. **MINOR**
   a. A minor consists of a minimum of 18 hours in a field other than the major, of which at least 6 hours must be advanced.
   b. Declaration of a minor by the student is optional in most degree programs but strongly recommended. There are restrictions on minors for the interdisciplinary degree programs (BAAS, BSLS, BSAS). **If a minor is desired, it must be declared on the degree plan.** A student may declare no more than two minors.
   c. Lists of possible minors for baccalaureate degrees are in the UNDERGRADUATE ACADEMIC PROGRAMS section.

3. **DEVELOPMENTAL COURSES** needed as preparation for regular University requirements cannot be applied as degree plan contents.

4. **CREDIT HOUR REQUIREMENTS**
   a. The minimum number of semester credit hours for a baccalaureate degree is 120.
   b. Unless recommended otherwise by the appropriate division director and approved by the provost, 45 hours of advanced (upper level) credit are required for all baccalaureate degrees.

5. **SPECIAL CONSIDERATIONS**
   a. A student may count toward the degree not more than 6 hours of Religious Studies credits.
   b. A student may count toward the degree not more than 6 hours of Physical Education credits.

APPLICATION FOR DEGREE

1. A candidate for a degree must apply for the degree by filing an "Application for Graduation" with the Registrar (undergraduate students) or the Graduate Office (graduate students) no later than specified in the University Calendar. Also, a fee of $40 is required at the time you submit your application.
2. To be considered for degree conferral, a candidate must be in good standing with the University. All contractual and financial obligations to the University must be satisfied.

Eligibility for Honors Graduation

To be eligible for honors graduation, a student must complete no fewer than 45 hours at TAMU-CT. The GPA is calculated on the last registered 60 hours. Honors graduates will be recognized as follows:

3.90-4.00 GPA – Summa Cum Laude (Approximately 5%)
3.70-3.89 GPA – Magna Cum Laude (Approximately 10%)
3.60-3.69 GPA – Cum Laude (Approximately 10%)

Students who are members in good standing of national honor societies that are recognized by TAMU-CT and that require a 3.2 cumulative GPA or higher for membership may have that membership identified on their transcripts.

TUITION REBATE

A $1,000 tuition rebate from the state of Texas is offered to qualifying students who graduate from TAMU-CT with a bachelor's degree and no more than 3 hours over the minimum number of hours required for the degree. Beginning with students admitted the first time in Fall 2005, a student must also graduate in a timely manner to earn the tuition rebate. Detailed information regarding graduating in a timely manner and other requirements to qualify for tuition rebate can be found at www.collegefortexans.com. Students must apply for the tuition rebate prior to receiving their degree. This rebate program is effective for students who entered a bachelor's degree program as freshmen during or after Fall 1997. Additional information is available from the Registrar's Office.

SPECIAL DEGREE PROGRAMS
INTERDISCIPLINARY DEGREE PROGRAMS (IDP)

TAMU-CT offers the following degree programs that are interdisciplinary in nature: the Bachelor of Applied Arts and Sciences (BAAS) and the Bachelor of Science in Applied Science (APSC). The BAAS and APSC degrees programs allow the student to apply vocational or technical training to his/her degree program. Students in these degree programs must meet all TAMU-CT requirements that are established as conditions for baccalaureate degrees. These include, but are not restricted to, general education requirements, residency, and upper-level hour requirements. Students in these degree programs may not get a minor in any support area required for the degree. Degree plans must be reviewed by the IDP Committee. Students should understand that work experience credit only applies to these interdisciplinary degrees.

THE BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE (BAAS)

The Bachelor of Applied Arts and Sciences (BAAS) is designed for the student with training in a technical area. This degree utilizes education received at technical schools, junior colleges, military technical schools, etc. A student must have completed at least 12 semester credit hours (or equivalent) in technical training to be eligible for consideration. With appropriate documentation, the technical training may be supplemented with a maximum of 21 semester credit hours for work experience. A student must have at least 33 semester credit hours (or equivalent) in the combination of technical training and work experience to be eligible for consideration. In all cases, the technical training, work experience (if any), and proposed degree area must be directly related to each other.

The approved occupational area for the BAAS degree is business. A student interested in the Bachelor of Applied Arts and Sciences should:

1. review the admission requirements;
2. contact the Office of the Registrar for a list of sponsoring departments; and
3. meet with an advisor in the sponsoring department. The student will submit written records related to educational training and work experience (if any). The student is responsible for securing all related documentation.

The department will review the written records and decide whether to sponsor a degree plan application. Sponsored degree plan applications will be considered by the Interdisciplinary Degree Programs (IDP) Committee. Degree plan applications will not be considered until a student has completed at least 3 semester credit hours at TAMU-CT (or is currently enrolled in at least 3 hours at TAMU-CT). Degree plans approved by the Committee will be processed through regular University channels. Final approval will depend on completion of the University review process.

Quantitative Requirements for BAAS Degree Program

1. **Occupational Specialization**

The occupational specialization is a maximum of 33 semester credit hours (or equivalent) directly related to the degree area. These credit hours may consist of technical training, credit for work experience, and credit from this University. Each of these has restrictions:

a. The technical training must be such that it can be equated to vocational-technical schools. The IDP committee will rule on the admissibility of technical training.
b. No student who has less than 12 semester credit hours of technical training will be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 33 hours of occupational specialization.
c. Credit for work experience is awarded only after the IDP Committee has reviewed the written documentation of the work experience and is limited to a maximum award of 4 semester credit hours per year of qualifying experience. The committee may award less than this maximum. A total of 21 semester credit hours is the greatest possible amount awarded for work experience.
d. No student will be considered for the Bachelor of Applied Arts and Sciences who has less than 33 semester credit hours in the combination of technical training, work experience, and University credit.
e. TAMU-CT does not offer course work in all occupational specializations.

2. ***Emphasis Area

The emphasis area is to be related to and supportive of the occupational specialization. The advisor and the IDP committee will work together in selecting courses that meet the individual needs of each student.

THE BACHELOR OF SCIENCE IN APPLIED SCIENCE

The student pursuing the BS in Applied Science must complete the following, in addition to the University General Education Requirements:

Occupational Specialization (technical training and/or approved electives)	36
Advanced hours in emphasis area (departments may determine courses)	24
Advanced electives	12
CIS Elective (Lower level or Upper level)	3
Academic Elective (Lower level or Upper level)	3

*****For the Bachelor of Science in Applied Science, the available emphasis area is Business Administration.**

TEXAS A&M UNIVERSITY-CENTRAL TEXAS LIBRARIES

TAMU-CT Library collections are located at the Hobby Memorial Library (on the Central Texas College campus) and the North Campus Library Annex. The Library offers informative resources, personalized research services, and technological tools, as well as spaces for individuals or groups to meet and study. The library supports the educational, research, scholarship, and recreational needs of the University community.

The TAMU-CT library collections include print and electronic books (120,000+), periodicals (25,800+), and government documents in addition to audiovisual materials, microforms, and digital images. These materials can be located using the online library catalog (Online Public Access Catalog).

Almost 200 databases are also available to TAMU-CT students and faculty. These resources provide access to full-text articles and bibliographic information from thousands of scholarly and professional journals, trade publications, popular magazines, newspapers, and selected reference books.

Students, faculty, and staff also have borrowing privileges at most academic libraries in the state of Texas through the TexShare consortium, and interlibrary loan services give patrons access materials not available at TAMU-CT or in other TexShare libraries. Qualified distance learning students may request document delivery services if required.

TAMU-CT librarians and professional staff further support the research needs of the University community by providing group and individual research assistance, available in person, by phone, via email, and online.

Public computer workstations, wireless Internet access, and presentation software are provided for students at both library locations, as are group study rooms and meeting facilities.

Library resources and services can be accessed online (TAMUCT Libraries), or by visiting the Hobby Memorial Library, located on the Central Texas College campus, and the North Campus Library Annex.

WEB SERVICES

The mission of University Web Services is to develop and enhance TAMU-CT's presence on the web and increase awareness of TAMU-CT through this media. Through the effective delivery of information and training, Web Services promotes the University to prospective students and provides information and services to current students, faculty, staff, and alumni.

STUDENT AFFAIRS

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

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catalog

STUDENT AFFAIRS

The Division of Student Affairs enriches the quality of campus life by providing innovative student-centered programs and learning experiences that foster service, diversity, and integrity. Students have the opportunity to engage socially, professionally, and academically to enhance lifelong learning.

To achieve this mission, Student Affairs provides outstanding programs and services for students in the following areas: Academic Support Programs, Bookstore, Career Services, Disability Support, Housing, Student Activities, Student Conduct and Conflict Resolution, and Recreational Sports. For more information, please contact us at (254) 519-5721, studentaffairs@ct.tamus.edu, or visit our website at http://www.ct.tamus.edu/studentaffairs .

ACADEMIC APPEALS

Student academic appeals are handled according to the following guidelines.

1. A student who wishes to appeal a decision of a faculty or staff member of a school should ask for a review by that person within 60 days of the originating event. The respondent is expected to give the student a response within 30 days. If the respondent is unavailable, if a response is not made within 30 days, or if the student is unsatisfied with the response then the student should inform the School Director of the appeal. For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record until the appeal process concludes.
2. A student wishing to appeal a decision of a faculty member, must do so in writing to the School Director within 120 days of the originating event. The School Director is expected to give a response within 15 days of the filed appeal.
3. A student unsatisfied with the decision of the School Director may appeal in writing to the Academic Appeals Committee within 30 days of notification of the decision from the School Director. The committee may decide that no further review is justified or may render a decision upon review. After hearing both sides of the grievance, the committee shall render a final decision to the School Director.

ACADEMIC SUPPORT

Academic Support offers tutoring assistance, study guides, testing, and other various workshops. We have face-to-face tutoring *(limited areas)* and online one-on-one tutoring at Smarthinking.com *(many areas)*. If you have not fulfilled your Writing Proficiency requirements, Academic Support administers the Writing Proficiency Exam on specified dates (each semester). In addition, our premier workshop for students is the GRE (Graduate Record Examination) Workshop, which is offered each semester to assist students in adequately preparing for the exam. For more information, call 254-519-5796, or visit our website at http://www.ct.tamus.edu/academicsupport.

BOOKSTORE

The Central Texas College Bookstore, located at the CTC Student Center, stocks textbooks for Texas A&M University-Central Texas classes. The bookstore offers a general selection of school supplies. In addition, the bookstore also offers special book buybacks throughout the year and during final exams.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

CAREER SERVICES

Career Services at Texas A&M University-Central Texas assists students in establishing long -range career goals and providing assistance with job-search strategies. Students may use our services at any time during their academic experience or up to one year after graduation for: career guidance, consulting, personality/vocational assessments, g/assessment, exploration, career exploration, development, and job search assistance. Local and national full and part-time job listings both on and off campus are available. Career information library, a computer-based interactive career guidance system, career-related workshops with professional speakers on topics ranging from career planning to interviewing skills, mock job interviews, one-on-one resume/cover letter assistance, and career fairs are offered. Other services include WARRIORLINK, online resume and job posting database, and business etiquette dinners.

DISABILITY SUPPORT
Students requesting academic accommodations are required to register with the Office of Academic Support. Students wishing to register with Academic Support should provide timely supporting documentation based upon an evaluation by a credentialed professional, and meet with the Academic Support Coordinator in order to discuss specific accommodation requests. For more information, call 254-519-5796, or visit our website.

HOUSING
Texas A&M University-Central Texas has contact with the adjacent Central Texas College to provide residential services for enrolled students. A five-day per week meal plan is also available. These housing and dining facilities are within walking distance of the TAMU-CT Main Building. Students interested in living in the residence halls at Central Texas College may contact the Division of Student Affairs for assistance obtaining a residence hall application form or for more information. All payments for housing are arranged between the student and Central Texas College.

STUDENT ACTIVITIES
Participation in organizations, activities, and events adds an important dimension to the college experience. In addition to making friends and interacting with others, students have the opportunity to develop leadership skills. Students may participate in a variety of recognized organizations, including academically focused groups, honor societies, and special interest associations. Sponsorship for special activities, conferences, and speakers is available through the Office of Student Activities. There are many campus-wide activities during the year, which are designed to welcome family members as well as registered students.

JUDICIAL AFFAIRS
The Department of Student Affairs offers resources to students who are in conflict with other students and investigates student conduct issues. Texas A&M University-Central Texas' primary concern is the student and attempts to provide for all students a campus environment that is conducive to academic endeavor and personal and professional growth.

RECREATIONAL SPORTS & GYM FACILITIES
Participation in competitive and recreational sporting activities can be an exciting part of the educational experience. Students at Texas A&M University-Central Texas are eligible to use the Recreational Sports facilities at Central Texas College; students must have the TAMU-CT ID card validated in the Business Office to be eligible to use this facility. Students wishing to participate in intramural, local or city league competitions may secure sponsorship for Texas A&M University-Central Texas teams by contacting Student Activities in Room 114.

STUDENT GOVERNMENT ASSOCIATION
Student Government Association represents the voice of the student body through: transparency of action; encouragement of collaboration amongst students, faculty, staff; and leadership with integrity and service. Furthermore, SGA protects and preserves students' rights, promotes student leadership, and upholds the image of the University.

SCHOOL OF ARTS & SCIENCES

Undergraduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

SCHOOL OF ARTS & SCIENCES

Undergraduate

Dr. William S. White
School Director

Ms. Chestene Fullingim
Administrative Assistant
North Campus Room 14
254.519.5441
cfullingim@ct.tamus.edu

MISSION STATEMENT

The Arts & Sciences program has two missions: first, to provide the courses in the humanities, social sciences, and fine arts that comprise part of the core curriculum required of all University students; and second, to provide major fields of study in the above areas and in criminal justice and social work.

Degree programs available in the Arts & Sciences provide the base required for professional and related fields. They also include specialized programs that are professionally oriented and lead to careers in such fields as teaching, criminal justice, social work, and the performing arts. The Arts & Sciences program is organized into five departments:

- **English**
- **Mathematics and Physics**
- **Social Sciences, including History, and Political Science**
- **Sociology and Criminal Justice**
- **Social Work**

The School of Arts & Sciences also offers two interdisciplinary Minors:
Film Studies
Religious Studies

BACHELOR OF SCIENCE IN LIBERAL STUDIES

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

Option #1 – Dual Concentration	SCH
University General Education Requirements	42
Primary Concentration	18
• All 18 hours must be from the same academic discipline.	
• At least 12 advanced (upper level) courses must be completed with Tarleton.	
• Must be from an academic discipline different than the secondary concentration.	
Secondary Concentration	9
• All 9 hours must be from the same academic discipline.	
• At least 6 advanced (upper level) courses must be completed with Tarleton.	
• Must be from an academic discipline different than the primary concentration.	9
Required Courses	9
CIS 103 or 300	3
ENGL 309	3
L S 498	3
Electives (at least 21 hours advanced)	4
Total	120

ENGLISH

Dr. William S. White
School Director

Dr. Allen Redmon
Program Coordinator

Ms. Chestene Fullingim
Administrative Assistant
North Campus Room 14
(254) 519.5441
cfullingim@ct.tamus.edu

Professors:
Associate Professors: Ross
Assistant Professors: Redmon, Miles

The English programs offered lead to a Bachelor of Arts degree in English (either with or without secondary certification). A technical writing emphasis is available in conjunction with the English BA. In addition, the department offers course sequences leading to an academic minor in English and technical writing.

THE BACHELOR OF ARTS DEGREE IN ENGLISH

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BA in English	
Foreign language 101, 102, 201, 202[1]	14
Sophomore English	3
HIST 101[2], 102	6
Additional Courses Required for Support Areas	
BA in English without certification	
Electives	13
Advanced electives	21
ENGL 415	3
Advanced ENGL	21
BA in English, Language Arts 8-12 Certification	
EDU 320, 330, 430, 435, 490, PSY 303 or 220, RDG 351	24
Electives	9
ENGL 250, 301, 302, 320, 400, 401, 402, 411, 460, 3 hours from 341, 342, 415	30

BA in English with Technical Writing Emphasis	
Electives	15
Advanced electives	18
ENGL 309, 310, 312, 320, 413, 420	
6 hours from ENGL 330, 370, or 411	
3 hours from ENGL 342, 343, or 435	27

[1] **6 hours in Upper Level Linguistics can substitute for 6 hours of Foreign Language.**
[2] **This course may be counted toward the core curriculum requirement.**

MATHEMATICS
Undergraduate

Dr. William S. White
School Director

Dr. Mienie deKock
Program Coordinator

Ms. Chestene Fullingim
Administrative Assistant
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254.519.5441
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Assistant Professors: deKock, Thron

The Mathematics programs offers study leading to the Bachelor of Science and Master of Science degrees in Mathematics.

MATHEMATICS

The Bachelor of Science in Mathematics provides a program of study that prepares students who are:

1) seeking to teach mathematics at the secondary level;
2) seeking employment in industry; or
3) seeking to pursue graduate study in Mathematics.

On the graduate level, the Master of Science in Mathematics provides a program of study that prepares students additionally (beyond the undergraduate level) for employment in industry. For further information about the graduate program, see the graduate section of the catalog. For more information about the Mathematics program, visit the departmental web site at http://www.ct.tamus.edu/math or call 254.519.5441.

THE BACHELOR OF SCIENCE DEGREE IN MATHEMATICS

	Semester Hours 42
University Core Curriculum	
See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.	
Courses Required for BS in Mathematics	
MATH 120, 131[1], 209, 306, 309, 310, 311, 332, 333, 409, 432	36
PHYS 122[1]	4
Approved C S Electives, 3 hours advanced	6
Additional Required Courses	
For BS in Mathematics with Secondary Certification[2]	
MATH 301, 402, 404	9
EDU 320, 330, 430, 435, 490	18
PSY 220 or 303	3
RDG 351	3
ENGL 309	3
Electives	3

For BS in Mathematics without certification[2]	
9 hours from MATH 301, 360, 420, 488, 490	9
Electives	6
Supporting field, 12 hours advanced[3]	24

For BS in Mathematics with 8-12 Mathematics/Physics Certification	
MATH 301, 402, 404	9
PHYS 242[2], 334, 435	10
Advanced PHYS Electives	3
EDU 320, 330, 430, 435, 490	18
PSY 220 or 303	3
RDG 351	3
ENGL 309	3

[1] **May satisfy university core curriculum requirement.**
[2] **PHYS 122 and 242 are recommended for fulfillment of core Lab Science requirement.**
[3] **Courses for supporting field are to be chosen from an academic area in which mathematics is applicable. Supporting field must be developed in consultation with the Division Director involved.**

HISTORY AND POLITICAL SCIENCE

Undergraduate

Dr. William S. White
School Director

Dr. Lisa Bunkowski
Program Coordinator

Ms. Chestene Fullingim
Administrative Assistant
254.519.5441
cfullingim@ct.tamus.edu
North Campus Room 14

Professor: Jones
Assistant Professor: Nichter, Dixon, Bunkowski

History and Political Science offers programs of study leading to a Bachelor of Arts degree in History with or without certification; a Bachelor of Arts degree in Political Science, and a Bachelor of Science degree in Political Science. Additionally, the department offers minors in History, Philosophy, and Political Science. On the graduate level, the Master of Arts is offered in History and Political Science.

THE BACHELOR OF ARTS DEGREE IN HISTORY

University Core Curriculum
See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BA in History	Semester Hours
HIST 101, 102, 440*, 12 Hours Advanced History	21
Foreign Language**, 101, 102, 201, 202	14

*Students must have completed HIST 101, 102, 201, 202, and ENGL 330 before taking 400-level courses.
**Must be a single language, CLEP, Defense Language Certification or departmental translation exam may be Substituted for intermediate language courses.

Additional Courses Required for Support Areas

BA in History (without certification)

ENGL 330	3
HIST 499***	3
9 hours Advanced HIST	9
12 hours lower level electives	12
18 hours in a minor or advanced electives	18

***Prerequisite: Must have senior classification

BA in History – Secondary Certification

9 hours Advanced HIST, 6 hours Advanced POLS	15
ENGL 210, 220, 240, or 250	3
ECO 101, 201, SOC 101, 201, 303, GEOG 110, 120, or 201	3
PHIL 101, 201, 301, 485, R S 101, 102, or 304	3
EDU 320, 330, 430, 435, 490(6hr)	18
PSY 303, RDG 351	6

BA in History – Social Studies Composite Certification

Advanced HIST	3
EDU 320, 330, 430, 435, 490(6hr)	18
PSY 303, RDG 351	6
ENGL 210, 220, 240, or 250	3
ECO 201, 202	6
Advanced POLS	6
GEOG 110; 3 hours from GEOG 120, 201, 202	6

SOCIOLOGY and CRIMINAL JUSTICE

Dr. William S. White
School Director

Mr. Gerald Piechocki
Program Coordinator

Ms. Chestene Fullingim
Administrative Assistant
North Campus Room 14
254.519.5441
cfullingim@ct.tamus.edu

Professors:
Associate Professors:
Assistant Professors: White, Berry, Dietert, Worley,
Instructors: Piechocki, Greenwood

The Department of Sociology and Criminal Justice offers programs of study leading to a Bachelor of Science degree in Sociology, a Bachelor of Science, and Masters' degree in Criminal Justice.

THE BACHELOR OF SCIENCE DEGREE IN SOCIOLOGY

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Sociology	
SOC 101, 201, 330, 402, 403, 499	18
Advanced SOC Electives	18
ECO 101 or 201[1]	3
PHIL 101 or 201[1]	3
HIST 101[1]	3
Electives from SWK, SOC, or C J, 3 hours advanced	6
Electives, 3 hours advanced	9
Minor (6 hours advanced)	18
CIS 300, or 345 or ENGL 412 or 420	3

[1] May be taken as part of the core curriculum.

THE BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE

	Semester Hour
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Criminal Justice	
ENGL 309	3
SOC 303	3
SOC 330 or PSY 330	3
CJ 131, CJ 232, CJ 234, CJ 238, CJ 237	15
Advanced CJ electives	9
CJ 305, CJ 310, CJ 315, CJ 412, CJ 416, CJ 498	18
Electives, 3 hours advanced	3
Minor (6 hours advanced)	18

MILITARY SCIENCE

Undergraduate

Dr. William S. White
School Director

Ms. Angela Conway
Administrative Assistant
SW Building, Room 112E
254.519.5459
Conway@ct.tamus.edu

Assistant Professors: Considine, Weatherlow
Instructors: Hixon

RESERVE OFFICERS' TRAINING CORPS (ROTC) PROGRAM
Requirements for Admission

BASIC COURSES:

All Military Science courses offered as part of the basic courses are eligible for elective credit toward graduation. Course work consists of leadership, development, time management, planning, physical fitness, life skills, self confidence, and Army values. **These courses are offered free of charge and may be taken in lieu of the required Wellness course. Students do not incur any military service obligation for enrollment in the Basic Course.**

ADVANCED COURSES:

The two-year advanced course is selective and elective, in that any qualified student may apply for admission. The application requires the approval of the Professor of Military Science. Qualified students will have the following prerequisites for advance course enrollment; have at least two years of college remaining; maintain a 2.0 or better grade point average; complete the basic or qualify by prior military training; and are physically qualified. The advanced course leads to a commission as an officer in the United States Army Reserve or Regular Army and is pursued under a written agreement with the Department of the Army, Advanced-course contract students are paid approximately $9,000 for the two-year course, which includes attendance to the ROTC Leader Development and Assessment Course.

TWO-YEAR PROGRAM:

Students transferring to or currently enrolled at TAMU-CT who cannot complete the basic course prior to becoming academic juniors or graduate students with at least two years remaining may qualify to enter the advanced course by successfully completing a four-week Leadership Seminar course, conducted each summer at Fort Know, Kentucky. Academic credit, travel and pay are granted to students attending the course. Submit applications for course attendance to the Department of Military Science by April 15.

CREDIT FOR PREVIOUS MILITARY TRAINING:

Students with previous military training may qualify for placement directly into the advanced courses. The Professor of Military Science determines the placement for each student requesting this classification. To receive placement into the advanced course, a qualified student will have four academic semesters remaining for degree completion and an overall 2.0 grade point average.

VETERANS:

Students who have prior military service may be eligible for advanced placement, provided that their active duty was completed within the last five years.

NATIONAL GUARD/RESERVES:

Students who are currently members of the United States Army Reserve or the National Guard are eligible for advanced placement under the Simultaneous Membership Program.

MILITARY SCIENCE MINOR:

A student can achieve a minor Military Science by completing 18 hours of Military Science, military history and related courses. The Professor of Military Science, PMS, must approve the coursework.

ADDITIONAL INFORMATION:

Students desiring additional information concerning the Army ROTC program should write to Professor of Military Science, Texas A&M University-Central Texas, 1901 S. Clear Creek Road, Killeen, Texas 76549 or by email to considine@tarleton.edu or call 254.-526-1676.

M S LEADERSHIP LABORATORY:

Practical application of classroom instruction emphasizing rappelling, water survival, orienteering, physical fitness, military small unit tactics, and basic military skills. The ROTC Leader's Training Course is a four-week, summer course conducted at Fort Know, Kentucky, for students who cannot complete the Basic Course prior to becoming academic juniors. In addition to free room, board, and transportation; confidence, physical fitness, and leadership qualities. Prerequisite: Approval by Division Director.

RANGER CHALLENGE:

An adventure-oriented organization designed to develop leadership qualities, self discipline, self confidence, and resourcefulness through small unit tactics and inter-collegiate military skills interested and qualified students with at least a 2.0 grade point average. Open to all students.

ADVENTURE TRAINING:

Available to qualified students who apply to attend Northern Operation Training (Alaska). Airborne-Parachutist Training (Georgia), Air Assault Training (Kentucky), Sapper (Combat Engineer) Leader Training (Missouri), Nurse Summer Training Program, Cadet Troop Leader Training Program (position world-wide), Advanced Individual Academic Development, and other Summer Internship.

SOCIAL WORK PROGRAM

Undergraduate

Dr. Claudia Rappaport
Coordinator of Social Work Program
254.519.5432
rappaport@ct.tamus.edu

Ms. Bianca Neal
Administrative Assistant
Room B246 Nursing Center
254.519.5406
bneal@ct.tamus.edu

Associate Professors: Claudia Rappaport, PhD, ACSW, MSSW
Assistant Professors: Tammy Molina-Moore, LMSW, CTS
Jina Lewallen, PhD (Cand.), LCSW, MA

SOCIAL WORK

The principal educational objective of the program leading to a Bachelor of Social Work degree is preparation of students for generalist social work practice. This program is currently accredited through the parent institution, Tarleton State University, by the Council on Social Work Education (CSWE) and qualifies graduates for the licensing examination for Social Work under Texas law. TAMU-CT will apply to the Council on Social Work Education for separate and independent accreditation in approximately 2013, and until then CSWE accreditation continues through Tarleton State University. No academic credit is awarded for life experiences in this degree program.

Requirements for admission, retention, and successful completion of the program are described in the Social Work Program Student Handbook and include a 2.5 overall GPA. Students complete a 450 hour two-semester social work internship in their second year in the program.

THE BACHELOR OF SOCIAL WORK DEGREE

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BSW	
SWKK 307 & 308, SWK 300, 303, 306, 314, 316, 320, 329, 339, 412, 422, 423	45
BIOL 219 and 220[1] or any 2 lab sciences and SWKK 330 Biological Foundations	3
SOC 201[1] PSY 101 (3 hours counted in core curriculum)	3
SWKK 415 Social Work and Mental Health	3
Advanced SWK Electives	9
Electives from SOC, SWK, C J	9
General Electives	6
Total Hours required for BSW Degree:	120

[1] May be taken as part of the core curriculum.

SCHOOL OF BUSINESS ADMINISTRATION

Undergraduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

THE SCHOOL OF BUSINESS ADMINISTRATION

Undergraduate

Dr. Larry Garner
School Director (Interim)

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 126C
(254) 519-5725
bonnie.babbitt@ct.tamus.edu

MISSION STATEMENT

The primary mission of The School of Business Administration is to provide an innovative, creative, and relevant education in business disciplines to a diverse group of students. We accomplish this mission by creating an educational environment conducive to the fullest development of an individual's learning and scholarly potential. As a community of scholars, teachers, and practitioners, we are committed to excellence in teaching, research, and service to society.

PROGRAMS

The School of Business Administration offers a baccalaureate program leading to the Bachelor of Business Administration (BBA) degree with majors in Accounting, Computer Information Systems, Economics, Finance, Management, Human Resources Management, Marketing, and Interdisciplinary Business. The School of Business Administration works with departments across the University in developing support fields for the Interdisciplinary Business degree. The program also offers a BS degree in Computer Information Systems for specialists not seeking a business degree, a BS degree in Management for those desiring a stronger concentration in the field, a BS degree in Business Administration, a BS degree in International Economics, and a BS degree in Aviation Science. The program also offers the Bachelor of Applied Arts and Sciences (BAAS) degree in Business Occupations, and the Bachelor of Science in Applied Science (BSAS) degree in Business Administration.

The Business academic programs are organized into the following Departments:

- **Accounting, Finance, and Economics,**
- **Computer Information Systems**
- **Management and Marketing**

GENERAL REQUIREMENTS OF THE BBA/BS DEGREES

Please consult the section on Requirements for a Baccalaureate Degree for general information on core curriculum and other requirements for TAMU-CT's undergraduate degree programs.

COMMON BUSINESS CORE

The following common body of courses (or their equivalents) is required of all majors seeking the BBA degree: ECO 201, 202; ACC 203, 204; CIS 301 or ACC 301; FIN 301; G B 311, 432, 459; G B 444 or FIN 401 or ECO 401; G B 433 or CIS/MGMT/ACC 450; MGMT 301; MKTG 314

TRANSFER POLICY

Community/junior college students who plan to transfer to the School of Business Administration are advised to take the courses recommended for the freshman and sophomore years as outlined in this section. The appropriate Advisor in Business should be consulted to resolve questions of transferability. Upper-division 300/400-level courses taught by the School of Business Administration should not be taken at a community/junior college.

Credit for business courses taken at another college or university and transferred to TAMU-CT to be applied to a BBA, BS, or BAAS degree in business will be awarded on the following basis:

1. Business courses that are equivalent to a 300- or 400-level course at TAMU-CT will be accepted for advanced credit only if they were taken for advanced credit. Some students may petition for credit in upper-level business core requirements by completing a validating examination through either the College Level Examination Program or a departmental examination; such testing requires approval of the Director of Business. If permission is granted for credit by examination, such credit must be completed before taking any classes for which the course is a prerequisite. Validation must be accomplished in the first semester of enrollment at TAMU-CT.
2. Business courses that are upper level at TAMU-CT, but are transferred in as lower-level courses, will be accepted for transfer as lower-level electives with no validation exam.
3. The maximum hours that may be transferred from a community or junior college with validation and applied to a specific major in business (accounting, finance, CIS, management, marketing, or administrative systems) is 9 hours. Under no circumstances may more than 68 semester hours transferred from a two-year institution be counted toward a degree.

LOWER LEVEL TYPICAL CURRICULUM FOR BBA/BS DEGREES

Freshman Year	**Sem. Hrs.**	**Sophomore Year**	**Sem. Hrs.**
ENGL 111, 112	6	COMS 101, 102 or 301	3
MATH 107 or higher	3	ACC 203, 204	6
Visual and performing arts	3	POLS 201, 202	6
Lab science	7	HIST 201, 202	6
Social/Behavioral Science	3	ECO 201, 202	6
HLTH 101	2	Sophomore literature	3

ACCOUNTING, FINANCE, AND ECONOMICS

Undergraduate

Dr. Larry Garner
School Director (Interim)

Dr. Mary H. Kelly
Department Coordinator

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 130
(254) 519-5725
bonnie.babbitt@ct.tamus.edu

Professors:
Associate Professors: Dyer, McNett, Ritter
Assistant Professors: Cargill, Kelly

The Department of Accounting, Finance, and Economics offers programs of study leading to the Bachelor of Business Administration degrees in Accounting, Finance and Economics. The department also offers the Bachelor of Science degree in International Economics.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN ACCOUNTING

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA in Accounting	
ACC 203; ACC 301 or CIS 301	6
ACC 302, 303, 304, 305, 310, 401, 403, 405, 406, 423, 424, 450	36
ECO 201[1], 202	6
FIN 301, G B 432, 433, 459; MGMT 301, MKTG 314	18
G B 444 or FIN 401 or ECO 401	3
Electives	6
MATH 300 or G B 311	3

[1] If this course is counted toward university core curriculum requirements, student must take an additional three hours of electives.

150 HOUR CPA CERTIFICATION REQUIREMENTS

For those students preparing to become certified public accountants, the Public Accountancy Act of 1991 requires that applicants must have completed at least a baccalaureate degree and not fewer than 150 semester credit hours of recognized courses. Courses included in the BBA degree program in Accounting are accepted toward this requirement. For the remainder of the 150 semester hours, students may complete the MBA or other master's program as described in the graduate section of the catalog. However, if a student does not desire to complete a master's degree, the following program of study is suggested.

POST-BACCALAUREATE PROFESSIONAL ACCOUNTING PROGRAM
(To Meet State 150-Hour Requirement)

In addition to completing requirements for the Bachelor of Business Administration degree in Accounting, students may complete the following courses.

Take: CIS 511, FIN 507, MKTG 508, MGMT 501, 511, or 568
Complete graduate electives as recommended by advisor to bring total semester credit hours to 150 or more.

****Note that if a student does not wish to take graduate courses, students can meet the requirements to sit for the CPA exam by taking additional undergraduate courses to reach the minimum of 150 hours of credit.** A departmental accounting advisor will discuss individualized study programs with each student.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN ECONOMICS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA in Economics	
ECO 201[1], 202, 301, 302, 303, 401	18
Advanced ECO	6
MATH 111, GB 312 or ENGL 309	6
Electives	15

Professional Development Courses Required	
ACC 203, 204	6
ACC 301 or CIS 301; FIN 301	6
G B 311 or MATH 300; G B 432, 459	9
G B 433 or ACC 450 or MGMT 450 or CIS 450	3
G B 444 or FIN 401; MGMT 301, MKTG 314	9

1 **If this course is counted toward university core curriculum requirements, student must complete an additional three hours of electives.**

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN FINANCE

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA or BS in Finance	
FIN 301, 302, 400, 401, 402, 403, 404	
FIN 304 or ECO 305; FIN 405 or ACC 405	27
ACC 450 or CIS 450 or MGMT 450	3
ECO 201, 202, 303; ACC 203, 204; ACC 301 or CIS 301	18
ACC 302, 303	6
MATH 111	3
G B 312 or ENGL 309	3
G B 311 or MATH 300; G B 432, 459	9
MGMT 301, MKTG 314	6
Electives	3

THE BACHELOR OF SCIENCE DEGREE IN INTERNATIONAL ECONOMICS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in International Economics	
ECO 201[1], 202, 301, 302, 303, 401; 6 hours advanced ECO	24
G B 312 or ENGL 309	3
MATH 111; MATH 300 or G B 311 or A EC 317	6
CIS 301 or ACC 301	3
ACC 203	3
GEOG 110 or HIST 102[2]	3
SPAN[3] 101, 102, 103, 104	14
FIN 301, 401; MKTG 454; G B 444, 484, 489	18
Electives	4

[1] Cannot be counted toward core curriculum requirement in social and behavioral sciences.
[2] A student who counts these courses for university core curriculum requirements must complete additional hours of electives.
[3] Other foreign languages may be substituted as available. All four courses must be in a single language

AVIATION SCIENCE

Undergraduate

Dr. Larry Garner
School Director (Interim)

Dr. Jim Fullingim
Program Advisor

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 126C
(254) 519.5725
bonnie.babbitt@ct.tamus.edu

Assistant Professors: Fullingim

BACHELOR OF SCIENCE IN AVIATION SCIENCE
AVIATION MANAGEMENT OPTION

Students study business and management as they relate to the technology of aviation, preparing them for a variety of administrative and management positions in the aviation industry.

All freshman and sophomore core curriculum classes, as well as flight courses, ratings and certificates must be completed at **specific approved colleges** outside of TAMU-CT. TAMU-CT offers junior, senior, and graduate level courses and does not have a flight school.

Courses taken at TAMU-CT

ASCI 303	Air Traffic Control	3
ASCI 304	Airport Management	3
ASCI 307	Aviation History I	3
ASCI 308	Aviation History II	3
ASCI 401	Aviation Law	3
ASCI 408	Aviation Safety	3
Advanced Aviation Hours		18
CIS 300	Computer Technology and Impact	3
CIS 347	Data Communications for Business	3
ECO 302	Intermediate Microeconomics	3
FIN 301	Principles of Financial Management	3
G B 311	Business Statistics	3
G B 312	Business Correspondence	3
G B 432	Business Law I	3
G B 433	Business Law II	3
MGMT 301	Principles of Management	3
MGMT 302	Personnel/Human Resource Mgmt	3
MGMT 350	Organizational Behavior & Admin	3
MGMT 406	Employee and Labor Relations	3
MGMT 407	Business Ethics	3
MGMT 421	Production & Operations Mgmt	3
Non-Aviation Hours		**42**
Total hours at TAMU-CT		**60**

Courses taken at a Specified Approved College

ENGL 111	Intro to College Composition	3
ENGL 112	College Composition & Research	3
COMM 101, 102 or 301	Speech	3
MATH 107	College Algebra or above	3
Lab Science	Biology, Chemistry, Physics, or Geology	7
Literature Course in English Sophomore English		3
HIST 201	U.S. History through 1877	3
HIST 202	U.S. History since Reconstruction	3
POLS 201	American National Government	3
POLS 202	Texas Government	3
Visual or Performing Arts[1]		3
Social & Behavioral Science[2]		3
Activity P.E. or Wellness		2
Core Curriculum Requirements		**42**

[1]Visual and performing arts courses must be historical, appreciative, or theoretical in nature; it may not be an applied or performance course.
[2]Must be from different disciplines and may not be selected from major field of study.

ACC 203	Intro to Financial Accounting	3
ACC 204	Intro to Managerial Accounting	3
ECO 201	Principles of Economics-Macro	3
ECO 202	Principles of Economics-Micro	3
Non-Aviation Program Hours		**12**
AIRP 1305	Aircraft Science	3
AIRP 1417	Private Pilot Ground School	4
Aviation Hours		**7**
Total Lower Division Hours		**61**
Upper Division Hours Taken at TAMU-CT		**60**
Total Hours		**121**

BACHELOR OF SCIENCE IN AVIATION SCIENCE PROFESSIONAL PILOT OPTION

Studies concentrate on aircraft flight operations and prepare students with qualifications as professional pilots with a science/technology orientation. Advanced aeronautical ratings complemented by business administration, management, and communication skills for professional pilots in the civil and military aviation industries are the focus of curriculum.

All freshman and sophomore core curriculum classes, as well as flight courses, ratings, and certificates must be completed at specific approved colleges outside the TAMU-CT. TAMU-CT offers junior, senior, and graduate level courses and does not have a flight school.

Courses available at TAMU-CT

ASCI 301	Air Carrier Operations	3
ASCI 302	Techniques of Instruction	3
ASCI 303	Air Traffic Control	3
ASCI 304	Airport Management	3
ASCI 401	Aviation Law	3
ASCI 402	Flight Engineer	3
ASCI 408	Aviation Safety	3
TAMU-CT Aviation Hours		**21**
CIS 347	Data Communications for Business	3
G B 312	Business Correspondence	3

MGMT 301	Principles of Management	
MGMT 407	Business Ethics	3
Advanced Electives Aviation **or** Business		10
Total Hours at TAMU-CT		**43**
Courses taken at a specified approved college		
ENGL 111	Intro to College Composition	3
ENGL 112	College Composition & Research	3
COMM 101, 102 **or** 301	Speech	3
MATH 107	College Algebra or above	3
Lab Science	Biology, Chemistry, Physics, or Geology	7
Literature Course in English	Sophomore English	3
HIST 201	U.S. History through 1877	3
HIST 202	U.S. History since Reconstruction	3
POLS 201	American National Government	3
POLS 202	Texas Government	3
Visual or Performing Arts[1]		3
Social & Behavioral Science[2]		3
Activity P.E. or Wellness		2
Core Curriculum Requirements		**42**

[1]Visual and performing arts courses must be historical, appreciative, or theoretical in nature; it may not be an applied or performance course.
[2]Must be from different disciplines and may not be selected from major field of study.

CIS 103	Elementary Computer Concepts And Applications	3
AIRP 1255	Flight-Intermediate	3
AIRP 1305	Aircraft Science	3
AIRP 1307	Aviation Meteorology	3
AIRP 1341	Advanced Air Navigation	3
AIRP 1343	Aerodynamics	3
AIRP 1417	Private Pilot Ground School	3
AIRP 1451	Instrument Ground School	3
AIRP 2250	Flight-Instrument	3
AIRP 2337	Commercial Ground School	3
AIRP 2239	Flight-Commercial	3
AVIM 2331	Airline Management	3
Lower Division Aviation Hours		**35**
Total Lower Division Hours		**77**
Upper Division Hours taken at TAMU-CT		**43**
TOTAL HOURS		**120**

COMPUTER INFORMATION SYSTEMS

Undergraduate

Dr. Larry Garner
School Director (Interim)

Mr. David Roberts
Department Coordinator

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 130
(254) 519-5725
bonnie.babbitt@ct.tamus.edu

Associate Professors: Larson
Assistant Professors: Chennamaneni, Woodcock, Vert
Instructors: Roberts, Mahlke

The Computer Information Systems offers programs of study leading to the Bachelor of Business Administration or Bachelor of Science degree in Computer Information Systems or Bachelor of Science degree in Computer Science.

THE BACHELOR OF SCIENCE DEGREE
IN COMPUTER INFORMATION SYSTEMS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Computer Information Systems	
CIS 300	3
CIS 303	3
CIS 347, 389, 401, 450	12
CIS 330 or 331 or 332	3
CIS 340 or 341 or 342	3
ACC 300	3
G B 312	3
G B 311	3
MGMT 301	3
Electives	3

Additional Courses Required for Concentration Areas	
For CIS without Specialization	
CIS 443, 444	6
CIS Advanced Electives	15
CIS Electives	9
Elective	6

For Concentration Area in Software Engineering and Database Design

From CIS 330 or 331 or 332	3
From CIS 340 or 341 or 342 or 343	3
CIS 305, 315, 351, 452	12
CIS 480, 440	6
CIS Electives	6
Advanced CIS or C S electives	12

For Concentration Area in Network Development and Management

CIS 346, 348,	6
CIS 445, 476, 478	9
CIS Advanced Electives	12
CIS Electives	9

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN COMPUTER INFORMATION SYSTEMS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA in Computer Information Systems

CIS 300	3
CIS 303	3
CIS 330 or 331 or 332	3
CIS 340 or 341 or 342	3
CIS 347, 389, 401, 450	12
CIS or C S Advanced Electives	6
CIS or C S Electives	6
G B 311 or MATH 300	3
ECO 301,[1] 302, FIN 301	9
ACC 300; ACC 308; ACC 301 or CIS 301	9
G B 432	3
ACC 450 or CIS 450 or MGMT 450	3
G B 444 or FIN 401 or ECO 401	3
G B 459, MGMT 301, MKTG 314	9
ENGL 309	3

[1] If this course is counted toward university core curriculum requirements, student must take an additional three hours electives.

THE BACHELOR OF SCIENCE DEGREE IN COMPUTER SCIENCE

	Semester Hours
University General Education Requirements	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Computer Science

MATH 120, 131[1], 209, 310	14
PHYS 122[1], 242[1]	8
Technical electives from MATH 232, 332, 360, or approved advanced MATH/CIS or advanced C S	9
Support field, 12 hours advanced	24
C S 110, 221, 230, 241, 248, 343, 380, 389, 401, 451, 478	36
ENGL 309	3

[1] May satisfy university general education requirements.

MANAGEMENT and MARKETING

Undergraduate

Dr. Larry Garner
School Director (Interim)

Dr. David Geigle
Department Coordinator

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 126C
(254) 519.5725
bonnie.babbitt@ct.tamus.edu

Professors: Vitucci, Fry, Lyon
Associate Professors: Florey, Garner, Geigle,
Assistant Professors: Almond, Altman, English, Fulmore, La Lone, Loafman, Simmons
Instructors: Dehnel

The Management and Marketing Department offers eight undergraduate degrees. The Bachelor of Business Administration (BBA) degree is available in Human Resource Management, Interdisciplinary Business, Management, and Marketing. The Bachelor of Science (BS) degree is offered in Business Administration, and Management. The Program also offers the Bachelor of Applied Arts and Science (BAAS) degree in Business Occupations and the Bachelor of Science in Applied Science (BSAS) degree with a Business Administration emphasis. These degree programs are designed for students who have completed technical/occupational specializations from community college, technical schools, military schools, among others, and qualify for admission. Additional information regarding these two programs is available in the Management and Marketing Program or in the Interdisciplinary Degree Programs section of this catalog.

The baccalaureate degrees provide a broad-based education in the foundation disciplines of the liberal arts and the sciences and a focused development of business knowledge. Each major has a set of required courses and electives that students may choose to enrich their degree programs as well as business core requirements designed to provide a common set of business competencies. All departmental programs are designed to prepare students to meet the demands of today's challenging and competitive workforce and for entrance into graduate school.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN MANAGEMENT

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses required for BBA in Management	
MGMT 301, 302, 350, 407, 421	15
From MGMT 303, 304, 325, 412	6
G B 103, 311, 432, 444, 459	15
G B 433 or MGMT/CIS/ACC 450	3
From MGMT 320, 402, 403, 404, 405, 406, 422, 454, 484, 485, 489	3
From COMS 304, 404, 406	3

Advanced ECO, Advanced ACC, or Advanced FIN	3
ACC 203, 204, FIN 301	9
ACC 301 or CIS 301	3
MKTG 314, ECO 201, 202	9
ENGL 309 or G B 312	3
PSY 101	3
Elective	3

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN HUMAN RESOURCES MANAGEMENT

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses required for BBA in Human Resources Management

MGMT 301, 302, 350, 403, 404, 405, 406	21
From MGMT 303, 325, 402, 484	3
G B 103, 311, 432, 434, 444, 459	18
G B 433 or MGMT/CIS/ACC 450	3
From COMS 304, 404, 406, PSY 410	3
ACC 203, 204, FIN 301, MKTG 314, ECO 201[1], 202	18
ACC 301 or CIS 301	3
ENGL 309 or G B 312	3
PSY 101[1]	3
Elective	3

THE BACHELOR OF SCIENCE DEGREE IN MANAGEMENT

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Management

MGMT 301, 302, 350, 421, 422	15
From MGMT 303, 304, 320, 325, 412, or 3 hours MGMT elective	9
G B 103, 311, 432, 444, 459	15
G B 433 or MGMT/CIS/ACC 450	3
PSY 101[1]	3
ACC 203, 204, FIN 301	3
ACC 301 or CIS 301	3
MKTG 314, ECO 201[1], 202	9
ENGL 309 or G B 312	3
Electives	9

[1]A student who counts this course towards the university general education requirements must complete 3 hours of electives

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN MARKETING

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA in Marketing

MKTG 314, 316, 415, 416	12
From MKTG 312, 315, 317, 318, 401, 402, 412, 454, 479 484, 485, 486, 489, 490	12
G B 103, 311, 432, 444, 459	15
GB 433 or MGMT/CIS/ACC 450	3
ACC 203, 204, FIN 301	9
ACC 301 or CIS 301	3
MGMT 301, ECO 201[1], 202	9
ENGL 309 or G B 312	3
SOC 201[1] or PSY 101[1]	3
Electives	9

[1]A student who counts this course towards the university general education requirements must complete 3 hours of electives

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN INTERDISCIPLINARY BUSINESS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BBA in Interdisciplinary Business	
ACC 203, 204, FIN 301	9
ACC 301 or CIS 301	3
G B 103, 311, 432, 444, 459	15
G B 433 or MGMT/CIS/ACC 450	3
MKTG 314, ECO 201[2], 202	9
ENGL 309 or G B 312	3
MGMT 301, 302	6
Electives	6
Support Area (at least 12 hours advanced) [1]	24

[1]Students must complete 24 hours in a support area. Courses in the support area or areas must be selected through collaboration with the heads of the departments involved. Support areas include but are not limited to Small Business/Entrepreneurship, Real Estate, Financial Institution Management, Military Science, or General Business.

[2]A student who counts this course toward university general education requirements must complete an additional 3 hours of electives.

THE BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE IN BUSINESS OCCUPATIONS

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BAAS-Business Occupations	
Occupational Specialization:	
Approved Technical Training, Approved Work Experience	33
GB 433 or MGMT/CIS/ACC 450	3
G B 311, 432, 444, 459	12
ECO 201[1], 202, ACC 203, 204	12
ACC 301 or CIS 301	3
FIN 301, MGMT 301, MKTG 314	9
Approved Advanced Electives	6
ENGL 309 or G B 312	6

[1]This course is required for the BAAS degree and may also count toward university general education requirements.

THE BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

	Semester Hours
University Core Curriculum[1]	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Business Administration	
Lower Level Requirements:	
ECO 201[1], 202	6
ACC 203, 204	6
Approved Electives	6
FIN 301	3
G B 103, 311, 312, 432, 444, 459	18
G B 433 or MGMT/CIS/ACC 450	3
MGMT 301, 302	6
MKTG 314	3
ACC 301 or CIS 301	3
Supportive Area[2]	24

[1]A student who counts this course toward university general education requirements must complete an additional 3 hours of electives.

[2]Students must complete 24 hours in a supportive area determined in consultation with their academic advisor and/or head of departments involved.

BACHELOR OF SCIENCE DEGREE IN APPLIED SCIENCE

	Semester Hours
University General Education Requirements	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for Major	
Occupational Specialization	36
24 hours Advanced Business Electives from: ACC, ADMS, CIS, ECO, FIN, G B, MGMT, MKTG	24
12 hours Advanced Electives	12
Approved CIS Elective	3
Any Elective	3

SCHOOL OF EDUCATION

Undergraduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

SCHOOL OF EDUCATION

Dr. Jeffery Kirk
School Director

Ms. Harriet Ott
Administrative Assistant
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The Education program includes Curriculum and Instruction, Educational Leadership and Policy Studies, and Psychology and Counseling. The mission of the Education program 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 professions. Programs in Education prepare students for challenging, gratifying, and socially significant careers.

Degree programs offered include the following:

- Bachelor of Science in Interdisciplinary Studies;
- Bachelor of Science in Psychology;
- Master of Science with majors in Educational Psychology and Counseling Psychology;
- Master of Education degree with majors in Curriculum and Instruction,
    - Educational Administration, and
    - Counseling.

Several teaching supplemental and professional certificates are also offered in conjunction with different academic departments.

In additional to its teaching function, the program has a strong service commitment to public schools and human service agencies.

CURRICULUM AND INSTRUCTION

Undergraduate

Dr. Jeffery Kirk
School Director

Dr. Kellie Cude
Program Coordinator

Dr. Dorleen Hooten
Director of Field Experiences

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Associate Professors: Allen
Assistant Professors: Crowder, Cude, Hooten, Mussey, Seiter

TEACHER EDUCATION PROGRAM

Teacher Education, one of the major programs at TAMU-CT, emphasizes broad general education as a foundation for mastery of teaching skills and specialized knowledge in academic discipline. The primary purpose of teacher education is to prepare highly qualified teachers for Texas and the nation. The goal of 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.

A student must meet THEA or Stamford Achievement Test (for students who are deaf) requirements **prior to admission into the teacher education program** or being admitted to an alternative certification program.

Tarleton State University's Title II Institutional Report for 2000-2001 through 2007-2008 may be accessed at www.tarleton.edu/coe.

ADMISSION TO THE TEACHER EDUCATON PROGRAM*
www.tarleton.edu/EPS/TEP
Secondary and All-Level Certification

1. Formal application for admission to the Teacher Education Program should be made by the student during the first semester of the junior year while enrolled in EDU 320. Application deadlines are October 15 for the fall semester, February 15 for the spring semester, and

June 15 for the summer semester. Formal admission to this program shall be a prerequisite to taking any professional development courses beyond EDU 320.

2. The student must submit the following items in a manila folder to Educator Preparation Services to office of **Curriculum & Instruction:**
    a. Application for admission to the Teacher Education Program;
    b. Checklist for application packet;
    c. A completed and signed certificate plan; and
    d. A $20 application fee.
3. The following criteria must be met for admission to the Teacher Education Program:
    a. Minimum GPA of 2.6 (on a 4.00 scale) on all courses in the following areas: professional development, teaching field(s), or supplemental coursework;
    b. Minimum GPA of 2.6 on all courses listed on the secondary certificate plan;
    c. No grade lower than C on professional education course work;
    d. No grade lower than a C in teaching field(s), supplemental coursework;
    e. Satisfaction of THEA requirements;
    f. Completion of ECU 320 and PSY 220, 303 or HS 300 with a grade of C or better;
    g. Completion of 12 hours of required English with a grade of C or better in each course;
    h. Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom, and ;
    i. Completion of any required documented professional development and/or leadership activities. Check with individual departments for specific requirements.
4. The applicant will receive written notification from the chair of Teacher Education Council regarding his/her acceptance into the Teacher Education Program. For the most current admission requirements, see online catalog.

***Appeals of any admissions requirements must be made in writing to the Certification Officer. Appeals are reviewed by the Teacher Education Council at the next regular meeting.**

Note: The State Board for Educator Certification may require disclosure of previous arrest, conviction and/or deferred adjudication and may refuse to issue an educator certificate for a person who has been convicted of a felony or misdemeanor for a moral turpitude crime which relates to the teaching function. Pursuant to §22.082, Texas Education Code, the State Board for Educator Certification may access any criminal history information pertaining to you and held by any law enforcement or criminal justice agency. The State Board for Educator Certification may refuse to confer state certification based on such criminal history information.

Pursuant to §22.083, Texas Education Code, a school district or private school may access any criminal history information pertaining to you and 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 you based on your criminal history. A school district or private school must report to the State Board for Educator Certification if the school district or private school obtains or has knowledge that an applicant or holder of an educator certificate has a criminal history.

Interdisciplinary Studies and Elementary Certification

1. Formal application for admission to the Teacher Education Program should be made by the student during the first semester of the junior year while enrolled in EDU 320. Application deadline dates are October 15 for the fall semester, February 15 for the spring semester, and June 15 for the summer semester. Formal admission to this program shall be prerequisite to taking any professional development courses beyond EDU 320.
2. The following criteria must be met for admission to the Teacher Education Program as an Interdisciplinary Studies major:
    a. Minimum of 2.6 GPA (on a 4.0 scale) and no grade lower than a C in all courses in the following areas; professional development, emphasis area(s), reading, and supplemental course work;

b. Minimum of GPA of 2.6 on all courses listed on the certification plan;
c. Satisfaction of THEA requirements;
d. Completion of EDU 320 and PSY 220, 303, or H S 300 with a grade of C or better;
e. Completion of 12 hours of required English with a grade of C or better in each course;
f. Completion of COMS 101 or its equivalent with a grade of B or better;
g. Evidence of good moral character;
h. The mental, emotional, and physical ability to function effectively in a classroom; and
i. Recommendation from the Curriculum and Instruction department.

Recommendation for Admission to Teacher Education:

Interviews will be conducted by two-member teams comprised of TAMU-CT faculty and/or invited public school educators. Students will be asked questions similar to those that might be asked in a job interview, and the responses will be evaluated according to established interview criteria (oral communication, thought processes, leadership potential, and human interaction). Students should expect interviews to last approximately 15-20 minutes.

After the interviews, the candidates will be provided prompts to respond to in writing. Candidates will also be allowed to provide, in writing, any explanations or additional thoughts that might have occurred after the interview. The writing samples will be graded according to established criteria (mechanics, organization of content, and appropriateness of content).

Only those applicants who are selected by the Interdisciplinary Studies Admissions Committee and have maintained the academic standards listed above will be recommended for admission to the Teacher Education Program. At the beginning of the semester following selection, the Teacher Education Council members will vote on those candidates recommended for admission to the Program. Should limitations on resources require restrictions to be placed on the number of students admitted in a given semester or year, the Teacher Education Council will admit students based on a total score which is an aggregate of all the above criteria. Students not admitted must reapply.

RETENTION IN THE TEACHER EDUCATION PROGRAM

Retention in the Teacher Education Program requires maintenance of standards required for admission, plus evidence of satisfactory academic progress and professional development. If the above-stated criteria for admission and retention are not maintained, a student will receive written notification from the Director of Teacher Education, and he/she will be placed on probation for one long semester. If the deficiency is not corrected by the end of the probationary period, the student will be removed from the program and must reapply for admission to the Teacher Education Program to be eligible for enrollment in additional professional education courses.

TAMU-CT reserves the right to monitor a student's professional ethics according to those standards specified in the Code of Ethics and Standard Practices for Texas Educators (adopted by the Teachers' Professional Practice Commission, revised (November 22, 2010) as it relates to the performance of his or her role as a student teacher or in a field-based activity in the elementary or secondary schools. Appropriate disciplinary action, which may include removal from the Teacher Education Program, may be instituted for violations of ethical conduct or professionalism.

ADMISSION TO STUDENT TEACHING <www.tamuct.org/~teacherfield>

Prior to admission to student teaching, students must be admitted to the Teacher Education Program (see "Admission to the Teacher Education Program"). Students are urged to study requirements for admission and retention in the program. Application for student teaching must be submitted to the Director of Field Experiences no later than October 15 of the fall semester or February 15 of the spring semester prior to the corresponding fall or spring semester in which the student expects to student teach. (i.e., Application for student teaching must be submitted one year before the semester in which the student expects to student teach).

Candidates for certification who do not satisfactorily complete student teaching are automatically dropped from the Teacher Education Program. In order to regain eligibility for student teaching and be recommended for certification, a candidate must reapply and be admitted to the Teacher Education Program.

To be admitted to student teaching, all admission requirements to the Teacher Education Program must be maintained. Moreover, the following requirements must be completed: **Before being admitted to the Practicum**

in Teaching Program, each intern must meet the following requirements:

1. Senior classification and prior admission to the Teacher Educator Program;
2. A minimum grade point average of 2.6 on all course work that is listed and has been completed on the certification plan;
3. Formal approval of the Teacher Educator Council;
4. Removal of all incomplete grades prior to the first class day of the semester in which the internship is done.

In addition, each intern must meet specific program requirements found below.

Additional requirements for students under 2000 Standards (EC-6 Generalist w/ESL)

- Completion of EDU 310, 320, 330, 404, 415, and EDSP 361 with minimum GPA of 2.6 and no grade lower than "C";
- Completion of at least 21 hours of Generalist course work (excluding EDU 310 and EDSP 361) with a minimum GPA of 2.6 and no grade lower than a "C";
- Completion of RDG 301, 311, 351, 384, 409, and 410 with a minimum GPA of 2.6 and no grade lower than a "C".

Additional requirements for students under 2000 Standards (All-Level Special Education w/ EC-6 Generalist w/ESL)

Completion of EDU 310, 320, 330, 404, and 415 with minimum GPA of 2.6 and no grade lower than a "C";

1. Completion of at least 15 hours of Generalist course work with a minimum GPA of 2.6 and no grade lower than a "C";
2. Completion of RDG 301, 311, 351, 384, 409, and 410 with a minimum GPA of 2.6 and no grade lower than a "C".
3. Completion of 18 hours of required Special Education course work with a minimum GPA of 2.6 and no grade lower than a "C".

Additional requirements for students under 2000 Standards (4-8/Middle School Emphasis)

1. Completion of EDU 320, 330, and 430 with a minimum GPA of 2.6 and no grade lower than a "C";
2. Completion of at least 20 hours of single academic emphasis course work with a minimum GPA of 2.6 and no grade lower than a "C"; or completion of at least 42 hours in composite emphasis course work with a minimum GPA of 2.6 and no grade lower than a "C";

Secondary All-Level*

1. Senior classification and prior admission to the Teacher Education Program;
2. Completion of EDU 330, 320 or 335, 430, PSY 220 or 303 or H S 300, and RDG 351 with a minimum GPA of 2.6 and no grade lower than a C;
3. No grade lower than a C and a minimum grade point average of 2.6 in the teaching field(s) or supplemental course work;
4. Completion of at least 75% of the hours in each teaching field, or supplemental course work (Specific information may be obtained in the Office of Field Experiences.);
5. A GPA of 2.6 on all course work that is listed and has been completed on the certificate plan;
6. Formal approval of the Teacher Education Council;
7. Removal of all incomplete grades prior to the first day of class of the semester during which student teaching is done; and
8. Presentation and/or documentation of acceptable professional development and leadership activities. Requirements are available from individual departments.

*** It is recommended that students be within 12 hours of completing certification and degree requirements, excluding EDU 490 and EDU 435.**

PLACEMENT OF STUDENT TEACHERS

The Field Experience Coordinator governs the placement of student teachers. Student teaching must be accomplished under supervision of TAMU-CT in a school approved by the Field Experience Coordinator.

OBTAINING A TEACHING CERTIFICATE

The Certification Officer must verify the following before a student will be recommended for certification online.

1. Degree earned;
2. Passing scores on each portion of the THEA test;
3. Successful in passing all ExCET/TExES tests required for initial certification;
4. Completion of all course work on Certification Plan;
5. Written documentation and advisor approval for course substitutions; and
6. Minimum 2.6 GPA met in required areas on certificate plan and a minimum 2.6 GPA overall on certificate plan.

To apply online go the State Board for Educator Certification web site at www.sbec.state.tx.us click on "Online Services for Educators" and follow the instructions.

SBEC Information: 1 (888) 863-5880 – Toll Free, M – F, 7:30 a.m. – 7:00 p.m. CST

Letters of Completion: SBEC will email a letter acknowledging receipt of online application for certification and another e-mail will be sent when the Certification Officer has recommended the online certificate.

TESTING FOR CERTIFICATION

In addition to degree requirements, students must attain passing scores on the Examination for the Certification of Educators in Texas (ExCET) and/or the Texas Examinations of Educator Standards (TExES). Because the University must verify eligibility for the ExCET/TExES, students must consult with their academic advisors or the Testing Coordinator for Certification to determine which exams to take and when to take them.

Before the student is granted permission to register for the test, all departmental requirements must be met. Requirements may include a successful completion of the Representative Form, attendance at review sessions and/or workshops, and/or completion of specific courses.

DEFICIENCY PLANS

TAMU-CT may provide a deficiency plan for an individual who seeks certification while teaching in a public school. A processing fee of $50.00 will be charged for the preparation of each deficiency plan. The Certification Officer will prepare a deficiency plan using the following guidelines:

1. The applicant must hold a bachelor's degree from an accredited college or university;
2. The applicant must meet all criteria for admission to the Teacher Education Program at the time that the deficiency plan is issued.

An applicant who wants a deficiency plan in counseling or educational diagnostician should contact his or her advisor for additional departmental requirements.

Please contact the Certification Officer for information concerning forms and documentation necessary for preparation of a deficiency plan.

TRANSFER STUDENTS

TAMU-CT welcomes students who transfer credits from other universities or neighboring community colleges. Persons seeking elementary certification will work toward the Bachelor of Science in Interdisciplinary Studies. Students will be assigned to a specific academic advisor to evaluate transfer credits and plan a course of study. Transfer students should contact Curriculum and Instruction; phone (254)519-5485.

Transfer students working toward secondary and all-level certification will be advised in the academic department of their major. Information about education courses and all-level certification requirements may be obtained by contacting Curriculum and Instruction; phone (254)-519-5485.

1. Policies governing the acceptance of transfer course work for credit toward teacher certification include the following:
   All transfer students are required to submit official transcripts to the University Admissions Office for analysis. The Certification Officer will require official transcripts to develop certification plans for students who already hold a bachelor's degree.
2. Transfer students from other Texas institutions and institutions in other states are expected to meet TAMU-CT's program requirements for certification.
3. Academic advisors and the Certification Officer reserve the right to disallow course work on certification plans that is more than seven years old. Because of changing certification requirements, it is possible that previous course work taken for certification will not count toward the current application.
4. Typically, students will not be allowed to transfer more than three hours of professional developmental (education) course work into the program at TAMU-CT and will be required to meet all institutional requirements for the degree and certification.
5. A minimum of one-third of the semester hours required.
6. Individuals who have a degree but are not certified will be evaluated for certification requirements by the Certification Officer. The Certification Officer also evaluates credentials of individuals with expired certificates. A $50 transcript evaluation fee will be charged.

Note: Individuals who have a degree and a valid teaching certificate from another state and who seek Texas teacher certification must apply directly to the State Board for Educator Certification to obtain their credentials.

TAMU-CT WARRANTY FOR FIRST-YEAR TEACHERS

Because TAMU-CT believes that teacher education is a collaborative process between the University and public schools, and because this University is dedicated to achieving excellence in teacher education, the teaching performance of all TAMU-CT graduates is warranted by the University. Should a graduate of TAMU-CT's Teacher Education Program receive a Professional Development and Appraisal System (PDAS) domain (I-IV) rating that is less than "satisfactory" on his/her annual appraisal, the University will provide additional professional development aimed at remediating deficiencies at no additional cost to the individual or district.

PROVISIONS

1. The warranty applies only to first-year Texas teachers who graduated from TAMU-CT in the preceding 12 months.
2. To be eligible for the professional development program, the teacher must have received a domain rating(s) of below expectation or unsatisfactory on his/her annual appraisal.
3. All requests for services must be in writing from the superintendent of schools.
4. In cooperation with the independent school district, a professional growth plan will be developed, and the requirements of the plan will be addressed in the professional development program.
5. The program will be limited to one summer and will not include the cost of room and board.

ELEMENTARY EDUCATION

The Curriculum and Instruction program offers the Bachelor of Science in Interdisciplinary Studies as the degree leading to teacher certification at the elementary level of Early Childhood through Grade 6, at the middle school level of Grades 4 through 8 and All Level Special Education. Through this degree, students choosing early childhood certification obtain a broad-based content preparation with a strong emphasis on language arts and reading. At the middle school level, certification areas include Generalist, Math, and Language Arts/Social Studies; English as a Second Language (ESL) certification is included in the BS Interdisciplinary Studies degree with EC-6, All Level Special Education and Middle school certification. At the graduate level certifications are available for the - Technology Applications and Master Reading Teacher.

Application for admission to the Teacher Education Program must be made during the first semester of the junior year while enrolled in Education 320. Prior to enrolling in any teacher education course work, students must complete a minimum of 60 hours of coursework excluding developmental courses.

SECONDARY AND ALL-LEVEL EDUCATION

Students working toward secondary and all-level certification will pursue a Bachelor of Arts or Bachelor of Science degree with a major and minor, if applicable, in academic disciplines. Students will also take professional education courses to meet certification requirements. While not offering a major in secondary education, the department of Curriculum and Instruction does offer the professional development courses required to obtain secondary and all-level certification.

Students obtain academic advisement for secondary and all-level certification programs in the department of their major. Application for admission to the Teacher Education Program must be made during the first semester of the junior year while enrolled in Education 320. Prior to enrolling in any teacher education course work, students must complete a minimum of 60 hours of coursework excluding developmental courses.

BACHELOR OF SCIENCE DEGREE IN INTERDISCIPLINARY STUDIES--ELEMENTARY EDUCATION

The Bachelor of Science Degree in Interdisciplinary Studies leads to teacher certification at the Early Childhood through Grade 6 and the Middle School Grades 4 through 8 levels. Standards developed by the State Board of Educator Certification (SBEC) provide the framework for Early Childhood through Grade 6 Generalist and Middle School Grades 4 through 8 Generalist, Math, and Language Arts/Social Studies certification programs as well as All Level Special Education that have been approved at TAMU-CT.

The typical curriculum for the Bachelor of Science Degree in Interdisciplinary Studies requires (1) a minimum of 120 semester hours and (2) a minimum of 45semester hours of advanced credit (300 level or above).

BACHELOR OF SCIENCE DEGREE INTERDISCIPLINARY STUDIES

University Core Curriculum:	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for Major	
ENGL Sophomore Literature	3
F A 1315 or MUSC 2131[1]	3
PHYS 102, CHEM 102, ES 210, BIOL 210	12
MATH 303, 305	6
RDG 311, 351, 384, EDU 130, 320, 330, 435, 490	25

[1] This course satisfies the visual and performing arts core curriculum requirement.

Additional Courses Required for Support Areas	
For Interdisciplinary Studies Generalist	
Early Childhood through Grade 6 with ESL	
SPAN 103, GEOG 110, HLTH 351	9
PSY 220 or PSY 3303 or HS 300	3
MATH 405	3
ECO 101 or 201 or 202	3

EDSP 361, RDG 301, 409, 410, EDU 200, 310, 404, 415	24

For Middle School Math Support Area with ESL

PSY 220 or 303or HS 300	3
SPAN 103, EDU 310, EDU 430	9
RDG 301, or ENGL 390	3
RDG 409, 410	6
MATH 118[2], 120, 302, 404, 405, 131	19-20
Advanced MATH **as advised**	3

[2]This requirement may also be met by taking both MATH 107 and 109. This course satisfies the university core curriculum mathematics requirement.

For Middle School Language Arts/Sciences Support Area with ESL

PSY 220 or 303or HS 300	3
SPAN 103, MATH 405	6
EDU 310, EDU 430, RDG 409, 410	9
COMS 201, ENGL 320	6
Advanced ENGL **as advised**	3
HIST 101[3] or 102[3], 304, ECO 101[4]	9
Advanced Social Science **as advised**	3
GEOG 110, 120 or 201	6

[3]One of these courses may be counted toward the social and behavioral sciences core curriculum requirement.
[4] This course may be counted toward the social sciences core curriculum requirement.

For Middle School Generalist with ESL

PSY 220 or 303, RDG 301 or ENGL 309	6
SPAN 103	3
EDU 430, RDG 409, 410	9
BIOL 120, 121, GEOL 107	12
BIOL 401, CHEM 102, PHYS 101	11
MATH 118, 120, 131 or 300 or MATH 350, 302, 405	17
HIST 304 or GEOG 201, ECO 101, GEOG 110	9

For All Level Special Education, EC-6 Generalist with ESL

EDU 310, 404, 415	9
GEOG 110	3
HLTH 315 or PED 380	3
RDG 301, 409, 410	9
PSY 303 or HS 300	3
SPAN 103	3
EDSP 361, 462, 463, 464, 465	15

SECONDARY AND ALL-LEVEL CERTIFICATION

Students pursuing secondary and all-level certification must be in contact with the academic department of their intended major. Secondary certification programs are currently being developed to meet the new Texas Standards from the State Board of Educator Certification for grades 8 through 12 and all level.

Prior to enrolling in any teacher education course work, students must pass all parts of the THEA test and complete 60 hours of coursework excluding developmental courses.

A student seeking provisional certification to teach in secondary schools (grades 8-12) must earn a bachelor's degree in an academic department by completing:

1. 60 semester hours of academic foundations;
2. the specified courses in professional development;
3. a course in reading instruction; and
4. requirements in teaching field(s) or delivery system(s) selected.

A grade of C or better is required in all professional development courses and a GPA of 2.6 is required on all work in professional development and in the academic specialization(s) selected. Admission to the Teacher Education Program is a pre-requisite for enrollment in professional development courses beyond EDU 320. The following courses must be completed prior to enrollment in student teaching: PSY 220 or 303; EDU 320, 330; RDG 351 and EDU 430. The recommended sequence for secondary education course work is listed below:

- PSY 220 or 303 required for admission to the Teacher Education Program EDU 320 First semester junior year. (See Teacher Education Admission requirements.) Formal admission to the Teacher Education Program shall be a prerequisite to taking Professional Development courses beyond EDU 320. **The THEA requirement must be met for admission to the Teacher Education Program.**
- EDU 330 Two semesters prior to Practicum Semester
- RDG 351 Must be completed before enrolling in EDU 430
- *EDU 430 Semester prior to Practicum Semester
- *EDU 435 and 490 (Practicum Semester)
  ***These courses must be taken concurrently during the semester of student teaching.**

Those seeking secondary and all-level certification must seek advisement from the department of their academic major. (Refer to specific academic departments for typical curriculum.) Refer to for specific requirements regarding:

1. admission to the Teacher Education Program;
2. retention in the Teacher Education Program;
3. admission of practicum interns;
4. placement of practicum interns; and
5. obtaining a teaching certificate.

SECONDARY AND ALL-LEVEL EDUCATOR CERTIFICATES

The State Board of Educator Certification (SBEC) adopted Standards Based Educator Preparation programs aligned with the Texas Essential Knowledge and Skills (TEKS). TAMU-CT currently offers the following secondary and all-level educator certificates developed within the framework of SBEC 2000 Standards. Additional certificate programs may be developed by academic departments within the next year.

EDUCATOR CERTIFICATES 2000 STANDARDS
Grades 6 – 12
BUSINESS EDUCATION: ACC 203, ADMS 105, 314, 315, 316, 318, 319, 413, 414; CIS 103 or 300; ECO 201* (may be counted toward the general education requirement), FIN 101; GB 103, 312, 432, 444; MGMT 301

TECHNOLOGY EDUCATION (BAAS): IT 106, 117, 235, 303, 314, 324, 393; 33 hours from SPEC FIELD

GRADES 8 – 12
ENGLISH LANGUAGE ARTS AND READING: ENGL 111, 112; 3 hours from ENGL 210, 220, or 240; ENGL 250, 301, 302, 320, 400, 401, 402, 411, 460; 3 hours from ENGL 341, 342 or 415

HISTORY: HIST 101, 102, 201, 202, 440, 21 hours advanced HIST electives

MATHEMATICS (BS IN MATH): MATH 120, 209, 232, 301, 306, 310, 311, 332, 333, 402, 404, 405, 409, 411, 432 PHYS 122; 3 hours approved CS elective, 3 hours approved advanced CS elective

SOCIAL STUDIES (BA in History): HIST 101, 102, 201, 202, 440, 15 hours advanced HIST; GEOG 110, 3 hours from GEOG 120, 201, or 202; ECO 201, 202; POLS 201, 202, 6 hours advanced POLS.

SOCIAL STUDIES (BS in Political Science): HIST 101, 102, 201, 202, 440, advanced HIST; POLS 201, 202, 490, 18 hours advanced POLS; GEOG 110, 3 hours from GEOG 120, 201 or 202; ECO 201, 202, ECO elective; SOC 330

SUPPLEMENTAL CERTIFICATES**May be added to grade level certificate

ENGLISH AS A SECOND LANGUAGE (ESL): ENGL 320, 370; PSY 320; EDU 310

MASTER READING TEACHER: RDG 572, 575, PSY 320 (may be taken for graduate credit as PSY 590)

SPECIAL EDUCATION: 4 - 8: EDSP 361,462, 463, 464, 465: **8 - 12:** EDSP 361, 462, 463, 464, 465

PSYCHOLOGY & COUNSELING

Undergraduate

Dr. Jeffery Kirk
School Director

Dr. Coady Lapierre
Program Coordinator

Ms. Harriet Ott
Administrative Assistant
North Campus
254.519.5464
hott@ct.tamus.edu

Professors: Moseley
Associate Professors: Lapierre
Assistant Professors: Barnett, Fiala, Kirk, Murphy, Northrup, Strutton, Wortham, Yeager

The undergraduate program offers a range of classes leading to a bachelor of science degree in psychology. The degree provides students with the opportunity to study a variety of courses designed to satisfy their curiosity about human behavior. The curriculum consists of a variety of required and elective courses designed to provide students with opportunities to have first-hand experience with a wide range of human behavior and problems associated with the study of psychology. The psychology department has adopted a focus though a variety of courses designed to prepare students for careers in and out of the field of psychology through a broad approach, which includes courses in the theories of psychology and through a hands-on approach of instruction using a variety of instructional methodologies and the use of laboratory and applied psychology courses.

THE BACHELOR OF SCIENCE DEGREE IN PSYCHOLOGY

	Semester Hours
University Core Curriculum	42

See page 47 for additional information about the TAMU-CT general education requirements. Course descriptions begin on page 136.

Courses Required for BS in Psychology

ENGL 309,	3
CIS elective	3
Natural Sciences (2 classes with Labs)[1]	8
PHIL 101 or 201	3
Minor Field of Study (at least 6 advanced hours)	18
Electives (at least 6 advanced hours)	10
PSY 101, 301, 330, 335, 420	16
PSY 201, 220, or 307	3
PSY 303, 305, 311, or 320	3
PSY 102, 310, 350 or 401	6
PSY 360, 402, 405, or 410	6
PSY 332, 403, or 412	3
Advanced PSY electives	3

[1] **Counts toward university core curriculum requirement for social and behavioral sciences.**

GRADUATE STUDIES PROGRAM

An Introduction

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

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GRADUATE STUDIES PROGRAM

The Texas A&M University System Board of Directors approved graduate degree programs at the master's level for TAMU-CT through Tarleton State University on May 26, 2009. The Texas A&M University System Board of Directors approved graduate degree programs at the master's level for Tarleton State University on November 26, 1969. 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.

Approved programs include the Master of Arts, Master of Science, Master of Business Administration, Master of Education, Master of Criminal Justice, and Specialist in School Psychology.

GOALS

The mission of the Graduate Studies Program is to promote excellence in graduate education through teaching, research, and service. The Graduate Studies Program, in conjunction with the Graduate Council, accomplishes its mission through the planning and development of policy and procedures related to graduate education; the recruitment, admission, and retention of qualified students; and by providing support and coordination of high quality course offerings and degree programs.

The aims of the Graduate Studies Program are to:

1. increase the professional competence of students in their chosen fields;
2. train students in analytical methodology; and
3. provide advanced training in academic disciplines.

ADMINISTRATION

Administration of the Graduate Studies Program is the responsibility of the department and Vice President of Graduate Studies Program & Research. The Graduate Council, made up of graduate faculty from departments having graduate programs, assists in establishing policies concerning the graduate school. The department and Vice President of the Graduate Studies Program & Research is chair of the Graduate Council and has the authority to act for the administration and the Council within limits of policy.

GRADUATE DEGREE PROGRAMS

TAMU-CT offers the Master of Education degree with majors in Curriculum and Instruction, Educational Administration, and Counseling; the Master of Arts degree with major fields in English, History, and Political Science; the Master of Science degree with major fields in Counseling Psychology, Criminal Justice, Psychology, Human Resource Management, Computer Information Systems, Liberal Studies, Management and Leadership, Mathematics, the Master of Business Administration degree and Specialist in School Psychology.

Admission policies, program requirements, and comprehensive examination procedures for each of these graduate degree programs are specifically described within the appropriate departmental sections that follow.

APPLICATION FOR A DEGREE

Candidates for a degree must complete the following, not later than the dates specified in the University Calendar:

1. apply for the degree indicating fall, spring, or summer commencement and
2. complete a "Graduate Checkout Form and submit both " to the Graduate Office. To be considered for degree conferral, a candidate must be in good standing with the University. All contractual and financial obligations to the University must be satisfied.

SEMESTER HOUR MINIMUM

The candidate must earn graduate credit amounting to a minimum of 36 semester hours.

CREDIT FOR PROBLEMS COURSES

Courses at the 300-and 400-level may be counted toward the degree upon a written recommendation of the student's advisor and approval of the chair of the department in which the course is offered and the Vice President of Graduate Studies Program & Research. Students taking such courses for graduate credit will be expected to complete course requirements different from those ordinarily included for undergraduates. The

number of individual problems courses taken for credit toward the degree and the approved undergraduate courses is limited to a combination of no more than 12 hours.

Undergraduate courses taken for leveling or as undesignated electives are used in the calculation of the semester and cumulative grade point averages and thus determine one's academic standing.

LIMITATIONS ON TRANSFER AND CORRESPONDENCE COURSES

Upon the recommendation of the advisory committee and the head of the major department and the approval of the Vice President of Graduate Studies Program & Research, the University may accept as much as 12 hours of graduate work completed at another regionally accredited institution. Course work in which no formal grades are given or in which grades other than letter grades (A, B, C, etc.) are given (for example CR, P, S, U, etc.) is not accepted for transfer credit. Credit for course work submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours.

A maximum of 6 hours from courses that have been applied or counted toward a completed graduate degree program may be transferred into a TAMU-CT master's degree program with the approval of the academic department in which the degree is sought. A maximum of 6 hours from a completed master's degree from TAMU-CT may be counted toward a second master's degree with the approval of the academic department. All courses accepted in transfer must have been completed within six years of the time that the student will complete his/her graduate degree program at TAMU-CT.

No academic work completed by correspondence may be applied to graduate degree programs.

ADMISSION TO CANDIDACY FOR MASTER'S DEGREE

Full admission to graduate study is a prerequisite to admission to candidacy for the master's degree. A graduate student may be admitted to candidacy when his / her advisory committee files an approved degree plan accompanied by the student's application for candidacy. The advisory committee will not file a degree plan until the student has completed at least 12 semester hours of graduate credit with an overall B (3.0) GPA.

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 by recommendation to the Provost by the student's complete advisory committee and head of his or her major department.

Courses listed for graduate credit on the approved degree plan in which the student has received a final grade 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, head of his or her major department and the Provost.

DEGREE MAJOR

All degrees require a minimum of 18 semester hours to be completed in the student's major field.

The graduate major requires an undergraduate background of at least 24 semester hours, including 12 advanced hours. 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. Students choosing the Political Science concentration for the MA may be admitted with a baccalaureate degree in any social science or valid bachelor's-level degree and one year's experience in the public service field.

DEGREE MINOR

A student may declare a minor of 12 hours in a second field. It is possible for anyone with an established major to take a minor in any department that offers 6 hours of graduate courses and 6 hours of upper-level undergraduate courses.

RESEARCH AND PRACTICUM REQUIREMENT

All students seeking a master's degree must have credit for an approved research course.

THESIS

Not every graduate program at TAMU-CT requires a thesis for completion of a master's degree. The Master of Arts, Master of Science, and some majors in the Master of Education degree provide a thesis option.

Students must have full admission to a degree program and the permission of the department head to enroll in thesis. A thesis will not be accepted unless a student has completed a minimum of six semester hours of thesis course work (588). The Thesis Manual, http://www.ct.tamus.edu/pdfs/ThesisManual.pdf, which contains

details regarding the preparation and submission of a thesis for approval, is available in the Graduate Office and on the graduate college website. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate programs.

Thesis Credit

Students who pursue a thesis are required to enroll each semester in at least one thesis course until the thesis is completed. Those who make satisfactory progress will be given the grade of I. Once the thesis has been approved and accepted, the final six semester hours of thesis will be assigned the grade of S. The thesis grade of S is not included in the GPA calculation for the degree major or minor. Only six hours of thesis credit will count towards the 36 required hours.

THE COMPREHENSIVE EXAMINATION

Candidates for any of the master's degrees at TAMU-CT must satisfactorily pass a comprehensive examination. 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 office of the department head of the student's major field of study. Early in their degree program students should review the requirements for taking the examination. Some departments require both oral and 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 Graduate Studies Program.

The oral examination, when required, is conducted by the student's advisory committee. A representative of the Vice President of Graduate Studies Program & Research will 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 and head of the department 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.

INTERNATIONAL STUDENTS' ADMISSION

Admission of international students to graduate programs will be based upon holding a valid U.S. equivalent bachelor's-level degree from an accredited college or university. The quality of the applicant's college-level work is judged from the scores, grade point average and writing sample. A non-refundable processing fee of $130 (US) made payable to TAMU-CT must be included with the application. Along with the application, the student must include all previous university academic records officially translated in the English language. Applicants must provide official transcripts and evaluations of all previous university academic records. 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, grade point average, and degree earned and the date earned as recommended by the National Council on the Evaluation of Foreign Educational Credentials. Applicants must provide official transcripts and evaluations of all previous university academic records. 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 grades, grade point average, and degree earned and the date earned as recommended by the National Council on the Evaluation of Foreign Educational Credentials. The International Academic Program office can provide a list of evaluation service providers but it is the applicant's responsibility to secure and pay for the evaluation and to make sure it is done early enough to meet admission deadlines.

In addition to a signed application requirement and evaluated documents, the Graduate Studies Program requires a minimum admission score average (CGPA) of 3.0 for the Bachelor Degree, the Test of English as a Foreign Language (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, and evidence of a GRE or GMAT* score, the applicant may be required to attend additional English classes to improve speaking and writing skills, or on the recommendation of the Head of the Department, may be required to take leveling classes in a particular field of study as instituted by the Department.

The international applicant must have a reliable financial sponsor. 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 admission packet.

International applicants must submit two passport-style color photos taken within six months of application. Additionally, TAMU-CT requires that all students have medical insurance with coverage in the United States. Students may wish to purchase insurance through the University upon arrival.

All application materials must be sent to the Office of International Academic Programs. 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 consult 254-519-5782.

***Students planning to pursue a master's program in business may submit GMAT scores instead of GRE scores.**

ADMISSION AS A POST-BACCALAUREATE STUDENT

An applicant who does not wish to pursue a graduate degree or graduate-level teacher certification program but who has earned a bachelor's degree from an accredited U.S. institution and who is in good standing at the last school attended may apply for admission as a post-baccalaureate student. These applications are received and processed in the Office of Undergraduate Admissions.

Post-baccalaureate students are subject to all 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.

UNITED STATES TRANSFER STUDENTS

At the time of application, students who have attempted graduate level credit at an accredited United States institution after graduation with a bachelor degree are considered transfer students. Applicants must be eligible to enroll at all colleges and universities previously attended and submit final official transcripts from each college or university attended. For students who have previously attended TAMU-CT, transfer work and TAMU-CT work will be combined to determine a cumulative GPA. Transferred developmental and similar non-college credits are not used in determining the GPA needed to be eligible for transfer admission.

ADMISSION TO THE GRADUATE STUDIES PROGRAM

Admission to the Graduate Studies Program is administered for the Graduate Council by the Associate Vice President of Graduate Studies & Research. 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 available from the office of the Associate Vice President for Student and Academic Affairs, Room 145. For U.S. citizens, applications must be received one month prior to the regular registration dates indicated in the current University Calendar. A $30 application-processing fee must accompany applications of students who will be attending TAMU-CT for the first time or who have not been enrolled at TAMU-CT for one year. Checks should be made payable to TAMU-CT.
2. Official transcript(s) of all previous academic course work. The transcript must bear the date of bachelor's degree conferral or master's degree 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)
4. These scores should be sent directly to the Graduate Office by the Educational Testing Service. See categories of admission for specific requirements.
5. A 200-300 word essay addressing his/her career and academic goals.
6. Beyond these general requirements for admission to the Graduate Studies Program, departments may set additional standards for admission to degree programs as necessary, subject to administrative approval.

CATEGORIES OF ADMISSION

Enrollment in the Graduate Studies Program requires that students obtain the following:

- admission to a graduate degree program,
- admission to a professional (graduate) teacher certificate program
- provisional admission for TAMU-CT undergraduates, or
- admission as a special (non-degree seeking) student Degree-seeking students are granted either full (unconditional) admission or conditional admission.

Admission to a Graduate Degree Program
Full Admission

Admission to any graduate degree program is granted by the Vice President of Graduate Studies & Research upon recommendation of the department of proposed study. Full admission is awarded to applicants who meet the following requirements:

- a bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution;
- a minimum grade point average (based on a 4-point scale) of 3.0 on the last 60 hours of credit completed;
- acceptable scores on the Aptitude Test of the GRE; (Master of Business Administration students may substitute acceptable scores on the GMAT.);
- submission of a 200-300 word essay addressing professional and career goals;
- Completion of specific departmental admission requirements and recommendation for admission from the appropriate department; and
- may be required for admission to the chosen field of study.

Conditional Admission.

A student who does not qualify for full admission may be granted conditional admission.

Conditional admission will not be granted, however, to a student whose GPA is less than 2.5 on the last 60 hours of course work completed. GRE scores must be submitted at the time of application if the GPA is below 3.0.

1. When a student entering on conditional admission has satisfied all conditions, he/she may be granted full admission after being recommended by the academic department. Applicants who for reasons beyond their control cannot provide official documents required for admission to the Graduate Studies Program by the time of initial enrollment may be admitted for one semester pending receipt of the required documents.
2. **Admission to a Professional Teacher Certificate Program.** Professional teacher certificate programs are open only to graduate students.

Admission to a professional teacher certificate program is granted upon the recommendation of the head of the department in which the program is offered and the submission of a certificate plan approved by the University Teacher Certification Officer.

Students who are not seeking a master's degree are not required to submit scores on the GRE or the GMAT. However, official transcript(s) that indicate the conferral of the highest degree and good standing at the last college attended are required.

Provisional Admission for Undergraduates

An undergraduate enrolled in a bachelor's degree program at TAMU-CT may be considered for admission to the Graduate Studies Program provided that the student:

- is within 12 hours of graduation;
- is recommended by his/her major department; and
- has attained a minimum GPA of 3.0 on the last 60 hours of undergraduate course work;
- may take no more than 12 hours of graduate work while in provisional status; and
- must submit GRE scores during the first semester of graduate course work and re-apply for admission as a graduate student to enroll for graduate courses upon completion of the bachelor's degree. Note: No graduate course work may be counted toward an undergraduate degree.

ADMISSION AS A NON-DEGREE STUDENT

Applicants who designate that they do not choose to seek a graduate degree but who hold a baccalaureate degree from an accredited college may be enrolled for course work in the Graduate Studies Program as Special Non-degree seeking graduate students. Students in this category may take up to 18 hours of course work. They waive the right to count more than 6 hours toward an advanced degree at TAMU-CT. In order to have any graduate course work count toward a master's degree, students must meet admission criteria to the Graduate Studies Program at the time application is made and course work is taken.

Non-degree students are not required to submit scores on the GRE or the GMAT. However, official transcript(s) which indicate the conferral of the bachelor's degree and good standing at the last college attended are required.

An applicant to a degree program who appears to be admissible on the basis of the credentials submitted, but who is unable to supply all of the official records prior to registration may be admitted for one semester pending receipt of official transcripts. A student who is in special status has no assurance, however, that work completed while in this classification will be applicable toward degree requirements should he or she subsequently gain admission to a degree program.

GRADUATE ADVISOR AND STUDENT'S ADVISORY COMMITTEE

The graduate advisor, designated by a department, assists students in planning their initial course work prior to granting of admission to the program of study. Before seeking enrollment in any course that might be applied toward a master's degree, students must consult their advisors. A temporary advisor will be available to those enrolling for the first time in an off-campus course.

After receiving admission to the Graduate Studies Program and enrolling for graduate courses, the student should consult with the graduate advisor concerning 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 Vice President of Graduate Studies & Research.

CAMPUS AND OFF-CAMPUS ENROLLMENT

Graduate courses are offered on the TAMU-CT campus in Killeen, and in certain off-campus locations approved by the Texas Higher Education Coordinating Board.

ACADEMIC 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.

Every student enrolled in the Graduate Studies Program is required to maintain a high level of performance and comply fully with the policies of the institution. The College reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at TAMU-CT. If in a particular semester a student's cumulative or overall GPA falls below the minimum, he/she will be given notice of unsatisfactory academic performance. The student must attain a 3.0 cumulative GPA during her or his next period of enrollment; failure to do so will result in suspension for one long semester or the summer term. A student must maintain at least a 3.0 grade point average every semester upon returning from the suspension. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be permanently dismissed from the university.

MASTER'S GRADUATE

Semester Hours	16 wks (Fall and Spring)	10 wks (Fall and Spring)	8wk Session	5wk Session
Max Load	16 hours	12 hours	9 hours	6 hours
Full Load	9 hours	6 hours	5 hours	3 hours

At the end of any grading period, if a student's overall GPA falls below 2.0, he/she will be automatically suspended. Students who have been admitted conditionally must meet the requirements stipulated for attaining full admission status. Conditions may require a GPA greater than 3.0. If requirements are not met, admission will be rescinded, and any further enrollment will be for undergraduate course work only, as a post-baccalaureate student.

Post-baccalaureate students are subject to the academic progress policies applicable to undergraduates at TAMU-CT. Academic deficiencies of students in this category will be calculated according to the current undergraduate probation/suspension policy.

Graduate students who are on first-time suspension must apply to the Vice President of Graduate Studies & Research thru the Graduate Studies Program for reinstatement.

GRADING SYSTEM

Graduate degree credit is allowed only for A, B, and C grades. A grade point average 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; and
3. for the courses comprising the minor field, if one is selected.
4. cumulative on all courses taken Courses taken at TAMU-CT may not be repeated at another institution for degree credit. If a course is repeated at TAMU-CT, the better grade in the course shall be counted in computing the student's grade point average.

The grading system for graduate students is:

- A-Excellent, 4 grade points per semester hour
- B-Good, 3 grade points per semester hour
- C-Fair, 2 grade points per semester hour
- D-Not Passing for graduate course work. Course must be repeated.
- F-Failing
- I-In Progress (for thesis courses only)
- K-Incomplete
- PR-In Progress (for dissertation courses only)
- S-Satisfactory (for completion of thesis and dissertation courses only)
- W-Withdrawal from course, no grade designated
- WF-Withdrawal failing (included in GPA)
- Z-Research or practicum courses for which only grade given is for final three hours enrolled. Exclusive use for Department of **Curriculum and Instruction.**

The grade K shall be recorded for a student only in case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K 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 K (incomplete). 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 previous semester's K will become NC, and a letter grade of F will be placed on the transcript for the subsequent semester's work.

COMPLETION TIME LIMIT

Course credits more than six years old may not be counted for a degree. Credits are considered to be earned when they are recorded on the official transcript.

MASTER OF SCIENCE IN LIBERAL STUDIES

The Graduate Studies Program advises students seeking a Master of Science in Liberal Studies.

The Master of Science with a major in Liberal Studies requires 36 semester hours of graduate study. The student must meet academic requirements set by the University for a Master of Science Degree. There are two degree paths which meet University requirements. These are an Emphasis Option which requires 18 graduate hours in an area of Emphasis; 3 graduate hours of research and 15 graduate hours outside of the area of emphasis; or a Dual Concentration Option which requires 12 graduate hours for one concentration field; 12 graduate hours for a second concentration field; and 12 hours of graduate electives. The research course may be taken in either concentration field as approved by the Graduate College.

Departments may require some prerequisite courses for the area of Emphasis or for the Concentration in a Field of Study. In both degree pathways, selected courses in some disciplines may not be available for this degree for reasons of licensure or certification.

The areas of Concentration or Emphasis will be noted on the transcript.

Emphasis Option Degree Requirements.

Graduate hours in the field of Emphasis 18 Research course at the graduate level (must be approved by the department 3 offering the emphasis) Electives (graduate hours outside the emphasis area) 15 Total 36 hours.

Dual Concentration Option.

Concentration 1 field of study 12 Concentration 2 field of study (different from 12 first) Electives (not from either concentration field) 9 Graduate Research 3 Total 36 hours.

A student pursuing the Master of Science in Liberal Studies must successfully complete the comprehensive examination in the emphasis area for the Emphasis Option or one of the fields of study for the Dual Concentration Option.

SCHOOL OF ARTS & SCIENCES

Graduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

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HISTORY AND POLITICAL SCIENCE
Graduate

Dr. William S. White
School Director

Dr. Lisa Bunkowski
Program Coordinator

Ms. Chestene Fullingim
Administrative Assistant
254.519.5441
cfullingim@ct.tamus.edu
North Campus Room 14

Professor: Jones
Assistant Professor: Nichter, Dixon, Bunkowski

MASTER OF ARTS DEGREE IN HISTORY

The Master of Arts (MA) in History is offered through the History and Political Science program.
Two tracks are available to students: 1) thesis, and 2) non-thesis. This degree is designed to expand and enrich a student's knowledge of history and to develop research, writing, and analytical abilities in United States, European, and world history. This degree will help to prepare students who wish to pursue further graduate study for a PhD degree or to improve their teaching abilities.

To gain full admission to the MA program, students must first meet the general requirements for admission to the Office of Graduate Studies and hold an under-graduate degree with a history major or 18 hours in history, 6 hours of which must be advanced. Those students who lack the necessary undergraduate preparation will be required to complete 18 hours of appropriate leveling work. The School Director in consultation with the graduate history advisor will review the student's transcript to determine the nature and amount of leveling work and will assist the student in establishing a graduate advisory committee. The graduate history advisor will also assist the student in selecting either the thesis or non-thesis track. Students must have the approval of the School Director to change tracks once they have completed 24 hours of course work.

MASTER OF ARTS DEGREE IN HISTORY – THESIS TRACK

The MA in History (thesis track) requires 36 hours of approved course work, including HIST 500 (Elements of Historical Inquiry), HIST 598 (Historiography and Historical Method), one research course (HIST 520, 532, or 542), and 6 hours of HIST 588 (Thesis). In consultation with the graduate history advisor and the student's thesis advisor, a student may take 12 hours in an appropriate supporting field. The student must take course work in United States and non-United States history.

Each thesis track student in history must demonstrate proficiency in at least one foreign language prior to the awarding of the MA Degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either on the undergraduate or graduate level), by obtaining a passing score on a standardized foreign language exam, or the departmental translation exam.

Each thesis track student will take a written comprehensive examination after completing 24 hours of course work and before registering for HIST 588 (Thesis). The examination, based on course work submitted for the MA degree, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the examination

result is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

Each thesis track student will complete a thesis under the direction of a thesis advisor, who will chair the student's graduate advisory committee. The student will not begin work on the thesis prior to completion of 24 hours of course work and will enroll in Thesis (HIST 588) only with prior approval of School Director and graduate history advisor. The thesis will be prepared in accordance with the general procedures specified by the Office of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before a committee composed of her/his graduate advisory committee and a representative from the Graduate College. Under special circumstances, the thesis advisor, in consultation with the graduate history advisor and the Division Director of Graduate Studies, may modify this requirement.

MASTER OF ARTS DEGREE IN HISTORY – NON-THESIS TRACK

The MA degree in History (non-thesis track) requires a minimum of 36 hours of approved course work, including HIST 598 (Historiography and Historical Method), HIST 500 (Elements of Historical Inquiry) and one research course (HIST 520, 532, or 542). In consultation with the graduate history advisor, a student may take 12 hours in an appropriate supporting field. The student must take course work in United States and non-United States history. Each non-thesis track student in history must demonstrate proficiency in at least one foreign language prior to the awarding of the MA Degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either on the undergraduate or graduate level), by obtaining a passing score on a standardized foreign language exam, or by completing the departmental translation exam.

A written comprehensive examination will be administered after the student has completed course work, or during the semester of anticipated graduation. The examination, based on course work submitted for the MA degree plan, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the result of the examination is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

MASTER OF ARTS DEGREE IN POLITICAL SCIENCE

The Master of Arts (MA) in Political Science is offered through the History and Political Science program. Two tracks are available for students: thesis and non-thesis. This degree strongly emphasizes research and analysis in political science, administrative theory, and governmental institutions as preparation for those students planning additional graduate study at the doctoral level.

To gain full admission to the MA program, students must first meet the general requirements for admission to the Office of Graduate Studies and hold an undergraduate degree in political science (government). Those who lack the necessary undergraduate preparation will be required to complete appropriate leveling work. The Division Director in consultation with the graduate political science advisor will review the student's transcript to determine the nature and amount of leveling work and will assist students in establishing a graduate advisory committee.

MASTER OF ARTS DEGREE IN POLITICAL SCIENCE – THESIS TRACK

The MA in Political Science requires 36 hours of approved course work which must include POLS 500 and POLE 501. Each student may choose up to 12 hours in appropriate supporting work, which, if in a single specific field, may be declared a minor. Flexibility according to student need and interest will be permitted in the selection of specific course work.

Each thesis track student must demonstrate proficiency in at least one foreign language prior to the awarding of the MA degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either as an undergraduate or graduate student) or by obtaining a passing score on a standardized foreign language exam.
Each thesis track student will take a written comprehensive examination after completing 24 hours of course work and before registering for POLS 588 (Thesis). The examination, based on course work submitted for the MA degree

plan, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the examination result is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

Each thesis track student will complete a thesis under the direction of a thesis advisor, who will chair the student's graduate advisory committee. The student will not begin work on the thesis prior to completion of 24 hours of course work and will enroll in Thesis (POLS 588) only with prior approval of the Division Director and graduate political science advisor. The thesis will be prepared in accordance with the general procedures specified by the Office of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before a committee composed of his/her graduate advisory committee and a representative for the Graduate College. Under special circumstances, the thesis advisor, in consultation with the graduate political science advisor and the Division Director of Graduate Studies, may modify these requirements.

MATHEMATICS
Graduate

Dr. William S. White
School Director

Dr. Meine deKock
Program Coordinator

Chestene Fullingim
Administrative Assistant
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cfullingim@ct.tamus.edu

Assistant Professors: deKock, Thron

MASTER OF SCIENCE IN MATHEMATICS
PURPOSE

The MS in Mathematics is designed to enhance and enrich training in the field of mathematics for persons who teach at the secondary level or in community colleges, and to provide a rigorous depth and breadth of mathematical study for people who plan to work as applied mathematicians in industry or government agencies, as well as those who wish to continue their studies at the doctoral level. The department offers the Master of Science degree with thesis and non-thesis tracks.

Admission to the program: Students may begin their first semester in the program with no test score prerequisites. However, students must take the GRE general test before they register for the second semester. Students must score at least 540 on the GRE quantitative test to continue in the program. If the student fails to achieve a 540 on the GRE quantitative test, then (s)he may continue to take leveling classes, but may not take additional graduate courses until a 540 score is achieved.

Leveling prerequisites: Most graduate classes have undergraduate classes as prerequisites.

• MATH 411 – Probability and Statistics (Calculus-based)
• MATH 332 – Linear Algebra
• MATH 409 – Advanced Analysis

If a student has not had the necessary prerequisite(s) for a given class, the student may fulfill the leveling requirement by:

- Score 650 or above on the GRE mathematics subject test;
- Taking a final exam in the corresponding undergraduate TAMU-CT class. The final exam will be provided by the TAMU-CT instructor who most recently taught the class.

The departmental graduate advisor will assist the student in selecting a graduate committee. The committee should consist of a minimum of three members, at least-two of whom are from the graduate faculty of the Department of Mathematics. The third may be chosen from the graduate faculty of a department in which the student takes supportive graduate course-work.

DEGREE REQUIREMENTS
The MS in Mathematics requires 36 hours of approved work in Mathematics and supporting areas. At least 24 hours must be selected from 500-level MATH courses that must include MATH 505(3), MATH 508(3), MATH 520(3), MATH 550(3), and MATH 598(1). The remaining 12 hours will be selected from approved MATH or supporting courses. These remaining hours may include 6 hours of thesis. If the thesis track is chosen, the chair of the student's graduate committee will direct the master's thesis. MATH courses numbered 570-579 may be applied toward the support area if approved by the committee.

COMPREHENSIVE EXAMINATION

The department requires an oral comprehensive examination for the MS degree. The comprehensive examination will be administered by the student's graduate committee during the last semester of the program. The Dean of the College of Graduate Studies or a representative from the Graduate Office will be invited to participate in the oral examination. If the result of the oral comprehensive examination is less than satisfactory, additional course work in areas of weakness may be recommended before rescheduling the examination.

SOCIOLOGY and CRIMINAL JUSTICE

Graduate

Dr. William S. White
School Director

Mr. Gerald Piechocki
Program Coordinator

Chestene Fullingim
Administrative Assistant
254.519.5441
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Professors:
Associate Professors:
Assistant Professors: White, Berry, Dietert, Worley,
Instructors: Piechocki, Greenwood

MASTER OF CRIMINAL JUSTICE

The Master of Criminal Justice with an emphasis in Criminal Justice Administration prepares personnel for administrative positions in the police, corrections, juvenile, and judicial systems. The objectives of the program are based upon the assumption that criminal justice decision 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. The major focus is to demonstrate that criminal justice in the United States and the problems associated with crime and delinquency must be viewed within the context of the larger society rather than as an isolated system. The program includes analysis of the major elements within criminal justice as related elements in a system in which decisions regarding crime and justice in one sphere may have consequences in other spheres.

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 one of the areas of criminal justice administration.

MASTER'S OF CRIMINAL JUSTICE

Core Courses:	Hours
CJ 500, 501, 510, 540, 598, 521, 515A, 515B	24
From CJ 504, 508, 520	3
From 504, 505, 508, 522, 586[1]	6
Elective and Comprehensive Exam	3

COMPREHENSIVE EXAMS

All students must successfully complete comprehensive exams in the areas of criminological theory, research methods, and one specialty area. The student must complete the 18 hours of core requirements and at least nine hours of concentration courses, including electives, to be eligible to take comps. To sit for the comprehensive examinations, students must apply through their advisor and receive approval from the program area chair and Division Director at least one month prior to taking the exams. To sit for the comprehensive examination, students must apply through the director and receive permission at least one month prior to taking them. Comprehensive exams are schedules during the Spring and Fall semester.

Students who fail the comprehensive exams must retake only the section or sections failed. Students may retake the exam for the failed area the next time the exams are offered, or sooner by special arrangement made

through their academic advisor. Students who fail the exam the second time will not be allowed a third attempt except by appeal to the Division Director. No student may take the failed portion more than three times. Students who are unable to satisfactorily complete the required comprehensive exams will be dropped from the program.

Additional information about procedures for the comprehensive examinations is available from the academic advisor or program area.

SCHOOL OF BUSINESS ADMINISTRATION

Graduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

THE SCHOOL OF

BUSINESS ADMINISTRATION

Graduate

Dr. Larry Garner
School Director (Interim)

Ms. Bonnie Babbitt-Stone
Administrative Assistant
Room 126C
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GRADUATE DEGREE PROGRAMS

Graduate degree programs offered in The School of Business Administration are the Master of Business Administration (MBA), Master of Science (MS) in Information Systems, Master of Science in Human Resource Management, and Master of Science in Management and Leadership.

PROGRAM ADMINISTRATION

Policies for graduate programs in The School of Business Administration are developed by the faculty, the Provost and the coordinator of Graduate Studies. The Director of The School of Business Administration is responsible for maintaining consistent policies and standards governing graduate programs in business. Direct authority for administering the programs rests with the following administrators:

- MBA program – Coordinator of Management and Marketing
- MS Information Systems –Coordinator of Computer Information Systems
- MS Human Resource Management and
- MS Management and Leadership –Coordinator of Management and Marketing.

All questions of policies, appeals, and petitions regarding the operation of graduate programs in business should be directed to the Director of The School of Business Administration.

ADMISSION REQUIREMENTS

To be granted full admission, the applicant must have a bachelor's degree from a regionally accredited US institution or the equivalent from a foreign institution with a grade point average of at least 3.0 on the last 60 hours of credit completed. The applicant must also have submitted GRE or GMAT scores and have satisfied applicable program prerequisites. The applicant will be notified of program prerequisites (leveling requirements), if any, soon after he/she is admitted by the Office of Graduate Studies.

An applicant who is not qualified for full admission may be granted conditional admission. Conditional admission will not be granted to an applicant whose GPA is less than 2.5 on the last 60 hours of credit completed. A student who is conditionally admitted must satisfy all conditions before receiving full admission.

TRANSFER CREDIT

Upon recommendation of the academic advisor and Director of the School of Business Administration and with approval of the Office of Graduate Studies, a student may transfer up to 12 hours of graduate work completed at another regionally credited institution. Because students take the comprehensive examination from TAMU-CT professors, they should complete core courses at TAMU-CT.

Course work in which no formal grade is given (for example, CR, P, S, U, etc.) is not accepted for transfer credit. Credit for course work submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. No academic work completed by correspondence may be applied to graduate degree programs.

GPA REQUIREMENTS

Graduate students are expected to maintain a minimum GPA of 3.0 at all times. Should a student earn a grade below C in a graduate course or fall below an overall GPA of 3.0, that student may be placed in a conditional enrollment status and may be advised to repeat a course, reduce course load, or take other corrective action to remove the deficiency. For more information, see the section on Graduate Student Performance in the general information provided by the Office of Graduate Studies.

RESEARCH REQUIREMENT

Each graduate program offered in The School of Business Administration is a 36-hour non-thesis program. Research is required as a part of graduate course work, but a separate thesis is not a degree requirement. The MS in Information Systems does include a thesis option.

Master of Business Administration

Dr. Larry Garner
School Director (Interim)

Dr. David Ritter
Program Graduate Advisor

Ms. Bonnie Babbitt-Stone
Administrative Assistant
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Professors: Fry, Lyon, Vitucci
Associate Professors: Dyer, Florey, Garner, Geigle, McNett, Ritter
Assistant Professors: Almond, Altman, Cargill, English, Kelly, Loafman, Simmons

MASTER OF BUSINESS ADMINISTRATION

The MBA program is designed to develop the student's leadership, decision making, and critical thinking abilities. Students are given opportunities to make decisions based on critical evaluation of real-life situations. Graduate faculty members strive to prepare MBA students for current career opportunities and for competing effectively in the global arena of business.

LEVELING REQUIREMENTS

After an MBA applicant is admitted to the Office of Graduate Studies, his/her transcript, application, essay, and test scores will be evaluated by the Business Administration Graduate Advising Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or through other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that cannot count toward the 36 hours required for the degree) to be prepared for successful graduate study in business.

DEGREE PROGRAM

The MBA degree program requires completion of a minimum of 36 hours of graduate-level course work and a minimum 3.0 GPA with no grade below a C. Required courses for the degree are:

Course Number	Course Title	Semester credit hours
ACC 503	Accounting for Management	3
CIS 511	Managing Information Systems	3
FIN 507	Financial Management	3
G B 588	Seminar in Business Strategy	3
G B 598**	Business Research Methods	3
MGMT 511 or MGMT 568	Managing Operations and Services or Organizational Development and Change	3
MKTG 508	Marketing Management	3
Electives		15

*** Students who are required to complete graduate leveling requirements (FIN 500 and/or MGMT 500) may count one or both courses as electives in the MBA program.**

****Students are advised to complete this course within the first 12 hours of the program.**

A student may complete a concentration in Computer Information Systems, Finance/Economics, Management & Leadership, or Human Resource Management, by receiving graduate credit for at least 12 hours of electives in that area. Some of the concentrations may not be available at all locations or online.

After completing 18 hours of graduate credit in the MBA program, the student should contact his/her academic advisor and request that an official degree plan be prepared. The student may petition for changes in this degree plan at a later date, but these changes must be approved by the graduate advisor and the Vice President of Graduate Studies Program & Research.

COMPREHENSIVE EXAMINATION

To be eligible to sit for the MBA comprehensive examination, the student must be fully admitted to the Graduate Studies and the MBA program and must be in good standing with the University and the Office of Graduate Studies.

The MBA comprehensive examination requirement is met by earning an evaluation of satisfactory or passing on a written comprehensive case analysis. The exam is evaluated on a "blind" review basis by a standing committee of graduate faculty from the School of Business Administration who grade the students' examinations on a pass/fail basis. Comprehensive exams are scheduled once each semester.

A student who receives a grade of unsatisfactory on the examination may retake the examination at its normally scheduled date the following semester. Students needing to retake the examination must contact their Graduate Advisor. Students who fail the exam a second time must meet with their advisor, who will identify additional course work to be completed before taking the exam a third time. Any student failing the comprehensive examination three times will be dropped from the MBA program.

Policies and procedures for the MBA comprehensive examination are under review and subject to change as deemed necessary.

Master of Science in Human Resource Management

Dr. Larry Garner
School Director (Interim)

Dr. Barbara Lyon
Program Graduate Advisor

Ms. Bonnie-Babbitt-Stone
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Professors: Fry, Lyon, Vitucci
Associate Professors: Florey, Garner, Geigle,
Assistant Professors: Almond, Altman, English, Kelly, Loafman, Simmons

MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

The primary mission of the Human Resource Management (MS) degree program is to provide graduate students the opportunity to develop critical skills which will prepare them to become successful and competent Human Resource professionals.

People are the most important part of any business. Businesses who are leaders in their industry strive to put human resources as their top priority in developing strategy, marketing, or operational excellence. It takes talent, dedication, and an educated Human Resource staff to keep these businesses at the top of their game.

It is an exciting time to be involved in the field of Human Resources. Changing demographics, laws and regulations and the continuing need to keep our existing workforce challenged and motivated establishes paramount for educated Human Resource professionals.

The Master of Science degree in Human Resource Management is a 36-hour program that provides the student opportunities to develop critical skills in areas such as research and job analysis, recruitment and selection, training and development, compensation and benefits, labor relations and organizational effectiveness. Students gain knowledge and skills that are applicable in business and not-for-profit entities including state and local governments and military organizations.

Our faculty and staff will assist you with an education right from your desktop! We invite you to experience the online learning process so that you can be the most important resource to your organization!

LEVELING REQUIREMENTS

After an MS, HRM applicant is admitted to the Graduate Studies, his/her transcript, application, essay, and test scores are evaluated by the Business Administration Graduate Advising Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that do not count toward the 36 hours required for the degree) to be prepared for successful graduate study in Human Resource Management.

MS, HRM CURRICULUM

Course Number	Course Title	Semester Credit Hours
G B 565	Managerial Statistics	3
G B 598**	Business Research Methods	3
HRM 501	Law and Regulation in Human Resources	3
HRM 503	Managing Human Resource Development	3
HRM 514	Workforce Planning and Employment	3
HRM 516	Compensation Management	3
HRM 524	Employment and Labor Relations	3
HRM 595	Professional Issues in Human Resources	3
Electives		12

*** Students who are required to complete graduate leveling requirements (FIN 500 and/or MGMT 500) may count one or both courses as electives in the MBA program.**

**** Students are advised to complete this course within the first 12 hours of the program.**

COMPREHENSIVE EXAMINATION

Students in the MS degrees in Management and Leadership or Human Resource Management programs are required to pass a comprehensive examination before receiving their degrees. Students will be required to demonstrate their knowledge and understanding in the areas of management and leadership or Human Resource Management. This exam is administered as part of the HRM 595 course.

Master of Science in Management & Leadership

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School Director (Interim)

Dr. Jody Fry
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Professors: Fry, Lyon, Vitucci
Associate Professors: Florey, Garner, Geigle,
Assistant Professors: Almond, Altman, English, Kelly, Loafman, Simmons

MASTER OF SCIENCE, MANAGEMENT AND LEADERSHIP

The primary mission of the Management and Leadership (MS) degree program is to develop the graduate student's critical thinking, problem solving, and life-long learning skills necessary to manage and lead organizations.

Texas A&M University-Central Texas' Master of Science degree in Management and 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 knowledge and skills that are applicable in business, the military, government organizations, and private non-for-profit organizations.

This program is suited for you if you are wanting:

- To deepen your understanding of how organizations should function
- To increase your academic credentials needed for promotion
- To increase your understanding of how to design and implement change within your organization
- To acquire the requisite 18 hours of graduate course work needed to teach at the undergraduate level
- To acquire the necessary knowledge and skills to help organizations through internal or external consulting

Our dedicated faculty, focus on teaching and scholarly activities. At the same time, we pride ourselves in giving students personal attention and easy access. Students are the reason we exist.

To pursue this degree, you need a baccalaureate degree, acceptance to the Office of Graduate Studies at TAMU-CT, Internet access, basic computer skills, time that you can dedicate to completing the required course content, and the desire to complete an advanced degree that can provide opportunities for career advancement!

LEVELING REQUIREMENTS

After an MS, ML applicant is admitted to the Graduate Studies Program, his/her transcript, application, essay, and test scores are evaluated by the Business Administration Graduate Advising Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that do not count toward the 36 hours required for the degree) to be prepared for successful graduate study in Management and Leadership.

MS, ML CURRICULUM

Course Number	Course Title	Semester Credit Hours
G B 565	Managerial Statistics	3
G B 598**	Business Research Methods	3
CIS 511 or MGMT 513	Managing Information Systems or Strategic Impact of Technology	3
MGMT 501	Organizational Behavior	3
MGMT 508	Analysis & Design of Organizations	3
MGMT 509	Seminar on Management and Leadership	3
MGMT 511	Managing Operations and Services	3
MGMT 568	Organizational Development and Change	3
Electives		12

*** Students who are required to complete graduate leveling requirements (FIN 500 and/or MGMT 500) may count one or both courses as electives in the MBA program.**

**** Students are advised to complete this course within the first 12 hours of the program.**

COMPREHENSIVE EXAMINATION

Students in the MS degrees in Management and Leadership or Human Resource Management programs and MBA are required to pass a comprehensive examination before receiving their degrees. Students will be required to demonstrate their knowledge and understanding in the areas of management and leadership or Human Resource Management.

Master of Science in Computer Information Systems

Dr. Larry Garner
School Director (Interim)

Dr. Anitha Chennamaneni
Program Graduate Advisor

Ms. Bonnie Babbitt-Stone
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bonnie.babbitt@ct.tamus.edu

Associate Professors: Larson
Assistant Professors: Chennamaneni, Newberry, Woodcock, Vert

MASTER OF SCIENCE IN INFORMATION SYSTEMS

The Master of Science (MS) in Information Systems program 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, and (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 MS in Information Systems 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 in a virtual/online environment, traditional face-to-face arrangement, or as a combination of the preceding two formats. To learn more about the graduate programs, please visit the website http://www.ct.tamus.edu/cis.

MS INFORMATION SYSTEMS CURRICULUM

Course Number	Course Title	Semester Credit Hours
CIS 504	Telecommunications for Managers	3
CIS 507	Systems Analysis for Managers	3
CIS 511	Managing Information Systems	3
CIS 516	Applied Database Management	3
CIS 518	Quantitative Concepts in Computing	3
CIS 598	Research Methods in Information Systems	3
CIS electives		12
Electives		6

COMPREHENSIVE EXAMINATION

A student must satisfactorily complete the comprehensive exam before receiving the MS, Information Systems degree. The student's academic advisor should be contacted about comprehensive examination requirements and policies.

SCHOOL OF EDUCATION

Graduate Programs

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

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catalog

CURRICULUM & INSTRUCTION
Graduate

Dr. Jeffery Kirk
School Director

Dr. Kellie Cude
Program Coordinator

Dr. Amanda Allen
Graduate Advisor

Ms. Cecilia Morales
Administrative Assistant
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morales@ct.tamus.edu

Associate Professors: Allen
Assistant Professors: Crowder, Cude, Hooten, Mussey, Seiter

MASTER OF EDUCATION DEGREE IN CURRICULUM ANDINSTRUCTION

The Curriculum and Instruction program offers the Master of Education in Curriculum and Instruction. Support areas within the degree are designed to permit educators to develop new skills and acquire in-depth knowledge which prepare individuals to assume roles of increased responsibility and leadership.

The degree prepares educators who aspire to attain positions such as curriculum coordinator, academic department head, reading specialist, educational diagnostician, technology director, mentor teacher, community college faculty or clinical adjunct faculty in higher education. High school teachers who teach dual enrollment courses or advanced placement courses may also choose to pursue this degree.

Support areas within the degree include Teacher Leadership, Reading Specialist, Educational Diagnostician, Elementary Education, Secondary Education, Special Education, Technology Director and Technology Applications.

APPLICATION AND ADMISSION PROCEDURES

Admission to Graduate Programs in Education:

Application for admission should be made to the Office of Graduate Studies at least one month prior to the beginning of the semester in which one intends to enroll. The application form may be obtained from http://www.ct.tamus.edu/graduatestudies or by calling the Office of Graduate Studies at 254-519.5419.

An application fee is required, and applicants must submit official transcripts of previous college work, official scores from the Graduate Record Exam (GRE) and an essay addressing professional and career goals. Refer to the Office of Graduate Studies section of the catalog for a more complete description of application and admission procedures.

Admission to the Degree Program in Curriculum and Instruction:

After gaining admission to the Office of Graduate Studies, applicants must contact an advisor in the Curriculum & Instruction office for guidance regarding initial course selection and additional admission criteria. Advisors are available for consultation: Curriculum and Instruction at 254-519-5485.

Applicants for the Master's degree in Curriculum & Instruction are initially granted Conditional Admission, pending the completion of course and grade point requirements toward the appropriate degree. Students must maintain a 3.25 GPA on the first 12 semester hour of graduate work to continue Conditional Admission status. Advisors will provide guidance regarding specific course selection.

After completing 12-18 hours of graduate courses, applicants will meet with an advisor to file a degree plan and appoint the Graduate Committee. The Committee typically consists of a chair and two members of the graduate faculty. At this point applicants will be recommended for Full Admission to the Master of Education degree in Curriculum & Instruction.

The Graduate Committee chair will assume responsibility for guiding the graduate student through the remainder of the degree requirements, including course selection to satisfy specific support areas of the degree and completion of the culminating graduate experience.

Maintaining Good Standing:

To remain in good standing: students must maintain a 3.0 GPA on all courses required for the degree. Only courses listed on the degree plan will count in the calculation of grade point average for the purpose of determining good standing. Failure to meet the standard for good standing will result in actions as described in the section, "Graduate Student Performance" in the Office of Graduate Studies portion of the catalog.

Transfer Credits:

Transfer credits will be considered only after a student has obtained Full Admission to the degree program. 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.

Time Limitations:

Degree requirements must be completed within a six year span of time.

COMPREHENSIVE EXAMINATION EQUIVALENT

The faculty of the Curriculum and Instruction program has designed a Culminating Graduate Experience to take the place of the traditional Comprehensive Examination. The purpose of the Culminating Graduate Experience for the Master's Degree in Curriculum and Instruction is for students to apply the knowledge and concepts acquired throughout the course of study and to demonstrate the proficiencies established within the degree.

Under the guidance of the Graduate Committee students will compose a proposal describing the research problem to be studied. The proposal will consist of a literature review, statement of the problem, the research questions, description of the research methodology and a projected timeline. Upon approval by the Graduate Committee, the student will proceed to conduct the study.

Results of the research will be presented orally to the faculty in the Curriculum and Instruction or to another specified group of educators. A written report will be presented to the student's Graduate Committee. The written and oral presentations must be completed at a satisfactory level in order to meet the requirements for the equivalent of a comprehensive examination. A rubric describing the standards for satisfactory performance is displayed in the Graduate Handbook for Curriculum and Instruction.

Students must complete the Culminating Graduate Experience, including the written research report and the oral presentation, according to the following schedule:

Spring Semester	March 1
Summer	June 5
Fall Semester	October 1

THESIS OPTION

Students may elect to pursue the Thesis Option for the Master's Degree in Curriculum and Instruction. The thesis option will be of value to persons considering advanced academic study leading to a doctoral degree. Consult with an advisor in the Curriculum and Instruction office about specific requirements for the thesis option.

CURRICULUM

The Master of Education in Curriculum and Instruction is a 36-39 hour program designed to provide educators with advanced professional development in pedagogy, subject matter, or leadership. New options designed with the Department of Computer Information Systems support the role of Technology Director or Instructional Technology Specialist. Certification programs may have other requirements in addition to degree course work.

The Master of Education in Curriculum and Instruction includes a 15-hour core requirement:
Core Courses Required for Major
EDU 501 (semester prior to enrollment in EDU598)
EDU 502, EDU 598 (semester prior to enrollment in EDU 586), EDU 586 (3 semesters) OR EDU 586 one semester and EDU 585 two semesters
Thesis Option only - EDU 588

For Support Area in Teacher Leadership	
EDTC 504, 538, 545, 550; RDG 573, 574; EDTC 549; EDAD 516	24
For Support Area, Professional Reading Specialist[1]	
EDU 504, 538; RDG 573, 574, 575, 576; EDTC 549; PSY 590	24
For Support Area, Special Education	
EDU 538; EDU 550 or RDG 573; RDG 575; EDTC 549; EDSP 505, 511, 513, 515	24
For Support Area, Technology Director	
EDU 538; EDTC 549, 559; CIS 504, 511, 551	15
For Support Area, Technology Applications	
EDU 538; EDTC 549, 550, 551, 552, 558, 559	9

[1] **Other requirements for Reading Specialist Certificate include valid Texas Teaching Certificate, 3 years classroom teaching, and EDU 320 or ENGL 370 or PSY 320.**
[2] **Other requirements for Educational Diagnostician Certificate include PSY 303; EDSP 463; valid Texas Teaching Certificate; 3 years' classroom teaching, and a master's degree.**
[3] **Does not require EDU 538 as part of the core.**

NON-DEGREE OPTIONS: CERTIFICATION
The Master Reading Teacher Certificate may be obtained in two ways:

1. Teachers holding a valid Texas professional Reading Specialist Certificate (NOT an Elementary Certificate with a specialization in reading) will need to complete a modified program which includes modules on the topics of Dyslexia, Coaching and mentoring, and Second Language Leaner's. Any additional program requirements will be determined on an individual basis following an analysis of the applicant's strengths.
2. Individuals holding a valid teaching certificate with at least three years of teaching experience must complete TAMU-CT's MRT preparation program and pass the MRT certification test.

THE MRT PROGRAM REQUIREMENTS
Course Requirements
RDG 573 Foundations of reading 3 hours
PSY 590 Special topics, Psycholinguistics 3 hours
RDG 575 Reading Research & Assessment 3 hours
These courses may be counted toward a Masters Degree and toward the Professional Reading Specialist Certificate.
Module Requirements;
Coaching and Mentoring Module
Second Language Leaner's Module
A Master Reading teacher may be eligible for a state stipend if serving as a MRT on a designated "high-need" campus. Details about the MRT program can be found on the website for the State Board for Educator Certification (SBEC).
For more information, contact: **the Department of Curriculum & Instruction at (254) 519-5485**

ADMISSION TO THE GRADUATE DEGREE PROGRAM IN CURRICULUM & INSTRUCTION

1. Apply to the College of Graduate Studies.
    - Complete Application
    - Pay Application Fee
    - Send Transcripts
    - GRE
2. Submit completed C&I application form (available from the C&I Department).
3. Provide official transcripts of previous college work (BS or BA GPA of 3.0).
4. Official GRE and/or TOEFL Scores:

GRE exam is required. Please test all three sections of the general GRE test. The institution code for TAMU-CT is **6756.** The website is http://www.gre.org.

TAMU-CT requires the TOEFL examination from its international applicants. The department requires a minimum computer based TOEFL score of 213 or a minimum paper and pencil based TOEFL score of 550. If you score a 400 or better on the verbal portion of the GRE exam, then you do not have to submit a TOEFL score! For more information on the TOEFL, visit the TOEFL website at: http://www.toefl.org.

5. Submit letters of reference regarding professional and academic potential.
6. Submit an essay addressing motivation and purpose.
7. Applicants may be interviewed based on writing scores or the request of a committee member.

ADMISSION TO THE DEGREE PROGRAM IN CURRICULUM AND INSTRUCTION

After gaining admission to the Graduate Studies Program, applicants must apply to the Department of Curriculum and Instruction. Applicants must submit a Department of Curriculum & Instruction application form, a writing sample addressing motivation and purpose, official transcripts of previous college work (BS or BA GPA of 3.0), GRE score and/or TOEFL, and three letters of reference regarding professional and academic potential. Applicants may be interviewed based on writing scores or the request of a committee member. Once admitted student will contact an advisor in the Department of Curriculum & Instruction for guidance regarding initial course selection. For additional information contact Curriculum & Instruction at (254) 519-5485.

EDUCATIONAL LEADERSHIP AND POLICY STUDIES

Graduate

Dr. Jeffery Kirk
School Director

Dr. Bobbie Eddins
Program Coordinator

Ms. Cecilia Morales
Administrative Assistant
North Campus
254.519.5485
morales@ct.tamus.edu

Assistant Professors: Eddins, Farris, Russell

The Educational Leadership and Policy Studies Department offers degrees and certification programs designed to help students increase skills and in-depth knowledge required for broader educational leadership roles in schools and school districts. A Master of Education degree in Educational Administration with a concentration in the principalship is available to those students interested in school leadership with the option of pursuing state principal certification. In addition, the department provides post-masters coursework in preparation for state Superintendent Certification. To obtain information about these programs, student should contact Educational Leadership and Policy Studies phone 254.519.5485. Information about educational leadership programs may also be obtained at: http://www.ct.tamus.edu/SchoolLeadership.

BASIC PROCEDURES

Graduate advisors are designated to assist new students. The graduate committee chair when appointed, assists the student in developing a degree plan and, along with the committee members, assumes the responsibility for preparing the student for the comprehensive examinations.

To receive full admission to any degree program offered in the Educational Leadership and Policy Studies Department, an applicant must meet all standards established by the Office of Graduate Studies and all departmental 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 are 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 Division Director.

Consideration for accepting transfer credits will be given only after a student has full admission to graduate study. 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 TAMUCT Graduate Programs:

Application for admission should be made to the Office of Graduate Studies at least one month prior to the beginning of the semester in which one intends to enroll. The application form may be obtained from www.tamuct.org or by calling the Office of Graduate Studies at 254-519.5419.

An application fee is required, and applicants must submit official transcripts of previous college work, an essay addressing professional and career goals, and official scores from the Graduate Record Exam (GRE), GRE scores are not required for admission if the student has already been awarded a masters degree from a regionally accredited university. Refer to the Office of Graduate Studies section of the catalog for a more complete description of application and admission procedures.

Admission to the Educational Leadership Masters and Principal Certification Program:

1. Admission to the College of Graduate Studies. Students must complete all requirements for admission to the College of Graduate Studies listed in the current University catalog. Students seeking an educational administration master's degree must be eligible for full admission upon completion of the first 12 semester hours of course work, which includes EDAD 500 and EDAD 501, to continue in the program.
2. For admission to the educational leadership master's degree and principal certification program, a student will submit a formal application to the Coordinator of M.Ed./Certification Programs at least one month prior to the beginning of the semester. This application serves as a basis for admittance to the program and for advising the student with regard to general graduate and certificate requirements, course work, and degree requirements. The Application for Admission to the TAMUCT School Leadership Program requires that a student submit the following: three (3) letters of reference, one of which must be from the student's current supervisor; a 500-word essay concerning both experiences in fulfilling personal and professional leadership responsibilities and future career goals as an educational leader and 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.
3. 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.

Admission to the Superintendent Certification Preparation Program

1. Admission to the College of Graduate Studies. Students must complete all requirements for admission to the College of Graduate Studies listed in the current University catalog.
2. .For admission to the Superintendent Certification Preparation Program, a student will submit a formal application to the Coordinator of M.Ed./Certification Programs at least one month prior to the beginning of the semester. 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 postmasters Superintendent Certification Preparation Program requires that a student submit the following: three (3) letters of reference, one of which must be from the student's current supervisor; a 500-word essay concerning both experiences in fulfilling personal and professional leadership responsibilities and future career goals as an educational leader; and 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.
3. 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.

DEGREE AND CERTIFICATION PROGRAMS REQUIREMENTS

The educational leadership programs at Texas A&M University-Central Texas are designed to prepare effective education leaders. Requirements for the Master's degree (30 semester hours), the Masters degree/Principal's Certificate (33 semester hours),—and the postmasters Superintendent Certificate 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 Med in Educational Administration/Principal Certification

1. Following is the typical curriculum and sequence of coursework that is required for the 30-hour Master of Education (M.Ed.) Degree in Educational Administration with a concentration in the principalship. If pursuing state principal certification, the student must also satisfactorily complete EDAD 599 Internship for the Principalship. A student who wishes to complete this degree and qualify for the principal's certificate should ask his/her academic advisor for information about additional requirements for the principal's certificate.

   EDAD 500, 501, 545, 539, 509, 555, 507, 542, 560, and 516

2. **Comprehensive Examination**
   The following comprehensive examination procedures apply to the masters degree offered in the Educational Leadership and Policy Studies program. Examinations will be administered three times per year. Examinees must have filed a degree plan and complete an application to be eligible to take the comprehensive exam according to the schedule that follows.

Test Date	Application Deadline
Second Saturday in April	March 1
Second Saturday in July	June 1
Second Saturday in November	October 1

No examination will be administered other than on a regularly scheduled administration date without permission from the graduate advisor, the School of Education Director, and the Vice President of Graduate Studies & Research. Comprehensive examinations will be composed of objective and essay sections. A student must receive a satisfactory grade on each section in order to successfully complete the comprehensive examination.

Examination Procedures:
Section One Focus - This section consists of multiple-choice questions that address the content in the 10 courses that comprise the 30-hour MEd in Educational Administration with a concentration in the principalship. This section is designed to test a student's knowledge and understanding of content and concepts in the field of study.

Section Two Focus - This section of the examination is designed to assess higher-order thinking skills. It consists of four essay questions. Each test is composed of one common question and one from each of the three committee members.

Grading - Section One is computer graded and a student is expected to satisfactorily answer a specific number of questions. Each comprehensive examination essay question is evaluated based upon the following points system:

4 – exceptional response well above expectations;
3 – average response consistent with expectations;
2 – weak response below expectations, but still passing;
1 – inadequate response, a failing performance; and
0 – response did not address the required task, a failing performance.

A student must receive a minimum score of **'2'** on three of the four essay questions in order to pass the essay portion of the master's comprehensive examination. Oral examinations may be required of any candidate with a marginal performance on this section. If a test paper contains major grammar and/or composition errors, the student may be asked to repeat the examination.

Retake Policy - If an examinee fails either section of the examination, he/she may retake the failed section(s) at the next regular administration date. No one may retake any section of the examination more than two times without authorization from the School of Education Director and Vice President of Graduate Studies & Research.

3. **Thesis Option**
Students pursuing the M.Ed. in educational administration may choose the thesis option. Students selecting the thesis option do not take the masters comprehensive examination. The thesis option involves an original research project under the direction of a graduate faculty member and the preparation of a thesis in addition to the prescribed course work. The 36-hour degree program includes 24 hours from the educational administration course sequence, replacing EDAD 555 and EDAD 516 with 6 hours of EDAD 588. The student must enroll in EDAD 588 for two consecutive semesters and complete the thesis according to the standards and policies determined by the Department of Educational Leadership and Policy Studies and the Office of Graduate Studies.

Typical Curriculum and Requirements for the Superintendent Certification Preparation Program
Eighteen (18) approved graduate hours beyond the requirements for the Principal Certificate are required for Superintendent Certification including the following required coursework: EDAD 519, 536, 517, 518, 535, and 597.

PSYCHOLOGY & COUNSELING

Graduate

Dr. Jeffery Kirk
School Director

Dr. Coady Lapierre
Program Coordinator

Ms. Harriet Ott
Administrative Assistant
North Campus
254.519.5464
hott@ct.tamus.edu

Professors: Moseley
Associate Professors: Lapierre
Assistant Professors: Barnett, Fiala, Kirk, Murphy, Northrup, Strutton, Wortham, Yeager
Instructors:

The Psychology and Counseling program offers the Master of Education degree with a major in counseling, a Master of Science in Counseling Psychology degree with majors in (1) professional counseling and (2) marriage and family therapy, a Master of Science in Psychology degree with majors in (1) psychological associate and (2) experimental psychology (offered online), and a Specialist in School Psychology degree with a major in school psychology. These degree options are designed to help students improve their competencies in their respective fields by developing new skills and in-depth knowledge, which are requisites for assuming roles of increased responsibility and leadership.

BASIC PROCEDURES

Graduate advisors are designated in each of the major program areas to assist new students and those for whom graduate committees have not been appointed. The graduate committee chair, when appointed; assists the student in developing a degree plan and along with the committee members, assumes the responsibility for preparing the student for the comprehensive examinations.

To receive full admission to any degree program offered in the Department of Psychology and Counseling, an applicant must meet all standards established by the Office of Graduate Studies and all departmental 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 are 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 Division Director.

Consideration for accepting transfer credits will be given only after a student has full admission to graduate study. 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.

ADMISSION GUIDELINES

The student must be admitted to the Graduate Studies Program. Students must complete all requirements for admission to the College of Graduate Studies listed in the current University catalog. Students seeking a master's degree must be eligible for full admission to the College of Graduate Studies upon completion of the first 12 semester hours of course work.

The student must meet admission requirements as specified in the Application for Admission to the Graduate Psychology and Counseling Program. Application forms may be obtained from the department office or website.

The student must return the completed application for priority admission and all documentation according to the following schedule:

Fall Semester	**March 1**
Spring Semester	**October 1**
Summer Semester	**February 1**

Applicants who have missed this deadline are encouraged to apply as applications received after priority due dates may still be considered This application serves as a basis for admittance to the program and for advising the student with regard to general graduate and certificate requirements, course work, and degree requirements. Applications showing strong academic achievement in Undergraduate work based on grade point average and high potential to be successful in a graduate program based on GRE scores will be invited to interview with the department. Admission to the program requires a successful interview with the department which includes a separate, on-site writing sample.

An admissions committee consisting of members of the graduate counseling or psychology faculty will convene every semester to review applications and make recommendations for acceptance or rejection of individual applicants. The following factors contribute to the decision of the admissions committee:

- graduate admission status
- performance in previous undergraduate and graduate coursework
- acceptable score on the GRE
- Additional coursework may be required if a student's undergraduate degree is not in a field that is closely related to counseling or psychology.
- Students seeking graduate degrees must have 9 undergraduate semester hours in psychology, with at least 6 of these hours coming from upper level (junior/senior) coursework.
- All students failing to meet full admission requirements will be placed on conditional admission status until the first 12 semester hours are completed. Students must enroll in coursework approved by a graduate advisor and receive a grade point average (GPA) of 3.25 or above on the specified coursework
- Students will not be permitted to enroll in additional coursework in counseling (CNSL), counseling psychology (CPSY), or psychology (PSY) beyond the first 12 semester hours if not fully admitted to the program.
- If denied full admission, students may re-apply for admission after successful remediation. Students are responsible for this remediation following input from the graduate advisor and/or admissions committee.

Admission Review (all majors except experimental psychology)

Students' admission status will be reviewed continuously throughout their course of study regarding their ability to develop competence in counseling, therapy, and/or assessment skills. Should a change in admission status be required, appropriate program procedures will be followed. Consult the student handbook or ask a graduate advisor for details.

Admission to Candidacy

Admission to candidacy is a requirement for all degree-seeking students. Upon completion of specific core courses, a student must be admitted to candidacy to continue progress on the degree plan.
The requirements for candidacy are:

1. Have a degree plan on file in the Graduate School and Department
2. Be fully admitted to a Counseling, Counseling Psychology, Educational Psychology, or Specialist in School Psychology degree program and the Graduate School
3. Have a 3.0 GPA and not be on academic probation
4. Show satisfactory progress and acceptable standards of conduct
5. Have completed PSY 500, 501, and 504 (Counseling M.Ed. students will have completed CPSY 550, EDU 598, and PSY 504)

COMPREHENSIVE EXAMINATION

All counseling, counseling psychology, educational psychology, and specialist in school psychology degree candidates must pass a comprehensive examination during the semester in which graduation is anticipated.

Examination Administration and Application Dates

Examinations will be administered three times per year. Examinees must have filed a degree plan and complete an application to be eligible to take the comprehensive exam according to the schedule that follows.

Test Date	Application Deadline
Second Saturday in April	March 1
Second Saturday in July	June 5
Second Saturday in November	October 1

Comprehensive examinations will be composed of objective and essay sections. A student must receive a satisfactory grade on each section in order to successfully complete the comprehensive examination.

- **Examination Procedures**

  SECTION ONE. Each committee member will grade the essay questions that he/she submitted for the exam. The chair of the committee submits two questions, and each committee member submits one question. A committee member may choose to read a student's response to all four questions.

  Each of the exam questions will be graded on a 25 point scale. All four questions must be attempted. To pass this section, a student must receive at least 70 out of the possible 100 points. Points may be subtracted from an essay because of content deficiencies, grammar, or composition errors.

  SECTION TWO. This section of the comprehensive examination consists of a computer-graded, 100-question multiple choice examination over the course content of required courses. Each question is worth one point, and the student is expected to attain a score of at least 70 points.

  RETAKE POLICY. If an examinee fails either section of the examination, he/she may retake the failed section(s) at the next regular administration date. No one may retake any section of the examination more than two times without authorization from the Division Director and Vice President of Graduate Studies & Research.

OTHER PROVISIONS.

All students are required to complete the essay portion of the comprehensive exam using the computer resources provided by the university. Examinees will be informed as the specific requirements of computer usage on the day of the exam.

MAJORS IN EXPERIMENTAL PSYCHOLOGY

THESIS

An original research project will be proposed, conducted, and defended by the student in the form of a written thesis. The thesis will be done under the direction of a graduate faculty member as chair and two other faculty members as the student's advisory committee. Refer to the Graduate School's *Thesis Manual* for details regarding the preparation and submission of a thesis for approval.

EXAMINATION PROCEDURES

Upon completion of the thesis, a final oral examination is scheduled with the student's advisory committee. Major emphasis will be directed toward defense of the thesis, although the examination may also include related course work materials.

The oral examination may be attempted once per regular semester or summer. If the oral examination performance is not acceptable on first attempt, the specific area(s) of weakness will be identified to the candidate so that corrective action (additional review or course work) may be taken before the next attempt. No one may retake the oral examination more than two times without authorization from the Division Director and Vice President of Graduate Studies & Research.

MASTER OF EDUCATION IN COUNSELING (M.Ed.)

The Professional Counselor Program offers a program of study leading to the Master of Education degree with a major in counseling. The degree enables graduates to pursue certification as a school counselor. The program also enables students to be eligible for the Professional Counselor License (LPC). Before school counseling certification can be granted, students must have accrued at least two years of teaching experience in public schools, grades K-12.

Any student pursuing a degree, certificate, or license in counseling must be admitted to the Professional Counselor Program. Applicants must meet both graduate school admission requirements and program admission requirements. Students pursuing school counseling certification must hold a valid permanent teacher's certificate. Students who are not pursuing school counseling certification should have an undergraduate degree in a field related to counseling, such as psychology, social work, or sociology. If their undergraduate degree is in a field not closely related to counseling, these students may be required to take additional coursework.

CURRICULUM

The master's degree with a major in counseling consists of 48 semester hours of study as follows:

Required courses (42 hours)	
CNSL 552, 591, 595, 596	12
CPSY 550, 551, 553, 554, 556, 557	18
EDU 598	3
PSY 504, 511 or EDU 502, PSY 581	9
Electives	6
Total	**48**

SCHOOL COUNSELING CERTIFICATION REQUIREMENTS

Students who pursue School Counseling Certification follow the same procedures for admission to the counseling program. A student who has a master's degree and wants to pursue School Counseling Certification may be admitted as a special non-degree-seeking student. Alternatively, the student who already has a master's degree may choose to seek the master's degree with a major in counseling. No more than six hours of study completed as a special non-degree-seeking student may be applied to a second master's degree program. A student who does not have a master's degree must seek the degree concurrent with the certification.

CERTIFICATE REQUIREMENTS

Required Counseling Courses	
CNSL 552, 595, 596	9
CPSY 550, 551, 553, 554, 557	15
CNSL, CPSY, or PSY elective	3
Required EDU and PSY courses	
PSY 511or EDU 502	3
PSY 504, 581	6
Total	**36**

MASTER OF SCIENCE DEGREES IN PSYCHOLOGY

The Psychology and Counseling program offers programs of study leading to the Master of Science degree in Counseling Psychology and Educational Psychology. The Master of Science in Counseling Psychology provides options in (1) Counseling Psychology and (2) Marriage and Family. These options enable graduates to be eligible for the Licensed Professional Counselor (LPC) or Licensed Marriage and Family Therapist (LMFT) credentials. The Master of Science degree in Educational Psychology provides options for the Licensed Psychological Associate (LPA) credential or a non-credentialing experimental psychology major that is offered online.

Students wishing to pursue a master's degree in Psychology must be admitted to the graduate Psychology program. Applicants must meet both graduate school admission requirements and program admission requirements. Students should have an undergraduate degree in Psychology or a related field such as social work, sociology, management, or human resources. A student whose undergraduate degree is in a field not closely related to Psychology may be required to take additional work.

MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY (M.S.)

The Master of Science degree in Counseling Psychology includes a core curriculum of 27 semester hours of study:

Core Requirements:	Hours
PSY 500, 501, 504, 505, 584	15
CPSY 550, 553, 557, 558	12

Additional requirements for options (in addition to core requirements):

Option A: Licensed Professional Counselor (Total hours: 48)	
PSY 511, 581	6
CPSY 551, 554	6
from PSY 513, 582, CPSY 524, 556, 594, CNSL 559, 593	6
CNSL, CPSY, or PSY elective	3

Option B: Marriage and Family (Total hours: 48)	
CPSY 509, 510, 520, 524, 556, PSY 513, 587	21

Mental Health certification may be obtained by taking additional hours of course work upon completion of the degree requirements for the Master of Science in Counseling Psychology. Please consult your advisor for information about this certification.

MASTER OF SCIENCE IN PSYCHOLOGY (M.S.)

Core Requirements:	Hours
PSY 500, 501, 504, 581	12

Requirements for options (in addition to core requirements):

Option A: Licensed Psychological Associate (Total hours: 45)	
CPSY 550, 553, 554, 557, 558	15
PSY 505, 514, 580, 584	12
Electives from CNSL, CPSY, PSY	6

Option B: Experimental Psychology (Online) (Total hours: 36)	
PSY 502, 503, 515, 516, 520, 521	18
PSY 588 (Thesis)	6

SPECIALIST IN SCHOOL PSYCHOLOGY (S.S.P.)

The School Psychology Program is dedicated to preparing graduates with expertise in the professional practice of School Psychology. Embracing a scientist-practitioner-scholar model, the program integrates knowledge, theory, practice, ethics, and research to develop competencies necessary for providing psychological services in schools, including but not limited to skills in assessment, intervention, and consultation. The program includes 60+ semester hours and an internship among its requirements for graduation and incorporates state requirements for licensure as a Licensed Specialist in School Psychology (LSSP) by the Texas State Board of Examiners of Psychologists.

The specialist degree reflects the fact that the training requirements for school psychologists go beyond that needed for a typical master's degree. Students should have an undergraduate or graduate degree in Psychology or a related field. Those who already possess a Master's degree such as diagnosticians, counselors, special education teachers, and school administrators, as well as other degreed professionals, who are interested in school psychology, may also qualify for admission.

Students wishing to pursue a specialist degree in School Psychology must be admitted to the graduate Psychology program. Applicants must meet both graduate school admission requirements and program admission requirements.

CURRICULUM

The specialist in school psychology degree with a major in School Psychology consists of 63 (66 with optional thesis) semester hours of study as follows:

Required courses (63 hours)

PSY 500, 501, 502, 503, 504, 505, 511, 514, 515, 560, 580, 581, 582, 583, 595, 596	48
CPSY 553, 557, CPSY 558 or EDSP 505	9
EDU 538	3
EDAD 512	3

SCHOOL PSYCHOLOGY RETRAINING

A student who already possesses a master's or doctoral degree in Psychology and who does not wish to obtain an additional degree to meet the academic requirements for licensure as a School Psychologist (LSSP) may be admitted as a special non-degree-seeking student. The requisite curriculum will vary according to the previous graduate coursework of the student and the current requirements for licensure as a School Psychologist by the Texas State Board of Examiners of Psychologists. Procedures for admission to the School Psychology program as a non-degree-seeking student are the same as for a degree-seeking student.

A student without a master's or doctoral degree in Psychology must seek the degree to meet the Texas State Board of Examiners of Psychologists requirements for licensure as a School Psychologist.

COURSE DESCRIPTIONS

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

UNDERGRADUATE AND GRADUATE COURSE DESCRIPTIONS

In this catalog, each course is identified by a three-digit number. The first digit of each number indicates the level or academic year that the course is normally taken (, 3--junior, 4--senior, 5--graduate). The second and third digits indicate departmental sequence. For example, G B 312 is a junior course.
In course descriptions, the digit following the course number is the number of semester credit hours. For example, G B 312-3 is a junior level course worth 3 semester hours of credit. The numbers in parentheses following the course number (for example, 3-2) indicate the number of clock hours per week devoted to theory and practice, respectively. Theory includes recitations and lectures; practice includes work in the laboratory, shop, drawing room, or field. Course descriptions include information about course content and learning objectives. Prerequisites and lab or other fees for the course may be listed.

ACC	Accounting	138
ASCI	Aviation Science	140
CIS	Computer Information Systems	141
C S	Computer Science	151
C J	Criminal Justice	152
CNSL	Counseling	155
COMS	Communications	156
CPSY	Counseling & Psychology	157
ECO	Economics	158
EDAD	Educational Administration	159
EDSP	Special Education	162
EDTC	Educational Technology	164
EDU	Education	165
ENGL	English	169
F A	Fine Arts	173
FIN	Finance	173
G B	General Business	175
GEOG	Geography	178
HIST	History	178
HLTH	Health	184
HRM	Human Resource Management	184
H S	Human Sciences	186
LS	Liberal Studies	186
MGMT	Management	186
MATH	Mathematics	190
MKTG	Marketing	194
M S	Military Science	196
MUSC	Music	197
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ACCOUNTING (ACC)

300-3 Accounting Concepts. (3-0) A survey of 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. This course is provided for students without a previous accounting background. (Meets requirements for Accounting I.)

301-3 Business Analysis Using Spreadsheets. (3-1) Theory and application of microcomputer spreadsheet technology applied in accounting, finance, management, and other business disciplines. Intended to stimulate creative initiative and to develop basic skills in performing common business tasks. Credit for both CIS 301 and ACC 301 will not be awarded. Prerequisite: ACC 203. Lab fee $15.

302-3 Cost Accounting. (3-0) An introductory cost course, emphasizing the accounting for material, labor, and manufacturing expenses in both job order and process cost systems. Special attention to distribution of service department cost and costing of byproducts and joint products. Prerequisite: ACC 203.

303-3 Intermediate Accounting I. (3-0) 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: ACC 203 or approval of School Director. Lab fee $5.

304-3 Intermediate Accounting II. (3-0) A continuation of Intermediate I with continued emphasis on generally accepted accounting principles as applied to the business enterprise. Prerequisite: ACC 303 or approval of School Director. Lab fee $5.

305-3 Governmental and Institutional Accounting. (3-0) Budgeting, accounting, and financial reporting principles and practices for governmental and other not-for-profit entities. Prerequisites: ACC 303 or approval of School Director.

308-3 Managerial Accounting. (3-0) A study of 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: ACC 203 or approval of the School Director. Course cannot be counted as part of a degree program for an accounting major.

310-3 Accounting Information Systems. (3-0) Specific study of design and implementation of complex accounting information systems. An understanding of the traditional accounting model and its relationship to each type of accounting information system will be emphasized, including accounts receivable, inventory control, cost accounting, operational budgeting, and capital budgeting. Key elements of a well-designed management control system are included. Prerequisite: ACC 203. Lab fee $15.

399-v Cooperative Education. (Credit variable; 1-3 for each hour) This course is designed to offer students the opportunity to integrate academic study with work experience that is germane to their major or minor. Enrollment requires a two-semester minimum commitment 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. The department Cooperative Education advisor will supervise the student's experience and assign the final grade based on the student's final report which is required to complete the course. Students may participate in the Cooperative Education program for an unlimited number of semesters but a maximum of 6 hours credit may be counted toward a degree. Prerequisites: 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 School Director approval. Field experience fee $50.

401-3 Financial Accounting. (3-0) A study of financial statement analysis and accounting topics related to financial statement presentation and disclosure. Prerequisite: ACC 304 or approval of School Director. Lab fee $5.

403-3 Advanced Accounting Principles. (3-0) Special phases of partnership accounting, joint ventures, consignments, installment sales, statement of affairs and accounting for insolvent concerns, and business combinations. Prerequisite: ACC 401 or concurrent registration. Lab fee $5.

405-3 Federal Tax Accounting. (3-0) The present income tax law and regulations; income tax legislation, treasury and court decisions, departmental rulings; income tax problems and returns, social security, and self-employment taxes. Prerequisites: ACC 203 and junior classification. Credit for both ACC 405 and FIN 405 will not be awarded.

406-3 Federal Tax Accounting--Advanced. (3-0) Current income tax law and tax accounting procedures. Preparation of income tax returns of partnerships and corporations. Prerequisite: ACC 405 or approval of School Director. Credit for both ACC 406 and FIN 406 will not be awarded.

423-3 Ethics for Accountants. (3-0-WI) Introduction to auditing and ethical responsibilities for auditors and other accountants in both public and private practice. Topics include generally accepted auditing standards, the standard audit report, legal responsibilities of accountants, the Code of Professional Conduct for accountants, independence, and objectivity. Includes case studies involving ethical reasoning and decision making. The course objective is to provide students with a framework to make ethical decisions. Prerequisite: ACC 304

424-3 Auditing Evidence and Reporting. (3-0) Procedures used by auditors and accounting practitioners to gather and evaluate information and report on their findings. Includes evaluation of internal control, planning an audit or other engagement, compliance testing, substantive testing, statistical sampling, evaluation of findings, and preparation of reports. Prerequisite: ACC 423.

435-3 Financial Statement Analysis. (3-0) Use of financial statements to analyze the position of a firm. Topics include analysis techniques and limitations imposed by generally accepted accounting principles. Prerequisite:
ACC 303 (Intermediate Accounting I).

450-3 Management Information Systems. (3-2) This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts of systems are development, security, privacy and ethics associated with information systems are stressed. Credit will be awarded for only 1 of the following courses: CIS 405, ACC 450, CIS 450, or MGMT 450. Prerequisite: CIS 103 or 3 hours Advanced CIS or ACC/CIS 301 and Junior classification. Lab Fee $15.

457-3 Accounting Theory. (3-0) A systematic study of the generally accepted accounting rules and principles that govern the practical application of accounting methods. Prerequisites: ACC 303 and 304 (Intermediate Accounting I and II).

485-3 Seminar. (3-0) A study of current issues and developments in accounting. Prerequisite: approval of instructor.

486-v Problems. (Credit variable) A directed study of selected problems in accounting. May be repeated with approval of School Director. Prerequisites: Senior classification and approval of School Director.

503-3 Accounting for Management. (3-0) A study of accounting as related to problems of making business and economic decisions. Includes both financial and managerial accounting. Readings, problems, and cases requiring use of accounting data. Prerequisite: FIN 500 or approval of instructor.

585-3 Accounting Seminar. (3-0) Selected accounting topics of current importance to business management. May be repeated once for credit when topics vary.

586-v Problems. (Credit variable) 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: Approval of School Director.

AVIATION SCIENCE (ASCI)

301-3 Air Carrier Operations. (3-0) Designed to expand upon the Federal Aviation Regulations relating to various specialized facets of the aviation industry, including airline operations, aircraft certification, air-worthiness standards and airport operations. Prerequisite: Commercial Pilot Certificate or instructor approval.

302-3 Techniques of Instruction. (3-0) Acquaints the student with the fundamentals of teaching and learning in an aviation oriented environment. It also introduces techniques of instruction and analysis of flight maneuvers. The theory of flight and Federal Aviation Regulations relating to the flight instructor rating are taught in this course. Prerequisite: Commercial Pilot Certificate or instructor approval.

303-3 Air Traffic Control. (3-0) Instruction pursues Terminal Enroute Air Traffic Controllers Procedures, controller's standpoint of ARTC, Departure, Arrival, Tracon, Airport Control Tower procedures, air traffic separation, and enroute and approach clearance criteria. Practical application of Air Traffic Control procedures by field trips and Airport Control Tower Operation are specifically accentuated.

304-3 Airport Management. (3-0) The requirements for developing a public airport to include local and state governmental agencies are studied. Federal aid and regulations are examined. Also, the management required for the overall airport operations to include 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 are covered in the areas studied.

307-3 Aviation History. I (3-0) A study of people and events from ancient times through 1939 that have influenced modern aviation internationally. Historical evidence such as artifacts and recorded documents will be examined to document the role aviation has played in world events. Prerequisite: junior classification.

308-3 Aviation History II. (3-0) A study of people and events from 1939 to the present that have influenced modern aviation internationally. Historical evidence such as artifacts and recorded documents will be examined to document the role aviation has played in world events. Prerequisite: junior classification.

401-3 Aviation Law. (3-0) The field of aviation has developed its own distinctive body of statutes, treaties, regulation and case law. Each of these areas will be studied as well as specialized rules and laws that have been developed because of the distinctive nature of the airplane as a mode of transportation. Extra emphasis will be placed on General Aviation. Both the "text method" and "case method" will be used in the course of instruction.

402-3 Advanced Aircraft Systems. (3-0) This course is designed to prepare the commercial pilot for the application and operation of advanced aircraft systems that are used by aircraft utilized in air carrier operations. A thorough study of aerodynamics, federal aviation regulations, weight and balance

and the turbine systems will be covered. Prerequisite: Commercial Pilot Certificate or instructor approval.

408-3 Aviation Safety. (3-0) A study of detailed analysis of effective procedures and techniques in the development and supervision of an Aviation Safety program. A comprehensive program in aircraft accident prevention is studied for implementation. The use of statics and related materials are covered throughout the course. Safety measures and education media materials are extensively used.

411-3 Internship. (0-20) Provides a closely supervised experience in Aviation Management in a fixed base operations, regional/major airline operations or municipal airport management operations setting. Management problems are stressed and resolution techniques are implemented. Customer service is an important phase of the management process. This course is open only to Aviation Science majors. Prerequisites: 12 hours of upper-level aviation courses, ASCI 304 and permission of instructor to enroll required. Field assignment fee $75.

444-3 Historical Applications in Aircraft Design. (3-0) This course presents the study of the evolution, concepts, and design aspects used in aircraft development with emphasis on aerodynamic efficiency and aircraft manufacture. Scale models from various historical periods will be constructed and studied.

485-3 Seminar in Aviation. (3-0) A survey of current issues in aviation. Readings are required from current aviation publications and other related periodicals. May be repeated for credit when topics vary. Prerequisite: Approval of School Director.

486-v Aviation Problems. (Credit variable) A directed study of selected problems in aviation. May be repeated with approval of the School Director. Prerequisite: approval of School Director.

COMPUTER INFORMATION SYSTEMS (CIS)

300-3 Computer Technology and Impact. (3-2) Explores today and tomorrow's technology with special attention to the impact on real people at 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. The course is designed those students with little or no experience with personal computers and/or the applications presented. Lab fee $15.

301-3 Business Analysis Using Spreadsheets. (3-1) Theory and application of microcomputer technology applied in accounting, finance, management, and other business disciplines. Intended to stimulate creative initiative and to develop basic analytical skills in performing common business tasks. Credit for both CIS 301 and ACC 301 will not be awarded. Prerequisite: ACC 203. Lab fee $15.

302-3 Database and Data Management for Small Businesses. (3-2) Studies relational and object oriented database packages. In addition, students improve their knowledge and skill with a current personal computer operating system. Prerequisites: CIS 103 or 300 or approval of School Director. Lab fee $15.

303-3 Programming Logic and Design. (3-2) Emphasis is on typical business processing. Covers the logic of decision making, nested looping, multidimensional arrays, implementation of the structure theorem and Boolean Algebra. The tools taught for documenting logical problem solutions include structured flowcharts, structured pseudo code, hierarchy charts and decision tables. The course focuses on business problem solving and does not count as a programming language. Prerequisite: CIS 300 or approval of School Director. Lab fee $15.

304-3 Topics in Computer Information Systems. (3-2) A study of selected topics in programming languages, programming techniques, or job control languages. Normally only one major topic will be considered per offering. May be repeated once for credit as topics vary. Prerequisite: Varies with topic. Lab fee $15.

305-3 Operating Systems Theory and Practice. (3-2) A study of the history, development, and principles of computer operating systems and their variants in mainframe, minicomputer, server, and microcomputer application environments. Topics will include related software issues, programming capabilities, and job control languages. Selected operating systems representing various hardware environments will be studied. Prerequisite: One course from CIS 212, 240, 241, 242, 330, 331, 332, or other introductory programming language. Lab fee $15. Course fee $30.

307-3 Applications Project with Laboratory. (1-5) Strengthens interests or corrects deficiencies in specific areas of computer information systems. Students will develop and document a software product using a formal software development process. Where possible, projects of value are actively sought from local businesses, governments, or nonprofit organizations. May be repeated for credit when topics change. Course may be taught as an independent study or in a classroom environment. Prerequisites: Based on topic. Lab fee $15.

312-3 Technical Support Management and Operations. (3-2) A study of the technical support industry, which will include its scope, significance, job skills, training, software availability, support problems, and place in the information technology industry. Specific tech supports skills will be practiced in laboratories, to include use of resources, troubleshooting, and customer relation skills. Prerequisites: Solid working knowledge of computer applications and technology and CIS 103 or 300 or approval of School Director. Lab fee $15. Course fee $15.

313-3 Advanced COBOL Programming. (3-2) A study of advanced COBOL programming techniques, including multi-file and indexed file processing, advanced table handling, and interactive programming, as applied to complex business programming problems. Prerequisite: CIS 212 or approval of School Director. Lab fee $15. Course fee $15.

315-3 Web Site Development & Design. (3-2) A study of the principles of web authoring including planning, design, and production of interactive web pages. Exploration and implementation of a variety of current web authoring tools and web-based scripting languages. Prerequisite: CIS 103 or 300 or approval of School Director. Course fee $50. Lab fee $15.

317-3 Special Topics. (3-2) A study of various issues, products, and technology current to computer information systems. This course may be repeated once for credit. Prerequisites: Approval of instructor or School Director. Lab fee $15.

330-3 C++ Programming. (3-2) An accelerated study of structured C++ programming using microcomputers. Covers syntax, operators, functions, standard input/output, arrays, pointers, and structures in C++. Primarily offered on the Central Texas campus. Prerequisite: CIS 241 or CIS 331 or approval of School Director. Lab fee $15.

331-3 Visual Basic Programming. (3-2) An enhanced coverage of visual application development using Visual Basic and the native integrated development environment. Covers logic, working with forms, sequential and direct file access, scope and visibility rules, and numerous additional Visual Basic topics. The student will analyze and program several problems. Primarily offered on the Central Texas campus. Prerequisite: CIS 103 or 300, and CIS 110 or 303 or concurrent enrollment or approval of School Director. Lab fee $15.

332-3 Java Programming. (3-2) An in-depth study of applications development using Java. Covers identifiers and reserved words, objects and primitive data, program statements, arrays and vectors, exceptions and I/O streams, graphical user interfaces and numerous additional JAVA topics. Students will

analyze and program several problems. Primarily offered at the Central Texas Campus. Prerequisite: CIS 331 or approval of School Director. Lab fee $15.

340-3 Advanced C++ Programming. (3-2) An advanced course in the C++ programming language. Covers the advanced features of C++ such as classes, friends, abstraction, operator overloading, inheritance, polymorphism, templates, and object oriented programming techniques. Students will analyze and program several representative problems. Prerequisite: CIS 240 or 330 or approval of School Director. Lab fee $15.

341-3 Advanced Visual Basic Programming. (3-2) A study of advanced Visual Basic programming techniques, including declaration and manipulation of arrays, accessing database files, and advanced data handling techniques. Students will analyze and program several representative problems. Prerequisite: CIS 241 or 331 or approval of School Director. Lab fee $15.

342-3 Advanced Java Programming. (3-2) An advanced course in the Java programming language. Covers advanced Java capabilities such as class features, error handling, and security techniques, Java streams JavaBeans, database connectivity, Java servlets, and Java Server pages, and advanced object-oriented programming techniques. Students will analyze and program several representative problems. Prerequisite: CIS 242 or 332 or approval of School Director. Lab fee $15.

343-3 C# for Windows and Web-Programming. (3-2) Advanced programming using the C# programming language to create Windows applications in an Internet and intra-network environment. Explores object-oriented design, client-server interaction, event-driven programming, graphical user interfaces, distributed data, and distributed applications. Prerequisite: CIS 240 or 330 or approval of School Director. Lab fee $15.

345-3 Topics in PC Software & Applications. (3-2) A study of selected personal computer applications and software packages. Students will explore the operation and usefulness of commonly available personal computing software solutions. May be repeated once for credit as topics vary. Prerequisite: Varies with topic. Lab fee $15.

346-3 Personal Computer Technology. (3-2) An enhanced study of the technology and hardware operation microcomputers, their peripherals, and operating system software. Also considered are hardware configuration and selection, installation and test procedures, and routine maintenance. Primarily offered on the Central Texas campus. Prerequisite: CIS 103 or 300 or approval of School Director. Lab fee $30. Course fee $50.

347-3 Data Communications. (3-2) A study of voice and data communications technologies, concepts and applications, including communications terminology, hardware, software, protocols, and managerial issues in data and voice communications. Topics will include alternatives available in hardware, software, and transmission facilities, design integration, selection and implementation of communications solutions. In addition, students will explore the current and future impact and directions of these technologies. Prerequisite: CIS 103 or 300 or approval of School Director. Course fee $15. Lab fee $15.

348-3 Network Architecture and Design. (3-2) A study of network architecture, industry standards and communications protocols, the placement of networking devices and components, transmission media selection, logical and physical topologies, data transmission, and structured cabling for local area networks (LANs) and wide area networks (WANs). Network designs will include required components and address services as specified in an industry specific Request for proposal (RFP). Application exercises will include preparing and presenting a design proposal in response to an RFP and installation, configuration, testing and troubleshooting of WAN/LAN wiring interface technologies. Prerequisites: CIS 347 or the combination of CIS 106 and 107 or approval of the School Director. Course fee: $150. Lab fee $15.

351-3 Data Structures. (3-2) Theory and applications of commonly used computer data structures, files, file organization and access methods, databases, and other storage and retrieval methods. Prerequisite: CIS 340 or 3 hours from 331, 332, and CIS 330 or approval of School Director. Course fee $15. Lab fee $15.

389-3 System Analysis and Design. (3-2). A study of the 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. Traditional and current methodologies, including computer aided analysis and design tools will be considered. Topics will be approached through project-oriented cases and projects, which integrate theory and practical application. Prerequisite: 1 course from CIS 313, 330, 331, 332, 340, 341, 342, 343 or approval of School Director. Course fee $15. Lab fee $15.

399-3 Cooperative Education. (1-8) Experiential learning and application of relevant CIS concepts in an actual work environment. The student must be employed 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. Enrollment in the course must be preceded by consultation between the student and the co-op coordinator, formal application by the student to the program, and departmental approval for admission to the program. May be repeated once for credit. Prerequisites: Approval of co-op coordinator or School Director. Field experience fee $75.

401-3 Database Theory and Practice. (3-2) Database concepts and structures. File and data management principles underlying database construction. Fundamental types of database models, with emphasis on relational databases as well as on major non-relational forms. Practice in analysis, design, development, and optimization of working database applications on a variety of problems. Small and large system databases will be considered. Prerequisite: One course from CIS 313, 330, 331, 332, 340, 341, 342, 343, C S 241 or approval of School Director. Course fee $15. Lab fee $15.

407-3 Topics in Networking. (3-2) Provides an introduction and study of various alternative or innovative network software packages, to include network focused tools, utilities, and operating systems. The course materials are selected from contemporary tools and products with emphasis on those gaining widespread commercial and institutional acceptance. The focus of the course will be an exploration of the usefulness and operation of the topic of study. May be repeated once for credit as topics vary. Prerequisite: Varies with topic. Lab fee $15.

408-3 Advanced Programming Language. (3-0) Develops the programming proficiency in a modern programming language. Students complete many programming assignments to achieve necessary knowledge and skills. May be repeated as topics vary. Prerequisite Approval of instructor or School Director. Lab fee $15.

409-3 Decision Support Methods. (3-3) Using computer-based decision, analysis, planning, and presentation methods in the context of management strategy and policy problem solving. Application of software tools such as databases, spreadsheets, statistical graphics, and presentation programs for extracting, organizing and presenting information in support of management decision making. Prerequisites: CIS 103 or 300, ACC 204, MGMT 301, FIN 301, MKTG 314, G B 311, or approval of School Director. Lab fee $15.

415-3 Interactive and Applied Multimedia. (3-2) An exploration of multimedia tools and their relationship to various disciplines of study. A review of the principles of multimedia and the effective uses of multimedia will be conducted. The production and design of multimedia systems will culminate the course of study. Prerequisite: CIS 315 or approval of School Director. Lab fee $15.

435-3 UNIX Systems Admin & Pro. (3-2) Examines in detail the underlying conceptual considerations of UNIX operating system and its variants in mainframe, minicomputer, server and

microcomputer application environments. Topics will include memory and process management, multi-programming and processing, interrupt structure, and parallel processing mechanisms and procedures. Will include practical laboratories in the configuration and programming of one or more UNIX operating systems. Prerequisite: CIS 305 or 12 hours CIS courses or approval of School Director Lab fee $30. Course fee $50.

440-3 Algorithm Design and Analysis. (3-2) Introduces the modern study of computer algorithms with emphasis on how to select the best algorithm for a task considering the specific computing environment. Students extensively study searching and sorting algorithms for their importance in computing. Other topics include: efficiency, readability, maintainability, advanced design and analysis techniques, advanced data structures, and graph algorithms. Prerequisites: CIS 351 or approval of School Director. Lab fee $15.

443-3 Advanced Systems Analysis. (3-2) This course concentrates on advanced systems analysis concepts with an emphasis in data and process decomposition and modeling. CASE tools support both the models and the interaction analysis of processes and data. The enterprise-wide view of system analysis stresses the theory behind and the generation of normalized relational database tables. Course includes material on user-centered requirements gathering and analysis. Prerequisites: CIS 389, and 401 or approval of School Director. Lab fee $15.

444-3 Advanced System Design and Development. (3-2) This capstone course places a strong emphasis on combining the best practices of system design, including the professional, interpersonal, and technical skills required to analyze, propose, develop, and build modern large-scale business information software systems. The student will apply information engineering principles and theory to the design and development of a complex interactive system using software engineering and data management tools. This approach will involve all the stages of the full system development life cycle, through construction and implementation. This course serves to integrate the skills of the senior CIS student. Prerequisite: CIS 443 or approval of School Director. Lab fee $15.

445-3 Network and Systems Security. (3-2) 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. Areas covered include electronic information and message security, database and file integrity, physical security, security management, security risk analysis, and encryption. Prerequisites: CIS 107 or 347 or approval of School Director. Lab fee $15.

447-3 Advanced Database Systems. (3-2) Studies the theory and practice in the analysis, design, development, implementation, and optimization of working database applications on a variety of problems focusing on topics such as database administration. Prerequisite: CIS 401 or approval of School Director. Course fee $30. Lab fee $15.

450-3 Management Information Systems. (3-2) This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. 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: CIS 405, ACC 450, CIS 450, or MGMT 450. Prerequisite: CIS 103 or 3 hours Advanced CIS or ACC/CIS and Junior classification. Lab Fee $15.

452-3 Structured Query Language (SQL). (3-2) A study of SQL, including relational database schema in SQL, formulating SQL queries and sub queries of varying complexity, embedding SQL statements in a “host” language, defining and querying data views in SQL, and other related topics. Prerequisites: CIS 401 or approval of School Director. Course fee $15. Lab fee $15.

476-3 Network Administration. (3-2) Studies communications architectures, protocols, and interfaces as they relate to network operating systems. Topics will include communications networking techniques such as circuit switching, packet switching, broadcast networking and internetworking. Also included will be installation, configuration, client handling, basic security, and troubleshooting of a network operating system. A modern network operating system will be used to provide extensive hands-on experience in configuring and administrating a network. Prerequisites: CIS 107 or 347 or approval of School Director. Lab fee $15. Networking program fee $175.

478-3 Comprehensive Networking. (3-2) A comprehensive course requiring the student to plan, analyze, design, install, and configure a working computer network. Application exercises include the installation and configuration of a network operating system, the creation of required used interfaces, establishing network security, and establishing print services for a network. A modern network operating system will be used for extensive hands-on computer exercises to practice and demonstrate network skills. Prerequisites: CIS 476 or approval of School Director. Lab fee $15. Networking program fee $175.

479-3 The Technology of E-Business. (3-2) 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. Credit for both CIS 479 and MKT 479 will not be awarded. Prerequisites: CIS 103 or 300.Lab fee $15.

480-3 Software Engineering. (3-2) Emphasizes the production of high quality software for medium and larger scale projects. Theoretical software engineering research is the basis for a practical approach to developing quality software. Students study a software life-cycle model, fundamental software engineering principles, and documentation standards in detail. A significant team project is required. Prerequisite: CIS 340 or 343, 440. Course fee $50. Lab fee $15.

484-3 Internship in Computer Information Systems. (1-8) This course is designed to provide the student with actual work experience as a programmer/ programmer analyst. The student will have the opportunity to apply the principles, concepts, and skills learned during the first three years of collegiate training. May be repeated for credit. Prerequisite: Approval of internship coordinator or School Director. Field experience fee $75.

485-3 Professional Senior Seminar. (Professional Development Seminar.-old) (3-2) Professional-level enrichment for CIS majors with activities which may include participation in professional organizations, current events, research and presentations, job market analysis, interviewing, resume preparation, preparation and sitting for professional certification exam. Prerequisite: 24 hours of CIS courses. Lab fee $15.

486-v Problems. (Credit variable). Selected individual topics in business on technical computer applications, practicum, field project, or other suitable computer studies. May be repeated for a maximum of 6 semester hours credit. Prerequisite: Approval of School Director.

501-3 Computer Based Information Systems. (3-2) Survey of concepts and applications of computers and information systems. Practice in use of modern productivity applications on personal computers. Lab fee $15.

502-3 Procedural Language Programming and Design. (3-2) A study of the design and programming of business systems. Students will become familiar with the primary program design tools such as hierarchy charts, flowcharts, and pseudocode. A standard modular design becomes the crux of the programming experience. Topics include comparison, data validation, control breaks, and tables. Prerequisite: CIS 501 or School Director approval. Lab fee $15.

503-3 Foundations of Computer Programming. (3-2) Provides concepts and tools of computer programming that underlie the principles of computer systems. Emphasizes concepts that assist in the creation and support of Management Information Systems. Prerequisite: CIS 502 or approval of School Director. Lab fee $15.

504-3 Telecommunications for Managers. (3-2) Examines 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. Prerequisite: CIS 501 or approval of School Director. Lab fee $15.

505-3 Productivity Application Automation. (3-2) Theory and application of the programming and scripting techniques to automate various tasks that need to be accomplished using productivity software. A review of the principles of task automation and the effective uses of programming and scripting techniques for conducting this automation will be conducted. An exploration of programming and scripting tools and their use in the creation of programs, scripts, and macros. Prerequisite: CIS 501 or approval of School Director. Lab fee $15.

507-3 Systems Analysis for Managers. (3-2) Investigates and compares various analysis approaches for application automation while highlighting management considerations for planning and developing automated systems. Systems life cycle models and case studies are used. Prerequisite: CIS 503 and 516 or approval of School Director. Lab fee $15.

510-3 Technology Planning for Educators. (3-2) Designed to provide educational leaders with an understanding of the technology planning process. An examination of the theories, practices, and competencies required to effectively design, implement, and evaluate a technology plan for instructional and administrative purposes within a school district. The development of a comprehensive technology plan will culminate the course of study. Prerequisite: CIS 501 or School Director approval. Lab fee $15.

511-3 Managing Information Systems. (3-2) Studies the management and use of information and technology as a resource to create competitive businesses, manage global operations, provide useful products and provide quality services to customers, whether public or private. Examines information systems management, intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems. Prerequisite: CIS 501or approval of School Director. Lab fee $15.

512-3 Technical Support Management and Operations. (3-2) Students study issues of organizing and staffing a technical support help desk. Students explore the numerous management techniques and operational concepts that businesses and governmental organizations use to manage successful technical support activities. Students survey the wide array of commercially available technical support software. In addition, students experience working with the public to deliver technical support in an operational environment. Prerequisite: CIS 501 or approval of School Director. Lab fee $15.

515-3 Principles of Database Design and Development. (3-2) Survey of concepts and practices underlying the development of database systems. Included in the study are a historical review of database systems, development and normalization of database systems, and methods to query database systems. Prerequisite: CIS 501 or approval of School Director. Lab fee $15.

516-3 Applied Database Management. (3-2) Examines the objectives and methodologies of database management. Topics include data models, database design, data dictionaries, fourth generation programming languages, data integrity, security, and privacy. Students use a commercial database. Prerequisite: CIS 515 or approval of School Director. Lab fee $15.

517-3 Special Topics. (3-2). A study of various issues, products, and technology current to computer information systems. May be repeated once for credit as topics vary. Prerequisites: Varies with topic. Lab fee $15.

518-3 Quantitative Concepts in Computing. (3-2) An examination of measurements related to software projects and applying measurement techniques to information technology related problems. Analyses of programs and selected algorithms are performed. A statistical program will be used to analyze data. Prerequisite: CIS 502 or approval of School Director. Lab fee $15.

519-3 Decision Support Systems. (3-2) An examination of the fundamentals of management support systems. Includes an examination of Decision Support Systems and other collaborative systems, Executive Support Systems, Expert Systems and Intelligent Systems. Lab fee $15.

520-3 Seminar on Computer Based Systems. (3-0) Topics will vary according to timeliness and special needs. May be repeated once for credit as topics vary.

525-3 Unified Modeling Language (UML). (3-2) A study of the Systems Development Life Cycle using the Unified Modeling Language (UML) in an object-oriented software system environment. Students will model the elements, structure, and behaviors of object-oriented software systems using UML. Students will learn how to use UML to identify objects and classes, to capture requirements and define use cases, to extend and enhance visual models, and to model the details of object behavior with activity and state-chart diagrams. Students will also learn how to implement the UML models in a software system. Prerequisites: CIS 503 and 515 or School Director approval. Lab fee $15.

527-3 Object Role Modeling. (3-2) The ORM methodology is suited to describing the relationships that exist in a system. The concept of a system includes any set of objects that interact to solve a problem, thus creating a business process model. The class is team structured, and the teams are given a set of problems to solve that require a system level solution. Prerequisites: CIS 503 and 515 or approval of School Director. Lab fee $15.

545-3 Extensible Markup Language (XML). (3-2) This course studies well-formed XML and validated XML documents and the language facilities for working with hierarchical data. The class is composed of teams that are given life-like problems to describe with XML as well as transforming the XML data to an external presentation. Prerequisite: CIS 503 or approval of School Director. Lab fee $15.

549-3 Topics in Programming. (3-2) Develops programming proficiency in a modern programming language. Students complete many programming assignments to achieve necessary knowledge and skills. May be repeated once for credit as topics vary. Prerequisite: Approval of instructor. Lab fee $15.

551-3 IT Project Management. (3-0) Studies the genesis of project management and its importance to improving the success of information technology projects. Project management concepts and techniques are emphasized, and students are required to apply these concepts by working on a group project as a project manager or active team member. Prerequisite Course(s): CIS 511: Managing Information Systems or approval of Department Coordinator.

552-3 Decision Analysis Tools. (3-2) The application of advanced decision analysis tools in solving financial, statistical, and managerial decision-making problems. The learning outcomes from this course will include mastery in applying spreadsheet-based functions to a variety of organizational problems. Prerequisite: CIS 511 and knowledge of basic spreadsheet functions. Lab Fee: $15

560-3 Multimedia Application Development. (3-2) Theory and application of the multimedia application development process. A review of the principles of user interface, design, graphic design, and interactivity including the appropriate application of these principles to multimedia will be

conducted. Students will explore computer-based multimedia development tools and their use in the creation of various types of multimedia applications. The planning, design, production, and evaluation of interactive multimedia projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 501 or School Director approval. Lab fee $15.

561-3 Multimedia: Desktop Publishing. (3-2) Theory and application of the multimedia application development process to desktop publishing. A review of the principles of typography and design including the appropriate application of these principles to desktop publishing will be conducted. An exploration of computer-based desktop publishing tools and their use in the creation of various types of products. The planning, design, production, and evaluation of desktop publishing projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 560 or approval of School Director. Lab fee $15.

562-3 Multimedia: Audio and Video. (3-2) Theory and application of the multimedia application development process to the creation of video projects. A review of the principles of design and video-related equipment operation including the appropriate application of these principles to video projects will be conducted. An exploration of computer-based audio and video editing tools and their use in the creation of various types of products. The planning, design, production, and evaluations of video projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 560 or approval of School Director. Lab fee $15.

563-3 Multimedia: Graphics and Animation. (3-2) Theory and application of the multimedia application development process to creation of graphics-related projects. A review of the principles of graphic design and the appropriate application of these principles to motion and still graphics projects will be conducted. An exploration of computer-based graphics and animation editing tools including their use in the creation of various types of graphics-related products. The planning, design, projection, and evaluation of graphics-related projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 560 or approval of School Director. Lab fee $15.

564-3 Multimedia: Authoring. (3-2) Theory and application of the multimedia application development process to the creation of interactive multimedia-based projects. A review of the principles of user interface design and interactivity and the appropriate application of these principles to interactive multimedia-based projects will be conducted. An exploration of computer-based multimedia authoring and scripting tools and their use in the creation of various types of interactive multimedia-based projects. The planning, design, production, and evaluation of interactive multimedia-based projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 560 or approval of School Director. Lab fee $15.

565-3 Multimedia: Web Development. (3-2) Theory and application of the multimedia application development process of the creation of web-based authoring and scripting tools and their use in the creation of various types of web-based projects. The planning, design, projection, and evaluation of interactive web-based projects for delivery through a variety of media will culminate the course of study. Prerequisites: CIS 560 or approval of School Director. Lab fee $15.

566-3 Computer-Based Training. (3-2) Theory and application of the multimedia application development process to the creation of computer-based training. A review of the principles of instructional design and the appropriate application of these principles to interactive computer-based training will be conducted. An exploration of computer-based multimedia authoring and scripting tools and their use in the creation of various types of computer-based training projects. The planning, design, and production, and evaluation of computer-based training projects for delivery through a variety of media will culminate the course of study. Prerequisite: CIS 560 or approval of School Director. Lab fee $15.

569-3 Multimedia: Project Management. (3-2) Theory and application of project management techniques to multimedia application development. A review of the principles of project management and the appropriate application of these principles to multimedia-based projects. An exploration of computer-based project management tools and their use in the management of multimedia-based projects. The planning, design, projection, and evaluation of complex interactive multimedia-based projects for delivery through a variety of media will culminate the course of study. Prerequisites: CIS 560 and six hours from CIS 561, 562, 563, 564, 565, 566 or approval of School Director. Lab fee $15.

576-3 Network Administration and Design (LAN). (3-2) Studies of communications architectures, protocols and interfaces. Communications networking techniques such as circuit switching, message switching, packet switching, broadcast network and inter-networking are explored. Prerequisites: CIS 5043 or approval of department. Lab fee $15.

578-3 Network Design and Administration (WAN). (3-2) Studies network installation planning, preparing the hardware, installing a network operating system, configuring the user environment, creating the user interface, establishing network security, establishing printing services, network administration, network utilities, maintenance techniques, monitoring performance, trouble shooting and configuring the network for maximum efficiency. Prerequisite: CIS 576. Lab fee $15.

579-3 The Technology of E-Business. (3-2) A study of the technical and business considerations for creating and operating an electronically based business. Students will study the environment from an operational and legal perspective, analyze the technologies available and implement an e-commerce project integrating database, web pages, and script languages. Prerequisite: CIS 501, or approval of School Director. Lab fee $15.

580-3 E-Business Application Development. (3-2) This course examines issues related to supporting a business that uses the Internet and other on-line implementations. The course operates in a team environment simulating a business organization and requires the team develop and implement database and Internet technologies. Prerequisites: CIS 503 and 516 or approval of School Director. Lab fee $15.

586-v Problems. (Credit variable) This course offers students the opportunity to study CIS topics 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: Approval of the School Director.

588-3 Thesis. (3-0) Scheduled when the student is ready to begin the thesis. No credit until the thesis is accepted. Prerequisites: CIS 518, 598, consent of major advisor or approval of School Director.

590-v Selected Topics in CIS. (Credit variable) An examination of various topics in the Computer Information Systems area with focus on current and recent developments. May be repeated as topics vary for a maximum of 6 semester hours. Prerequisite: Approval of School Director.

595-3 Research Project with Laboratory. (1-5) Independent study course in specific areas of Information Systems. May be repeated for credit once when topics change. Prerequisites: Approval of School Director. Lab fee $15.

598-3 Research Methods in Information Systems. (3-2) This course examines timely topics related to computer-based systems. The course develops research skills, problem-solving skills, applies the scientific method refines presentation skills, and promotes team involvement. The course operates in a distributed team environment using the Internet as its communication vehicle. Prerequisite: CIS 501 or approval of School Director. Lab fee $15.

599-3 Internship. (1-8) Supervised work experience in an information technology-related position with a public or private organization. May be repeated for a total of 6 hours credit. Field experiences fee $75. Prerequisite Course(s): 6 semester hours of prefix CIS courses or equivalent and approval of internship coordinator or department coordinator.

COMPUTER SCIENCE (C S)

304-3 Topics in Computer Science. (3-2) A study of selected topics in computer systems including programming languages, programming techniques, or other specialized topics. Normally only one major topic will be considered per offering. May be repeated once for credit as topics vary. Prerequisite Course(s): 6 hours of C S or approval of department coordinator. Course fee $15. Lab fee $15.

343-4 Computer Architecture. (3-3) 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. Credit for both C S 343 and ENPH 343 will not be awarded. Prerequisite Course(s): CS 248: Introduction to Digital System Design; ENPH 248: Introduction to Digital System Design. Course fee $15. Lab fee $15.

345-3 Computer Graphics. (3-2) Graphics architectures and data structures, color, matrix-based geometry in 2 and 3 dimensions, clipping, segmentation, interaction handling, visible surface determination, scene modeling and animation. Lab fee $15. Prerequisite Course(s): CS 241: Data Structures; Co-Requisite Course(s): MATH 332: Linear Algebra

380-3 Operating Systems. (3-2) Introduction to the design and development of operating systems. Analysis of current system software technology, including process management, memory organization, security, and file systems. Prerequisite Course(s): CS 241: Data Structures. Co-Requisite Course(s): CS 343: Computer Architecture. Lab fee $15.

389-3 Introduction to Software Engineering. (3-2) Object oriented software development process, requirements analysis, software design concepts and methodologies, object oriented programming, and debugging. Prerequisite Course(s): CS 230: GUI Development; CS 241: Data Structures. Lab fee $15.

401-3 Database Theory and Practice. (3-2) Database concepts and structures. File and data management principles underlying database construction. Fundamental types of database models, with emphasis on relational databases as well as on major non-relational forms. Practice in analysis, design, development, and optimization of working database applications on a variety of problems. Small and large system databases will be considered. Credit for both CIS 401 and C S 401 will not be awarded. Lab fee $15. Prerequisite Course(s): 3 hours programming language or approval of department coordinator.

441-4 Microprocessor System Design. (3-3) Introduction to microprocessors; 8/16 bit single board computer hardware and software designs; chip select equations for memory board design, serial and parallel I/O interfacing; ROM, static and dynamic RAM circuits for no wait-state design; assembly language programming, stack models, subroutines and I/O processing. Credit for both C S 441 and ENPH 441 will not be awarded. **Prerequisite Course(s)**: ENPH 248: Introduction to Digital System Design; CS 248: Introduction to Digital System Design. Course fee $15. Lab fee $15.

451-3 Distributed Applications. (3-2) A study of the architecture and design of distributed applications. N-tier application and supporting technologies are investigated including client/server architecture, supporting languages, transaction processing, and distribution of processes. Prerequisite Course(s): CS 389: Introduction to Software Engineering; CS 401: Database Theory and Practice. Lab fee $15.

478-4 Computer Networks. (3-2) Bottom-up presentation of computer network hardware and protocols, going through the five main layers: physical, data link, network, transport, and application. Special emphasis is placed on the medium access control sub-layer for local area networks, IP routing, security and modern wireless access technologies. **Prerequisite Course(s):** CS 221: Object Oriented Programming; CS 241: Data Structures; MATH 209: Calculus II. Course fee $50. Lab fee $15.

486-v Computer Science Problems. (1/3-0/2) Special problems in computer science. Work may be either theory or laboratory. May be repeated with the approval of the department coordinator for additional credit when fewer than four credits have been earned. Prerequisite Course(s): 9 hours of computer science.

490-3 Advanced Topics in Computer Science. (3-2) Special topics in computer science, such as artificial intelligence, security, robotics, human-computer interaction. May be repeated for additional credit with approval of the department coordinator. Prerequisite Course(s): 9 hours of computer science. Lab fee $15.

530-3 Simulation. (3-2) Introduction to simulation with emphasis on simulation methodology, random number generation, time flow mechanisms, sampling techniques, and validation and analysis of simulation models and results. Simulation languages and their applications will be investigated. Prerequisite Course(s): MATH 131: Introduction to Probability and Statistics; CS 241: Data Structures; and Graduate standing. Lab fee $15.

560-3 Artificial Intelligence. (3-2) Introduces representations, algorithms and architectures used to build intelligent systems. Predicate calculus, state-space representation and search, heuristic search, knowledge-based problem-solving, symbol-based and connectionist machine learning, intelligent agents, robotics. Prerequisite Course(s): MATH 131: Introduction to Probability and Statistics; CS 241: Data Structures. Lab fee $15.

CRIMINAL JUSTICE (C J)

300-3 Juvenile Delinquency. (3-0) A study of the nature, extent, causation, treatment, and prevention of juvenile delinquency. A survey of the procedures and operations of the juvenile justice agencies will also be considered.

301-3 Survey of Forensic Science. (3-0) Introduces the scientific methods that currently play a major role in solving crimes. It provides background information on various forensic disciplines together with the basic techniques utilized by forensic scientists in analyzing common types of physical evidence.

305-3 Criminology. (3-0) Study and critical appraisal of various theories of crime causation, including an examination of classical, biological, psychological, and sociological perspectives on the etiology of crime. Prerequisites: C J 131 or approval of instructor.

308-3 Comparative Criminal Justice. (3-0) A study of criminal justice systems around the world. The organization, administration, and philosophy of various criminal systems will be examined, along with the cultural and historical environment in which they developed and exist. Prerequisite: 18 hours C J or approval of School Director.

310-3 Criminal Justice Supervision and Management. (3-0) A study of theories and principles of supervision as applied to criminal justice agencies. Topics include organization, leadership, motivation, human resources flow, and managerial ethics. Prerequisite: Junior classification or approval of instructor.

311-3 Techniques of Interviewing. (3-0) A study of interview and interrogation techniques. Topics include preparation, environmental and psychological factors, legal issues, and ethics.

315-3 Criminal Evidence. (3-0) An analysis of 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. Prerequisites: CJ 131 and CJ 232 or approval of instructor.

330-3 Community Corrections. (3-0) A study of the philosophy, administrative procedures, and operational techniques used in the community based treatment and supervision of offenders. Prerequisites: SOC 201, CJ 131, or approval of instructor.

340-3 Homeland Security. (3-0) An in-depth study of strategic, legal, policy, operational, and organizational issues associated with the defense of the U.S. homeland from foreign and domestic terrorist threats. Topics include 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.

345-3 Criminal Justice in Film. (3-0) This course explores the role of film in the development of perceptions and stereotypes of criminals, criminal justice professionals, and victims.

352-3 Physical Aspects of Forensic Science. (3-0) This course provides the non-science student with an overview of various forensic physical sciences and their relation to crime scene investigation and the collection, preservation and identification of evidence. It covers methods of laboratory analysis of fingerprints, firearms, toolmarks, documents, and trace evidence, such as glass, soil, paint, hairs, and fibers. Course fee $15.00.

353-3 Biological Aspects of Forensic Science. (3-0) This course provides the non-science student with an overview of various forensic biological sciences and their relation to crime scene investigation and the collection, preservation and identification of evidence. It covers methods of laboratory analysis including forensic disciplines of pathology, anthropology, odontology, entomology, toxicology, serology, DNA, and blood pattern analysis. Course fee $15.00.

356-3 Medicolegal Death Investigation. (3-0) This course provides the non-science student a basic understanding of the specialty field of death investigation. The course focuses on four areas: an overview of the medicolegal investigative system and forensic pathology, death investigation in Texas, death scene investigation and teamwork; and establishing cause, manner and time of death.

404-3 Serial Murder. (3-0) This course explores the topic of serial murder from a criminological perspective. It will examine serial murder in the past, present, and future and will provide a critical analysis of the manner in which serial murder has been depicted by the popular media.

412-3 Criminal Justice Ethics. (3-0) This course presents an analysis of contemporary ethical issues in crime and justice. Classical and contemporary ethical theories will be applied to the discussion of such issues as discretion, corruption, use of force, racism, deception, professionalism, and the nature and meaning of justice. Prerequisite: junior classification or approval of instructor.

416-3 Methods of Criminal Justice Research. (3-0-WI) This course is an introduction to the methods of criminological and criminal justice research, with emphasis on research ethics, research design, and methods of data collection and analysis.

424-3 Penology. (3-0) A study of the structure and function of correctional systems and how various philosophies of correctional treatment affect the operation of confinement institutions. Prerequisite: C J 310 or approval of the School Director. Course fee $25.

425-3 Advanced Investigation. (3-0) Advanced criminal and civil investigation topics will be covered. An examination of frequently used, yet special investigative techniques will also be introduced. Emphasis will be placed on crime scene processing, crime scene analysis, forensic evaluations, investigative techniques, and investigative surveys. Prerequisite: C J 235. Course fee $15.

431-3 Criminal Justice Field Experience. (0-8) 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. Prerequisite: At least 18 hours of C J or approval of the School Director. Course graded satisfactory/unsatisfactory. Field experience fee $75.

485-3 Seminar: Special Topics in Criminal Justice. (3-0) Topics will vary according to timeliness and special needs. May be taken more than once for credit. Prerequisites: C J 131 or approval of the School Director.

486-v Problems in Criminal Justice. (Credit variable) Independent reading, research and discussion. Entry into this course will be arranged with the School Director.

498-3 Senior Seminar. (3-0) This is a capstone course that will assist the student in completing their knowledge of the criminal justice system through a study of current practice related to operations, recruitment, testing, training, law, and other issues to prepare the student for entry into the criminal justice profession. Prerequisite: Senior Year. Restricted to Criminal Justice majors.

500-3 Statistical Methods for Criminal Justice. (3-0) The study of basic and advanced descriptive and inferential statistics, with an emphasis on applications in the criminal justice system. An emphasis will be placed on the various multivariate statistical procedures.

501-3 Theories of Criminology and Deviancy. (3-0) In-depth examination of major theoretical perspectives of crime and deviancy. Theories will be analyzed for their logical and empirical adequacy in light of what is known about the distribution of crime and deviant behavior.

504-3 The American Judiciary. (3-0) A critical evaluation of the role courts play in the American criminal justice system. Topics include the structure, function, and operations of the courts at the state and federal level.

505-3 The Juvenile Justice System. (3-0) A critical analysis of the policies and practices of the juvenile justice system.

508-3 Analysis of Correctional Proc. (3-0) A critical analysis of the issues, problems, trends, and prospects faced by the administration of the American correctional system to include the impact of legal and social change on the correctional agencies and an evaluation of current research in the field.

510-3 The Criminal Justice System. (3-0) A study of the criminal justice system in the United States. This course includes a systems approach to the study of criminal justice and the interrelationships of the various components. The social and political issues related to the criminal justice system are examined in depth.

514-3 Directed Study in Criminal Justice. (0-0) Demonstration of competency in a specialized area of criminal justice through completion of a substantial research project incorporating independent study and critical analysis of the topic area. This is the capstone course for non-thesis students. Prerequisite: permission of instructor.

515-3 Special Topics in Criminal Justice. (3-0) Study of selected topic(s) directly related to criminal justice. May be repeated for credit as topic varies. (Course will be offered not more than one semester each year.)

520-3 Policing. (3-0) An in depth study of the philosophical, operational, and social aspects of law enforcement.

521-3 Management of Criminal Justice Personnel. (3-0) An investigation of the personnel decision-making process used within criminal justice agencies. Areas to be investigated include recruitment, training, continuing education requirements, performance evaluation, fair employment practices, termination, and allocation of personnel.

522-3 Advanced Criminal Justice Ethics. (3-0) The practical implications of moral philosophy and ethics in a free society during the day-to-day administration of a criminal justice agency will be discussed.

540-3 Legal Aspects of Criminal Justice Administration. (3-0) A consideration of the major legal issues of criminal justice management and the effect of constitutional provisions, statutes, ordinances, and judicial decisions in justice administrations. A discussion of the legal aspects of selection, promotion, assignment, and termination of justice employees. Emphasis is on the possible liabilities of managers and agencies for failure to adhere to legal requirements.

586-v Problems in Criminal Justice. (Credit-variable) Independent reading, research, and discussion. Entry into this course will be arranged with the School Director. Students may repeat this course for a total of 6 hours credit.

598-3 Research Methods for Criminal Justice. (3-0) The study of scientific research methods used in the criminal justice system. Includes a review and critique of research on crime causation, law enforcement, courts, and corrections.

COUNSELING (CNSL)

552-3 Seminar in School Counseling. (3-0) An in-depth study of a comprehensive school counseling and guidance program. The course will address the 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. Prerequisite: CPSY 550 or approval of School Director.

559-3 Brief Therapy. (3-0) An in-depth examination of brief therapy including history, philosophy, theory, and techniques. Stresses application of learning through experiential methods. Covers related ethical concerns. Prerequisite: CPSY 550 or approval of School Director.

586-v Problems. (Credit variable) Open to graduate students in counseling who are independently capable of developing a problem in the area of counseling and guidance. Problems chosen by the student must be approved in advance by the instructor.

590-v Selected Topics in Counseling. (Credit variable) An examination of different topics each semester with a focus on contemporary issues in counseling. This course may be repeated for credit as the topic changes.

591-3 Ethical Foundations of Counseling. (3-0) An exploration of the ethical principles of counselors and related codes of ethics. Covers models for ethical decision making and how to apply to counseling practice. Prerequisite: CNSL 550 or approval of School Director.

593-3 Play Therapy. (3-0) An introduction to play therapy with an emphasis on developing counseling skills using play as the means of communication and understanding. Includes background, history, and various play techniques. Covers related ethical concerns. Prerequisite: CPSY 550 or approval of School Director.

595-3 Internship in Counseling I. (3-0) Supervised professional activities in guidance and counseling. Major emphasis is placed on the student's involvement in successful practices at the educational level of interest. Students must have met all academic and professional standards of practice before placement. Lab experiences are included. Prerequisites: CPSY 550, 551, 553, 554, 557, and PSY 581. Field experience fee $75.

596-3 Internship in Counseling II. (3-0) Continued supervised experience of professional activities in counseling and guidance 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. Covers related ethical concerns. Prerequisites: CNSL 595 and the application for internship. Field experience fee $75.

COMMUNICATIONS (COMS)

301-3 Business and Professional Speech. (3-0) 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.

303-3 Debate. (3-0) 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 pre-law. Prerequisites: COMS 101, 102 or permission of the School Director.

304-3 Interpersonal Communication. (3-0) 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: COMS 101 or 301 or permission of the School Director.

404-3 Organizational Communication. (3-0) 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: COMS 301.

406-3 Group Process and Decision Making. (3-0) 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: COMS 101 or 301 or 304 or permission of the School Director.

COUNSELING PSYCHOLOGY (CPSY)

509-3 Assessment & Treatment in Marital & Family Therapy. (3-0) Presents 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. Prerequisites: CPSY 550 and 556 or approval of School Director.

510-3 Family Relationships and Development. (3-0) Study of family systems in relation to life-cycle stages, cultural issues and influences, gender issues, family functions and structural changes. Divorce, post-divorce, remarried, single parent and other alternative family systems are examined in relation to assessment and intervention.

520-3 Advanced Family Systems Theory. (3-0) Comprehensive examination of theory in family studies, with particular focus on 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.

524-3 Human Sexuality and Sexual Dysfunction. (3-0) Detailed examination of sexuality, including reproductive physiology, sexual development and the etiology and treatment of sexual dysfunction. Focus is on the role of sexuality in marital and family dynamics and on treatment planning for sexual dysfunction. Prerequisite: CPSY 550 and 556 or approval of School Director.

550-3 Foundations of Counseling and Psychology. (3-0) Overview of counseling and psychology services commonly found in a variety of settings. Includes individual and group counseling, testing, career planning and placement, referral, and consultation. Examines related theories and concepts with emphasis on counseling skills, as well as history and ethical and professional issues. Prerequisite: Graduate Record Examination and application to the program by specified deadlines.

551-3 Career Counseling and Guidance. (3-0) An in-depth study of career counseling and guidance services that focuses on occupational, educational, and personal/social issues for general and special populations. Includes examination of theoretical bases for career counseling and guidance, study of organization and delivery of information through individual and group activities. Covers related ethical concerns. Students will be required to purchase occupational and educational information materials. Prerequisite: CPSY 550 or approval of School Director.

553-3 Personality and Counseling Theories and Applications. (3-0) Surveys and investigates personality and counseling theories with an emphasis on how theories influence practice. Special emphasis on applications to various populations. Includes role plays and other experiential methods. Videotaped counseling sessions are critiqued. Covers related ethical concerns. Prerequisites: CPSY 550 or approval of School Director.

554-3 Group Procedures for Counselors. (3-0) An introduction to group therapy and group procedures with special emphasis on the development of group counseling skills with children adolescents, adults, and special populations. Supervised experience in group memberships is included. Covers related ethical concerns. Prerequisite: CPSY 550 or approval of School Director.

556-3 Introduction to Family Counseling and Therapy. (3-0) Familiarizes the student with family systems theory as applied to the study of family dynamics, family development, and the resolution of both family and ethical concerns. Prerequisite: CPSY 550 or approval of School Director.

557-3 Methods and Practices in Counseling and Psychology. (3-0) The course is designed to introduce Counseling and Psychology pre-interns to methodology that goes beyond building basic counseling skills and techniques. The course will also teach students the basics of professional documentation and treatment planning. It will also include legal issues related to counseling and psychological services and introduce basic business practices. Prerequisite: CPSY 550 or PSY 560 or approval of School Director.

558-3 Counseling Perspectives on Psychopathology. (3-0) An overview of 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 and treatment alternatives from a counseling perspective. Covers related ethical concerns. Prerequisites: CPSY 550 or approval of School Director.

590-3 Special Topics. (3-0) Presentation of advanced study material on a specialized topic of interest to counseling and psychology. Course may be repeated for credit as topics vary. (Course will be offered not more than one semester each year.)

594-3 Substance Abuse. (3-0) An introduction to addiction counseling. Special attention is given to models of addiction, chemical dependence, process addictions, and co-dependence. An experiential component is included as well. Covers related ethical concerns. Prerequisite: CPSY 550 or approval of School Director.

ECONOMICS (ECO)

301-3 Intermediate Macroeconomics. (3-0) This course extends the study of the aggregate economy introduced in Economics 201 with emphasis on theory. Topics include the Classical and Keynesian systems, general equilibrium theories, economic growth, and public policy in a global setting. Prerequisite: ECO 201.

302-3 Intermediate Microeconomics. (3-0) This course represents a more advanced study of microeconomic theory than is possible in Economics 2023. Topics include consumer behavior, production and cost theory, market structure, and factor markets. Prerequisite: ECO 202.

303-3 Money and Banking. (3-0) (WI Course) A study of 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. Prerequisite: ECO 201.

304-3 Environmental Economics. (3-0) The study of 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: 3 hours ECO or A EC 105.

305-3 Economics of Financial Markets. (3-0) A study of the aggregate financial system and capital markets and the impact these have on financial intermediaries. Topics to be covered are: flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FIN 304 and ECO 305 will not be awarded. Prerequisites: FIN 301, ECO 303.

306-3 Political Economy. (3-0) A study of the historical, philosophical, and theoretical relationships between the state and the economy. Credit for both POLS 306 and ECO 306 will not be awarded. Prerequisite: 3 hours of ECO and 6 hours of POLS or instructor's approval.

401-3 International Economics. (3-0) An introduction to 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. Credit for both ECO 401 and A EC 402 will not be awarded. Prerequisite: 3 hours ECO or A EC 105.

402-3 Economic Development of the United States. (3-0) A survey of the economic development of the United States from colonial times to the present. Credit for both ECO 402 and HIST 402 will not be awarded. Prerequisites: ECO 101 or 201 and 6 hours HIST.

421-3 Economic Development of Rural Areas. (3-0) Economic problems of rural areas in the United States. Review of fundamental causes of economic decline in rural areas. Application of economic principles and theory to problems of rural areas. Evaluation of current methods and public programs for economic development. Application of analytical methods to development problems. Credit for ECO 421 and A EC 421 will not be awarded. Prerequisite: A EC 205 or ECO 202.

465-3 Intermediate Economics. (3-0) Seminar discussion of the American free enterprise system, the nation's economy and its strengths and weaknesses; critical examination of professional journals, articles, books and reports by the government and private sources, designed to enable the student to coordinate and apply the analytical knowledge acquired during the period of study. Prerequisites: Macroeconomics and microeconomics, college algebra or MATH 309, or permission to enroll.

486-v Problems. Independent reading, research and discussion. Entry into this course will be arranged with the Economics counselor.

508-3 Managerial Economics. (3-0) Applies economic theory and methodology to business and administrative decision-making. The tools of economic analysis are demonstrated and their use in formulating business policies is explained. Topics include 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 508 and ECO 508 will not be awarded. Prerequisite Course(s):

559-3 Economic Applications and Issues. (3-0) Seminar examination of 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.

564-3 Seminar on Global Commerce. (3-0) Focuses on global competitive challenges facing business management teams. Students will evaluate how companies have strategically entered and developed international markets and managed global diversification. Students will learn to analyze international market potential, assess business risks and become familiar with institutions and national policies directing international trade.

586-v Problems. (Credit-variable) 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.

EDUCATIONAL ADMINISTRATION (EDAD)

500-3 Foundations in Educational leadership. (3-1) The study of the foundations of educational leadership emphasizes an overview of the role of school administrators in today's public schools. Included are an assessment of the knowledge and skills as identified by the State Board for Educator Certification and the development of a professional growth plan. Students must also enroll in the EDAD 500 laboratory section. Prerequisite: Admission to the Educational Administration Program. Course fee $5. Lab fee $5.

501-3 Research in Educational Leadership. (3-0) The study of the fundamentals of research emphasizes research terminology, principal research designs, data collection methodology, psychometric qualities of measurement, research ethics, program evaluation, and distinguishing features of quantitative and qualitative research paradigms. This course focuses on the development and use of the research and evaluation skills necessary to become critical consumers and producers of research. Prerequisite: Admission to the Educational Administration Program.

507-3 Leadership of Programs and Procedures in Supervision. (3-0) The study of programs and procedures in supervision emphasizes the application of appropriate supervisory practices in working with teachers. Educational leaders develop an understanding of clinical and developmental supervision, teacher evaluation, and the evolving concepts of supervisory practice. Prerequisites: EDAD 500, EDAD 501, EDAD 539, EDAD 545, EDAD 509, and EDAD 555 or approval of School of Education Director.

509-3 Legal Issues in School Leadership. (3-0) The study of legal issues emphasizes the relevant legal principles that affect the operation, organization, and administration of public schools. This course focuses on ethical application of constitutional, statutory, administrative, and case law. Prerequisite: EDAD 500, EDAD 501, EDAD 539, and EDAD 545 or approval of School of Education Director.

510-3 Special Education Law. (3-0) Legal framework for special education in the United States; consideration of federal constitutional provisions, federal and state statutes, federal and state judicial decisions and rules and regulations for the various federal and state agencies which affect special education.

516-3 Instructional Leadership. (3-0) The study of instructional leadership emphasizes the appropriate use of instructional practices within the framework of theory and research to enhance organizational effectiveness and improve school culture. The content of instructional leadership development training is supported by the Texas Education Agency (TEA) as an integral part of administrator preparation and certification. An additional state-determined fee is required for students to obtain the Instructional Leadership Development certificate after completion of the course. Prerequisites: Completion of a minimum of 24 semester credits of EDAD coursework or approval of School of Education Director.

517-3 Public School Finance and Physical Management. (3-0) The principles of school finance, budgeting, and accounting procedures

518-3 Administrative Law and Personnel Administration. (3-0) 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, and records. Additional attention is given to employee induction and student records.

519-3 The School Superintendency. (3-0) A detailed study of the multiple roles and responsibilities of the chief school administration, including the leadership role with the community, school board, professional staff, and students. Some observations and activities in the public schools and community will be required.

535-3 Educational Planning and Facility Development. (3-0) The study of present and future building and equipment needs of public school systems, including operations, maintenance, and planning for new facilities. Field work will be included in this course relating to various phases of planning and designing educational facilities.

536-3 Instructional Development and School Improvement. (3-0) A study of research and state policy affecting instructional improvement on public school campuses. Special emphasis on results-based accountability systems, including curriculum planning and evaluation, professional development, student assessment, and analyzing student performance data at the campus level.

539-3 Processes of Educational Leadership. (3-0) The study of processes of educational leadership emphasizes communication, culture and development and sustainability of learning communities and the function of learning communities in addressing issues of school improvement. Prerequisite: EDAD 500 and EDAD 501 or approval of School of Education Director.

540-3 School-Community Relationships. (3-0) Systems of interpretation of schools to community publics. Promotion of effective school-community relations through media of communication.

542-3 Leadership of Campus Resources. (3-0) The study of elementary and secondary school resources emphasizes the allocation and reallocation of fiscal, physical, and human resources to address the problems of campus improvement. Prerequisites: EDAD 500, EDAD 501, EDAD 539, EDAD 545, EDAD 509, and EDAD 555 or approval of School of Education Director.

545-3 Leadership of Curriculum Systems. (3-0) The study of the leadership of curriculum systems emphasizes selection, implementation, alignment, and evaluation of curriculum at the campus level. Principals must focus on curriculum development, best practices in curriculum, evaluation of curriculum processes, and support of teachers in the curriculum implementation processes. Prerequisites: EDAD 500 and EDAD 501 or approval of School of Education Director.

555-3 Leadership of Diverse Learning Communities. (3-0) The study of the leadership of diverse learning communities emphasizes procedures and techniques for identifying and ameliorating educational problems associated with demographic and cultural differences. The course focuses on ethical issues dealing with leadership, governance, and policy development in educational settings/ institutions and the delivery of programs to address the needs of special student populations serve by the learning community. Prerequisites: EDAD 500, EDAD 501, EDAD 539, and EDAD 545 or approval of School of Education Director.

560-3 Educational Leadership Applications. (3-0) The capstone study of leadership theory in elementary and secondary schools emphasizes the application of theory to administrative practice at the campus level. Critical issues and problems are examined and analyzed through the use of case studies, problem-based learning projects, and assessment-related activities. Prerequisites: Completion of a minimum of 24 semester credits of EDAD coursework or approval of School of Education Director.

586-v Special Problems. (Credit-variable) 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: Full admission into the Office of Graduate Studies and a graduate degree or certification program.

588-3 Thesis. (3-0) Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisites: completion of all other coursework required for the degree and consent of the major professor or approval of the School of Education Director.

590-3 Selected Topics in Educational Administration. (3-0) 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.

597-3 Internship for the Superintendent. (1-7) Supervised professional activities in the area of the public school superintendency. Intern will be required to demonstrate competencies in the performance of appropriate professional duties as culminating experiences in the Superintendent Program. Prerequisite: Completion of the professional courses in the Superintendent Preparation program or approval of School of Education Director. Field experience fee $75.

599-3 Internship for the Principalship. (3-0) Supervised professional activities in the area of the public school principal, including elementary and secondary principalships and the central office

administrator. Intern will be required to demonstrate competence in the performance of appropriate professional duties as the culminating experience in the principal certification program. The internship course is typically a one-semester course; however, this course may be repeated so that the student can satisfactorily complete internship requirements. No more than 3 semester hours of internship course work can be used to satisfy certification plan requirements. Prerequisite: Completion of the educational administration core or approval of School of Education Director. Field experience fee $75.

SPECIAL EDUCATION (EDSP)

361-3 Survey of Exceptional Learners. (3-0) The characteristics of exceptional learners and the educational programs for individuals with disabilities will be surveyed. Additional course content will include the legislation and court cases related to special education and the referral, diagnosis, and placement of exceptional learners. A field experience is required. Prerequisite: TASP/THEA requirement must be met.

462-3 Special Education Rules and Regulations for Teachers. (3-0) Laws and litigation that affect the education of students with disabilities are examined. Includes 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: EDSP 361.

463-3 Teaching Learners with Learning Disabilities. (3-0) Learning disabilities are examined with emphasis on history, definition, causation and characteristics. Content includes teaching methods for language, academic, and social skills as well as effective inclusive practices. Strategies for successful collaboration with parents, guardians, paraprofessionals and general education teachers are studied. Field experience required. Prerequisite: EDSP 361.

464-3 Teaching Learners with Developmental Disabilities. (3-0) Etiology and characteristics associated with deficits in development are studied. Effects of developmental disabilities in the areas of language acquisition and physical, social and emotional functioning are examined. Course content includes 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: EDSP 361.

465-3 Behavior Management for Exceptional Learners. (3-0) Information is provided on managing a classroom that includes students with disabilities. Topics include creating 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. Information will also be provided on the typical characteristics associated with emotional disabilities and identification procedures utilized. Field experience required. Prerequisite: EDSP 361.

467-3 Programming for Young Children with Disabilities. (3-0) Study of young children with disabilities aged birth to 6 with an emphasis on the techniques for implementing programs to meet the needs of the child and the family. Early intervention, medical intervention, and public school educational programming for at-risk infants, toddlers, and young children will be addressed as well as parent involvement models to promote optimum parent-child and parent–professional relationships. Emphasis on recent research related to early childhood special education. Field experience required. Prerequisite: EDSP 361.

486-v Special Education Problems. (1 to 3-0) A course featuring independent research, reading, application and discussion under personal direction of instructor. Topics vary according to student need. Open to students of junior or senior classification who have been admitted to the Teacher Education Program and with approval of the instructor and Curriculum & Instruction Program Coordinator.

505-3 Introduction to Exceptional Learners. (3-0) A survey of learner characteristics and an examination of instructional techniques that promote academic, personal, and social growth in exceptional learners and an examination of the process and procedures relating to the placement of exceptional learners. Prerequisite: 18 hours of professional education or certification.

511-3 Behavior Management in Special Education Environments. (3-0) Characteristics of students with emotional disabilities, including the application of behavioral management strategies appropriate for students with emotional and behavioral disabilities. Course content includes: functional assessment of behavior; development of behavior intervention plans; strategies for teaching appropriate behavior; crisis management strategies; integrating behavior management with instructional programs in school, community and home settings. Prerequisite: admission to the alternative teacher certification program at Tarleton (TMATE).

513- Advanced Study of Learning Disabilities. (3-0) A study of the research on learning disabilities, including causation, diagnosis and educational programming. Course content includes: methods for teaching students with learning disabilities; adapting general education classrooms to accommodate the inclusion of students with learning disabilities; collaboration with parents, paraprofessionals and general education teachers. Students will conduct a case study. Prerequisite: admission to the alternative teacher certification program at Tarleton (TMATE).

515-3 Advanced Study of Developmental Disabilities. (3-0) A study of research-based instructional methods appropriate for students with developmental disabilities. Course content includes: the 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; vocational planning and preparation. Prerequisite: admission to the alternative teacher certification program at Tarleton (TMATE)..

525-3 Appraisal of Exceptional Learners. (3-2) Standardized assessment of the academic achievement of students referred for or currently receiving special education services including test administration, analysis, and reporting of scores, and program planning. Prerequisites: PSY 501 or concurrent enrollment or approval of Curriculum & Instruction Program Coordinator.

527-3 Teaching Students with Severe to Profound Disabilities. (3-0) 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, transition and placement issues. Prerequisite: EDSP 505 or approval of Curriculum & Instruction Program Coordinator.

528-3 Case Management for Educational Diagnosticians. (3-0) 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. Prerequisites: EDSP 525.

529-3 Assessing Cognitive Abilities of Exceptional Learners. (3-2) Standardized assessment of the cognitive and adaptive behavior abilities of exceptional students. Includes test administration, scoring, analysis, and program planning. Prerequisite: PSY 581 or approval of Curriculum & Instruction Program Coordinator. Lab fee $25.

586-v Special Education Problems. (1 to 3-0) 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: Full admission to the Office of Graduate Studies and a graduate degree or certification program.

597-3 Internship in Special Education Teaching. (1-40) 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: admission to a teacher certification program at TAMU-CT; satisfactory performance in the professional development courses preceding the internship. May be repeated for credit. Field experience fee $75.

599-3 Internship for Educational Diagnosticians. (1-7) 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. Prerequisites: EDSP 505, 525, 527, and 529 or approval of Curriculum & Instruction Program Coordinator. Field experience fee $75.

EDUCATIONAL TECHNOLOGY (EDTC)

300-3 Desktop Publishing in the Classroom. (2-2) An exploration of applications relating to digital graphics, printing techniques, animation products, and editing tools used in desktop publishing. Students will analyze the K-12 Technology Applications Texas Essential Knowledge and Skills (TEKS) and create a variety of desktop publishing products for use in their future classroom. Lab fee $20.

305-3 Multimedia in the Classroom. (2-2) 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: EDTC 300. Lab fee $20.

315-3 The Technology Applications Teacher. (2-3) Field based opportunities in area schools allow students to observe technology applications teachers at all levels (EC-12) and explore computer lab management in K-12 learning environments. Prerequisites: EDTC 305 and EDU 320. Lab fee $20.

400-3 Video in the Classroom. (2-3) This course will prepare students to teach video, graphics, and animation in K-12 Technology Applications classes. Students will apply tools and techniques for integrated video technology to enhance the learning environment and prepare exemplars and lesson plans for future classroom use. Lab fee 20. Prerequisite Course: EDTC 315, EDU 320, admission to Teacher Education Program.

405-3 Web Mastering. (2-3) An exploration of the use of Web technology in educational settings. Students will use appropriate technologies and techniques to plan and implement web based instructional products for use in the K-12 classroom. The creation of lesson plans and exemplars appropriate for teaching Technology Applications in Web mastering are required. Prerequisites: EDU 330 and EDTC 400. Lab fee $20.

410-3 Learning, Leading, and Assessment. (2-2) 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. Prerequisite: EDU 330. Lab fee $20.

486-v Educational Technology Problems. (1 to 3-0) A course featuring independent research, reading, application, and discussion under personal direction of Instructor; topics vary according to student need. Open to students of junior or senior classification who have been admitted to the Teacher Education Program and with approval of instructor and Curriculum & Instruction Program Coordinator.

549-3 Educational Media and Technology. (2-2) This course provides an examination of the role of technology in school settings and an exploration of available technologies and the applications for instruction. Focus is on Web 2.0 applications for communication and collaboration that expand and extend learning environments. Lab fee $20.

550-3 Teaching Desktop Publishing. (2-2) This course will prepare students to integrate the tools of desktop publishing and graphic applications to successfully demonstrate the knowledge and skills needed to teach Desktop Publishing. Students will explore current research in the area of technology applications. 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. Prerequisite: EDTC 549. Lab fee $20.

551-3 Multimedia and Animation for K-12 Instruction (2-2) This course will prepare students to integrate the tools of multimedia, graphics, and animation to successfully demonstrate the knowledge and skills necessary to teach the Technology Applications Texas Essential Knowledge and Skills (TEKS). Students will explore current research in the area of multimedia and will use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite: EDTC 550. Lab fee $20.

552-3 Teaching K-12 Video Technology (3-3) This course will prepare students to integrate the tools of video and animation to successfully demonstrate the knowledge and skills needed to teach the Technology Applications Texas Essential Knowledge and Skills (TEKS). Students will explore current research in the area of video technology and will use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite: EDTC 551. Lab fee $20.

558-3 Web Mastering for K-12 Instruction (3-3) This course will prepare students to successfully demonstrate the knowledge and skills necessary to teach Web mastering. Students will explore current research in the area of web-based applications and will use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite: EDTC 552. Lab fee $20.

559-3 Leading and Learning with Technology. (2-3) The course focuses on using technology to study K-12 student learning outcomes, assessment, data analysis, and instructional decision making. Mentoring skills necessary for leadership and peer technology support are also explored. An analysis of Statewide TAKS data will be completed and applied to research of current educational problems. Lab fee $20. Prerequisite Course: Permission of instructor.

586-v Educational Technology Problems. (1 to 3-0) Open to graduate students who are capable of developing a problem independently. Problems must be chosen by the student and approved in advance by the instructor and Curriculum & Instruction Program Coordinator. Prerequisite: Full admission to the Office of Graduate Studies and a graduate degree or certification program.

EDUCATION (EDU)

Note: Prior to enrolling in any teacher education course work, students must complete 60 hours of coursework.

310-3 Foundations of Bilingual and English as a Second Language Education. (3-0) An examination of the history, philosophies, theoretical and legal foundations regarding Bilingual/English as a Second Language. The course also includes a review of programmatic designs. Prerequisite: EDU 320.

320-3 Professional Development I: Understanding Learners. (3-2) An examination of students and teachers in learner centered schools. Topics will include brain-based learning, cooperative learning, learning styles and strengths of diverse learners, and formal and informal assessment, learner centered

instruction. A technology lab and documentation of directed field experiences are required. Pre-requisites or co-requisite: PSY 220 or 303 or H S 300 and a minimum of 60 hours toward certification or degree requirements. Lab fee $25.

330-3 Professional Development II: Effective Instruction. (3-2) An examination of the relationship between the state adopted curriculum, the Learner-Centered Proficiencies and best practices. Topics include: the lesson cycle, the inquiry model of learning, use of technology, and other resources to plan, deliver and assess instruction; the role of assessment in guided learning and managing a classroom. A micro-teaching lab and documentation of field experiences are required. Pre-requisites: EDU 320; PSY 220, 303 or H S 300; and/or co-requisite 3 hours of 300 level reading, and admission to the TAMU-CT Teacher Education Program. Lab fee $25.

404-3 Early Childhood Environments. (3-4) A study of all aspects of classroom management, including the physical environment and use of centers, for diverse groups of early elementary students. Current issues related to early childhood education will be examined. Students will be expected to demonstrate developmentally appropriate effective teaching practices in field-based setting. Prerequisites: Admission to the Teacher Education program, EDU 320, 330, and RDG 384. Concurrent enrollment in EDU 415, RDG 409 and 410. Field experience fee $75.

415-3 Elementary Curriculum, Assessment, and Instruction. (3-0) The implementation of assessment-driven instruction and curricular design in interdisciplinary contexts. Students will apply their 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. Effective teaching practices, problem based learning and technology applications will be demonstrated. Pre-requisites EDU 320; EDU 330 and concurrent enrollment in EDU 404, RDG 409 and 410.

430-3 Professional Development III: Application of Effective Teaching Practices. (3-4) Field-based/practicum experiences are required in school settings where students will plan units of instruction, examine various models of instruction, analyze classroom management strategies and demonstrate competencies in effective teaching practices. Prerequisites: Admission to the Teacher Education Program, EDU 330 and RDG 351. Field experience fee $75.

435-3 Professional Development IV: Issues in Professional Development. (3-0) To be taken with Practicum in Teaching. Students synthesize and validate concepts encountered during teaching practicum. Focuses on professional issues related to teaching and the school environment. Prerequisites: Admission to Practicum in Teaching and concurrent enrollment in EDU 490, or approval of Curriculum & Instruction Program Coordinator. Field assignment fee $75.

483-3 Internship for Classroom Teaching. (1-9) This internship includes 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. Students are required to conduct a reflective analysis of their teaching performance. May be repeated for credit. Prerequisite: Admission to the Teacher Education Program. Field experience fee $75.

486-v Education Problems. (Credit variable) A course featuring independent research, reading, and discussion under personal direction of instructor, topics vary according to student need. Open to students of junior or senior classification who have been admitted to the Teacher Education Program and with approval of Curriculum & Instruction Program Coordinator.

490-6 Practicum in Teaching. (1-18) Supervised practicum in teaching in the public schools at the appropriate level. Students are required to demonstrate proficiency in the application of effective teaching practices and classroom management strategies. Prerequisite: Admission to Practicum in Teaching. Field experience fee $75.

501-3 Readings in Professional Development. (3-0) An examination of current issues in the professional development of educators. Topics include 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.

502-3 Cultural Diversity in Schools and Communities. (3-0) An examination of various dimensions of culture related to teaching, learning, and support services in the community. Topics of study will include ethnicity, socio-economic status, language, gender, religion, age, and exceptionality.

504-3 Human Development. (3-0) Increasing the understanding of human behavior with emphasis on the child, adolescent, and adult learner. Development of insight and social and cultural forces in the formation of personality, the self, and roles in group membership.

506-3 Adult Education. (3-0) Examines the 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.

512-3 Seminar in Teaching Language Arts and Social Studies. (3-0) An integrated approach to teaching Social Studies through the application of the writing process, reading/writing connections, and children's literature. Prerequisite: 18 hours of professional education course work.

522-3 Teaching Math and Science in the Elementary School. (3-0) An advanced study of 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.

534-3 Curriculum for Early Childhood Programs. (3-0) An advanced study will be made of early childhood education curriculum and practices. An examination will be made of current trends in early childhood curriculum with an emphasis on the modifications needed to ensure the success of all young children. Prerequisite: 18hours of professional educational course work.

538-3 Curriculum Design and Implementation. (3-0) The curriculum selection, design, implementation, and evaluation processes within the classroom and school district settings are examined. Factors that influence the curriculum decision-making process and a review of theories of curriculum development will be researched. Curriculum alignment and curriculum auditing will be major emphases of this course.

545-3 Advanced Instructional Strategies. (3-0) The derivation of appropriate methods and techniques from basic principles of learning. 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.

550-3 Assessment Issues for Educational Leaders. (3-0) The examination of assessment as a process with emphasis on assessment of student achievement and on data interpretation for the purpose of improving instruction.

555-3 Effective Instructional Programming. (3-0) An examination of research-based best instructional and curricular practices and the evaluation and enhancement of instructional and curricular programs related to identified best practices.

560-3 The Gifted Learner. (3-0) An in-depth study of the 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.

562-3 Creativity in the Classroom. (3-0) A study of the theories and models of creativity. Emphasis will be given to identifying the creative potential of students in all classrooms. Instructional processes which accommodate the needs of creative learners will be examined and developed. Prerequisite: EDU 560.

564-3 Curriculum and Materials Development for the Gifted Learner. (3-0) A comparison of regular and gifted curricula with a focus on developing an interdisciplinary curriculum for gifted learners. Students will examine and evaluate existing materials and equipment which support instruction for the gifted in both regular and special programs. One focus will be on developing and evaluating teacher constructed materials. Prerequisite: EDU 560.

566-3 Instructional and Evaluation Methods for the Gifted Learner. (3-0) Methods of determining specific learning styles and talents will be learned, with emphasis placed on implementing appropriate instruction for programs. Methods and tools of informal and formal evaluation and assessment will be examined. Prerequisites: EDU 560 and 564.

569-3 Practicum in Gifted Education. (1-7) Supervises 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. Prerequisites: Successful completion of EDU 560, 562, 564, and 566. Field experience fee $75.

585-v Education Seminar. (variable) 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.

586-v Special Problems. (variable) Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Prerequisite: Graduate major in Education.

590-v Selected Topics in Education. (variable) An examination of 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 semester may be repeated for credit as topic changes. Prerequisite: Permission of instructor.

593-3 Internship in Elementary Teaching. (1-7). This course includes supervised professional activities in the elementary public school classroom. Major emphasis is placed on the development of instructional strategies and professional practices designed to improve teaching performance. Students are required to conduct a reflective analysis of their teaching performance, engage in field research activities, and attend periodic meetings on campus. Prerequisites: Admission to the teacher education program at TAMU-CT or employment as a teacher of record in a public school in Texas. Field assignment fee $75.

598-3 Techniques of Research. (3-0) Fundamental concepts and tools of research applied to psychological and educational problems. Rationale of research, analysis of problems, library skills, sampling, appraisal instruments, statistical description and inference, writing the research report, and representative research designs.

599-3 Internship in Teaching. (1-40) 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: admission to a teacher certification program at TAMU-CT; satisfactory performance in the professional development courses preceding the internship. May be repeated for credit. Field experience fee $75.

ENGLISH (ENGL)

301-3 American Literature to 1865. (3-0) From the beginnings to 1865. A critical survey of major writers and movements with emphasis upon such representative authors as Poe, Emerson, Hawthorne, Thoreau, Dickinson, and Melville. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

302-3 American Literature Since 1865. (3-0) From 1865 to the present. A critical survey of major writers and movements with emphasis on such representative authors as Crane, Howells, Frost, Hemingway, and Faulkner. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

309-3 Technical Writing. (3-0-WI) 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. Prerequisites: ENGL 111 and 112. Course fee $10.

310-3 Technical Writing and Editing. (3-0-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. Prerequisites: ENGL 111, 112, and 3 hours sophomore ENGL, ENGL 309. Course fee $10.

312-3 Graphics and Technical Writing. (3-3) This course will examine the integration of graphic components in printed and electronic mediums. Students will use computer applications to compose and design graphics such as bar graphs, organizational charts, flow charts, diagrams, and drawings. Prerequisites: ENGL 111, 112, and 3 hours sophomore ENGL, ENGL 309. Course fee $10.

320-3 Advanced Grammars. (3-0) 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. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

330-3 Advanced Composition. (3-0) Students will 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; (2) to challenge the students' presuppositions about essayistic space through a process of peer- and instructor-reviewed writing workshops. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL, or prior approval of School Director.

341-3 Cultural Studies. (3-0) This course explores an array of diverse cultural and historical contexts through literature produced outside the common British and American traditions. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

342-3 Genre Studies. (3-0) Literary genres consist of related kinds of works, combining content and form, gradually changing as their cultures change. The purpose of generic study is an understanding of literary tradition and of the way in which authors speak to their times, and to all times, through the genres they inherit and modify. This course will provide an intensive study of one or more genres. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

343-3 Creative Writing. (3-0) 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. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

350-3 Children's Literature. (3-0) 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. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

370-3 An Introduction to Linguistics. (3-0) 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 will also be focused on the nature and diversity of the rule-bound creativity underlying the tacit systematic use of human language. Prerequisite: ENGL 111, 112, and 6 hours sophomore ENGL.

372-3 Sociolinguistics. (3-0) 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.

374-3 Psycholinguistics. (3-0) Deals with a variety of formal cognitive mechanisms that are relevant to the knowledge and use of natural languages.

376-3 Discourse Analysis. (3-0) 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.

390-3 Readings in Adolescent Literature. (3-0) Survey of literature with a focus on teenage audiences. Readings will include both classics and contemporary selections. Study will be concerned with increasing student understanding of unique aspects of adolescent literature and its application in public school curricula. Prerequisites: ENGL 111, 112 and 6 hours sophomore ENGL.

395-1 Written Discourse Theory and Application. (1-0) 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 approval to enroll. Prerequisites: ENGL 111, 112, 6 hours sophomore ENGL, and approval of Writing Program Director and Writing Center Directors.

400-3 Shakespeare. (3-0) An in depth study of representative types of Shakespeare's drama and poetry. Credit for both ENGL 400 and THEA 400 will not be awarded. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

401-3 British Literature I. (3-0) A chronological study of the works of the principal authors and their historic backgrounds from approximately 700 A.D. to the end of the eighteenth century. The writers considered include Chaucer, Shakespeare, Milton, Pope, and Swift. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

402-3 British Literature II. (3-0) A chronological study of the works of the principal authors and their historic backgrounds from the end of the eighteenth century to the present. The writers considered include Wordsworth, Coleridge, Tennyson, Browning, and Eliot. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

411-3 Studies in Rhetoric and Language. (3-0) This course offers advanced study in the theory, nature, and practice of written discourse. Special emphasis is given to helping students investigate language theoretically as a background for their own professional and personal use. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

412-3 Technical Writing with Computer Applications. (3-0) Study of and practice in use of word processing and desktop publishing in document design and publication. Prerequisites: ENGL 111, 112, 3 hours sophomore ENGL, ENGL 309, ENGL 312. Course fee $10.

413-3 Visual Communication. (3-0) This course offers advances study in the theory, nature, and practice of visual communication. Special emphasis is given to helping students investigate visuals theoretically as a background for their own professional and personal use.

415-3 Senior Literary Seminar. (3-0) This course offers an opportunity for students to engage in an intensified, focused, well-defined study. Possibilities include the examination of a particular writer, groupings of writers, a specific geographic region, and/or literary criticism. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

420-3 Writing for Electronic Mediums. (3-0) Advanced study of and practice in writing for electronic mediums with a primary focus on planning, designing, and composing professional pages for the world wide web. Prerequisites: ENGL 111, 112, 3 hours sophomore ENGL, ENGL 309, 312. Course fee $10.

430-3 Grant and Proposal Writing. (3-0) This course offers advances practice in analyzing and writing proposals for businesses, governmental agencies, and/or private foundations.

435-3 Film Studies. (3-3) 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. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL. Course fee $10.

436-3 Film History. (3-0) This course examines the historical development of film as an industry and major modern art form. Attention given to important movements, periods, and nationalities.

437-3 Film Auteurs. (3-0) This course examines the work of one or more film directors. Attention given to critical analysis of representative films and comprehension of critical literature.

438-3 Film Genres. (3-0) 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.

439-3 Film Theory and Criticism. (3-0) 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.

460-3 Advanced Studies in Secondary English. (3-0) 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. Prerequisites: ENGL 111, 112, and 6 hours sophomore ENGL.

486-v English Problems. (Credit variable) 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 prior approval of School Director.

510-3 Studies in American Literature. (3-0) 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.

520-3 Studies in the English Language. (3-0) 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.

521-3 Psycholinguistics. (3-0) 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.

530-3 Studies in Rhetoric. (3-0) 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.

540-3 Studies in Modern Fiction. (3-0) 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.

550-3 Studies in Literature Before 1500. (3-0) A study of representative types of pre-1500 literature in English. Topics may vary. May be repeated for credit when topics vary.

560-3 Modern American and British Poetry. (3-0) 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.

570-3 Studies in Comparative Literature. (3-0) 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.

580-3 Studies in the Teaching of Composition. (3-0) 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.

586-v Special Problems. (Credit-variable) Conference course. Directed independent study under supervision of a senior faculty member.

588-3 Thesis. (3-0) Scheduled when student is ready to begin thesis. No credit until thesis is accepted. Prerequisite Course(s): ENGL 598: Methods of Bibliography and Research Analysis, 24 hours of graduate credit, and prior approval of department coordinator.

597-3 Internship. (1-7) Supervised professional activities in the college composition classroom including presentations, evaluation, and conferences. May be repeated once for credit. Field experience fee $75.

598-3 Methods of Bibliography and Research Analysis. (3-0) An introduction to methods of research and effective utilization of library resources. May include analytical bibliography, enumerative bibliography, and textual criticism.

FINE ARTS (F A)

401-3 T The Arts in Contemporary Society. (3-0-WI) An interdisciplinary course which emphasizes the relationships of art, music, and theatre in contemporary society. Class projects and individual research assignments involve analysis and either written or oral reports. Prerequisite Course(s): Senior or advanced junior standing with 18 hrs in ART, MUSC, or THEA or approval of School Director.

485-v Fine Arts Seminar. (Credit variable) Design of course will focus on current topics and issues in fine arts of interest to a group of students. May be repeated twice for credit as topic and/or objectives of the course change. Prerequisite: upper-level status only.

486-v Individual Problems in Fine Arts. (Credit variable) A course featuring independent reading, research, and discussion under personal direction of instructor. Topics vary according to student need. Prerequisite: approval of School Director.

FINANCE (FIN)

301-3 Principles of Financial Management. (3-0) An analysis of financial decision-making at the corporate level with emphasis on the maximization of stockholder wealth. Topics covered include 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. Prerequisites: ACC 204 and ECO 201.

302-3 Financial Intermediaries. (3-0) A study of the internal operations of financial intermediaries with major emphasis on organization, source and allocation of funds, supervision, and regulation. Prerequisites: FIN 301,
ECO 303.

304-3 Economics of Financial Markets. (3-0) A study of the aggregate financial system and capital markets and the Impact these have on financial intermediaries. Topics to be covered are: flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FIN 304 and ECO 305 will not be awarded. Prerequisites: FIN 301, ECO 303.

399-v Cooperative Education. (Credit variable) This course is designed to offer students the opportunity to integrate academic study with work experience that is germane to their major or minor. Enrollment requires a two-semester minimum commitment 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. The department Cooperative Education advisor will supervise the student's experience and assign the final grade based on the student's final report which is required to complete the course. Students may participate in the Cooperative Education program for an unlimited number of semesters but a maximum of 6 hours credit may be counted toward a degree. Prerequisites: 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 School Director approval. Field experience fee $50.

400-3 Advanced Financial Management. (3-0) An advanced analysis of value –based management techniques with the emphasis on the factor affecting the corporation's quest to maximize shareholder wealth. Topics covered include 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. Prerequisites: FIN 301, ACC 303 and G B 311.

401-3 International Financial Management. (3-0) Issues and questions which concern financial management of international corporations. Analysis of the financing of investment abroad and the management of assets in differing financial environments. The 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: FIN 301 or approval of School Director.

402-3 Real Estate Finance. (3-0) (WI Course) A study of 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: G B 405 or permission of School Director.

403-3 Case Studies in Finance. (3-0) Capstone course requires students to use fundamental concepts learned in previous finance, accounting, and economics courses to analyze real-world finance problems. Using both structured and unstructured cases, student teams analyze problems and recommend solutions. Argument is presented both orally and in writing. Cases draw from such areas as corporate finance, investments, international finance, and personal finance. Prerequisites: FIN 303 and ACC 303.

404-3 Investments. (3-0) 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: ACC 204,
FIN 301.

405-3 Federal Tax Accounting. (3-0) 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: ACC 204 and junior classification. Credit for both ACC 405 and FIN 405 will not be awarded.

406-3 Federal Tax Accounting--Advanced. (3-0) Current income tax law and tax accounting procedures. Preparation of income tax returns of partnerships and corporations. Prerequisite: FIN 405 or approval of School Director. Credit for both ACC 406 and FIN 406 will not be awarded.

408-3 Principles of Insurance. (3-0). A survey course focusing on the theory and practice of private insurance and its economic and social significance. Major types of insurance are examined: life, health, automotive, homeowners, and liability. Various forms of risk management, characteristics of insurance contracts, government regulatory characteristics, and institutional structures are studied. Prerequisite: FIN 301 or permission of School Director.

486-v Problems. (Credit variable) A directed study of selected problems in finance. May be repeated with approval School Director. Prerequisite: Senior classification and approval of the School Director.

500-3 Foundations of Financial Systems. (3-0) An interdisciplinary course that examines principles of accounting, economics, and finance as applied to the contemporary business organization operating in a global market place. Focuses on integration of theory and practice to develop framework for measuring, analyzing, and improving financial performance.

501-3 International Finance and Business Strategy. (3-0) The course examines 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 vestment opportunities. There will be readings and case analysis and students will be required to report on research findings. Credit for both FIN 501 and G B 501 will not be awarded.

505-3 Case Studies in Corporate Finance. (3-0) A course designed to use case studies and financial analysis to further the graduate student's knowledge and ability to make financial management decisions. Selected cases will be assigned for outside the classroom analysis, and preparation of proposed solutions. The classroom will be used to discuss the cases, the student's proposal for solutions, and desired courses of action. The cases will be such that students will be required to use prior knowledge, current research, and a good deal of analytical ability in preparing their proposals. Prerequisite: Graduate standing.

506-3 Financial Markets and Institutions. (3-0) This course is intended to give the student a broad coverage of the operation, mechanics, and structure of the financial system within the United States, emphasizing its institutions, markets, and instruments. Monetary policy of the Federal Reserve and its impact upon financial institutions are treated.

507-3 Financial Management. (3-0) Course focuses on financial decision making in the modern corporation. Basic issues include capital budgeting, capital structure, corporate sources of funding, dividend policy, financial risk management, standard theories of risk and return, and valuation of assets. Prerequisite: FIN 500 or approval of instructor.

508-3 Managerial Economics. (3-0) Applies economic theory and methodology to business and administrative decision-making. The tools of economic analysis are demonstrated and their use in formulating business policies is explained. Topics include concepts of profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Prerequisite: Approval of MBA Director. Credit for both FIN 508 and ECO 508 will not be awarded.

585-3 Seminar on Consumer and Business Finance. (3-0) This course will cover selected consumer and business finance topics. Examples include debt management, initial public offering of a new business, Internet based finance and regulatory aspects, and management of compensation. Students will be expected to research assigned topics and submit reports. Credit for both FIN 585 and HRM 585 will not be awarded.

586-v Problems. (Credit variable) 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: Approval of School Director.

590-3 Selected Topics in Finance. (3-0) An examination of different topics in finance from areas such an investments, corporate financial management, and financial markets and institutions. This course may be repeated for credit as the topic changes. Prerequisites: Graduate standing and FIN 301 or FIN 507 or approval of instructor.

GENERAL BUSINESS (G B)

311-3 Business Statistics. (3-2) Methods of sampling, classifying, analyzing, and presenting numerical data; frequency and sampling distributions, averages, dispersion, hypothesis testing, analyzing multiple populations and population proportions, and an introduction to regression and correlation. Prerequisite: Junior classification. Lab fee $5.

312-3 Business Correspondence. (3-0) (WI course) A practical study of the construction, form, and uses of the different types of business letters and reports used in business and industry. It is suggested that the student review basic English usage prior to taking this course.

403-3 Texas Real Estate Agency Law. (3-0) A study of agency concepts, basic agency relationships, disclosure and duties to client, disclosure and duties to third parties, creation and termination of the agency relationship, seller agency, sub agency, buyer agency, representing more than one party in a transaction, dual agency, intermediary brokerage, single agency, clarifying agency relationships, employment issues, Deceptive Trade Practices and Consumer Protection Act, selected statutes and TREC rules, ethical and legal responsibilities.

404-3 Principles of Real Estate I. (3-0) A study of licensing as a real estate broker and salesperson, distinctions between real and personal property, the real estate market, concepts of home ownership, real estate brokerage and the law of agency, fair housing laws and ethical practices, Real Estate License Act, interests in real estate, how ownership is held, legal descriptions, encumbrances and liens.

405-3 Principles of Real Estate II. (3-0) A study of real estate taxes and other liens, real estate contracts, listing agreements, real estate appraisal, real estate financing (principles and practice), title transfer, title records, closing the real estate transaction, leases, property management, control of land use, real estate investment.

406-3 Texas Real Estate Contracts. (3-0) A study of the Texas Real Estate License Act (TRELA) and the Rules of the Texas Real Estate Commission, the contract and other promulgated contracts and associated forms, obtaining a real estate loan, property descriptions, estimating seller net and buyer move-in.

407-3 Real Estate Law. (3-0) Study of legal concepts of real estate, land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. Prerequisite: G B 405 or permission of School Director.

408-3 Real Estate Brokerage. (3-0) A study of real estate brokerage office, planning and organization, operational policies and procedures, law of agency, recruiting, selection and training of personnel records and control, real estate firm analysis and expansion criteria.

409-3 Real Estate Appraisal. (3-0) A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal of case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Prerequisite: G B 405 or permission of School Director.

432-3 Business Law I. (3-0) The study of the principles of law relating to law and ethics, the judicial system, constitution, tort and criminal law, law of sales, and commercial property. Prerequisite: Junior classification.

433-3 Business Law II. (3-0) The study of the principles of law concerning agency, employment, partnerships, corporations, bankruptcy, secured transactions, creditor/debtor rights, insurance, real and personal property, laws impacting the regulatory environment of business such as consumer protection, environment, anti-trust, and securities law. Prerequisite: Junior classification.

434-3 Employment Law. (3-0) A study of the laws relating to employment. Includes defining the employer-employee relationship; 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: Junior classification.

444-3 Introduction to International Business. (3-0) Broad coverage of key concepts and issues in international business. Emphasis on the environment of international business and the operations of the multinational firm. Prerequisite: Junior classification.

459-3 Business Strategy. (3-0) (WI Course) A capstone course involving the integration of concepts and principles studied in accounting, economics, finance, management, marketing, quantitative methods, and other relevant disciplines. Includes problem solving and business decision making. Designed to be taken by senior business majors during their last semester. Prerequisites: ACC 204, FIN 301, G B 311, MGMT 301, MKTG 314, or approval of School Director.

484-3 International Business Law. (3-0) A study of international commercial business and the legal environment within which it operates. The study of 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.

485-3 Seminar in General Business. (3-0) A study of selected topics dealing with problems or unique needs of business. May be repeated for credit as topics vary. Prerequisite: Permission to enroll is required.

486-v Business Problems. (Credit variable) A directed study of selected problems in business. May be repeated with approval of the head of the Department. Prerequisites: Senior classification and approval of School Director.

487-3 Small Business Consulting. (3-3) Students will develop skill in diagnosing and analyzing problems of actual small business clients and will prepare formal written reports and recommendations for client implementation. Prerequisites: Senior classification and approval of School Director.

489-3 Global Business Practices. (3-0) The study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities related to the foreign country visited. A required 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. Prerequisites: Junior or Senior. GB 489, MGMT 489, or MKTG 489 may not be taken concurrently. Field assignment fee of $75.

501-3 International Finance and Business Strategy. (3-0) The course examines 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. There will be readings and case analysis and students will be required to report on research findings. Credit for both FIN 501 and G B 501 will not be awarded.

565-3 Managerial Statistics. (3-0) Review of applied descriptive and inferential statistical calculations. Examination of statistics as a decision-making tool under uncertainty; probability, confidence intervals, hypothesis testing, ANOVA, correlation, regression, and ANCOVA are examined in the context of business and organization. Emphasis is on interpretation and application of statistical information. Student will evaluate and interpret data, and report on current problems in the student's field of study. Prerequisite: PC based or undergraduate statistics. MS, Management and MS, HRM majors must have completed G B 598 or have permission of the instructor.

584-3 International Business Law. (3-0) A study of international commercial business and the legal environment within which it operates. The study of 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. In addition, a research based project will be required. Graduate standing required.

586-v Business Problems. (Credit variable) 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 and professor. Approval of Department coordinator.

587-3 Small Business Consulting. (3-0) Students will develop skill in diagnosing and analyzing problems of actual small business clients and will prepare formal written reports and recommendations for client implementation, Prerequisites: 12 hours of graduate work and approval of SBI director.

588-3 Seminar in Business Strategy. (3-0) An integrated view of the business functions addressed in the MBA core curriculum. Applies case analysis methodology for evaluating complex business situations, developing strategic alternatives, and recommending effective solutions. Prerequisites: FIN 503 and MKTG 508. Pre- or corequisites: the remaining MBA core courses.

589-3 Global Business Practices. (4.5-0) A study of basic international business concepts, cultural literacy, and discipline specific content is then applied to practical experiences and activities in the foreign country visited. 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 SOBA sponsored study abroad toward degree completion. Prerequisites: Admission into a SOBA graduate program and permission of the instructor.

598-3 Business Research Methods. (3-0) Nature, scope, and significance of business research and research methodology; primary research methods with applications to specific problems, place of quantitative methods in research and individual investigation and report on current problems in student's field of interest.

GEOGRAPHY (GEOG)

303-3 Geographic Techniques. (2-2) This course is an introduction to three main techniques in geographic analysis: computer cartography, spatial statistics, and geographic information systems (GIS). The student will learn basic principles and techniques of producing maps, be introduced to basic spatial statistics, and learn the use of GIS as a tool to gather, store, manipulate, and analyze various spatial databases. Only three hours credit will be awarded for A EC 303, GEOG 303, or AGRN 303. Prerequisite: GEOG 110 or permission of instructor. Lab fee $15.

485-3 Geography Seminar. (3-0) This course will consider major issues in modern geography. May be repeated for credit when topics vary. Prerequisites: GEOG 110, junior classification or permission of instructor.

HISTORY (HIST/HSTK)

300-3 World Military History since 1500. (3-0) This course is a survey of military history since the advent of gunpowder to the nuclear age.

302-3 The Ancient World. (3-0) A survey of the ancient Near East, Greece, the Hellenistic period, and the Roman Republic and Empire. Prerequisite: 6 hours HIST or permission of the School Director.

303-3 Europe in the Middle Ages. (3-0) A survey of Medieval Europe from the decline of the ancient world to the eve of the Renaissance. Special attention will be given to the examination of economic and social changes underlying the formation and development of medieval civilization. Prerequisite: 6 hours HIST or permission of School Director.

304-3 History of Texas. (3-0) A survey of Texas from the Spanish colonial period to the present, with special attention to the Hispanic heritage, the Revolution and Republic, the Civil War and Reconstruction, and the political and economic developments of the modern state.

305-3 England and Great Britain to 1603. (3-0) A survey of English history from Roman Britain to the death of Queen Elizabeth and the end of the Tudor dynasty. Special emphasis will be in political, legal, and religious changes which formed the foundations of modern England. Prerequisite: 6 hours HIST or approval of School Director.

306-3 British History from 1603 to Modern Times. (3-0) A survey of English and British history from 1603 to modern times. Special emphasis will be on constitutional, political, economic, and legal changes. Included as well will be a survey of the empire and the United Kingdom. Prerequisite: 6 hours HIST or approval of School Director.

310-3 American Beginnings. (3-0) The history of America from first European contact to 1763. The course emphasizes relations between Europeans and Indians, imperial rivalries, and the development of the English mainland colonies. Prerequisite: 6 hours of HIST or approval of School Director.

311-3 Creating a Nation. (3-0) The United States from 1763 to 1815. This course concentrates on the causes and consequences of the American Revolution, the writing of the Constitution, and the triumph of liberal democracy. Prerequisites: 6 hours HIST or approval of School Director.

312-3 The Age of Jackson, 1815-1848. (3-0) A study of American development during the Jacksonian period with emphasis on the expansion of social and political democracy. Prerequisite: 6 hours HIST or permission of School Director.

313-3 Civil War and Reconstruction. (3-0) A study of the events leading to the Civil War and the impact of that war and Reconstruction on American development. Emphasis on social and cultural forces as well as politics. Prerequisite: 6 hours HIST or permission of School Director.

315-3 Populism and Progressivism, 1877-1917. (3-0) A survey of turn-of-the-century America, emphasizing the impact of industrialism and urbanism on politics and society. Prerequisite: 6 hours HIST or permission of School Director.

316-3 Military History of the United States. (3-0) A study of the role of the military in American development with emphasis on the 20th century. The course will concentrate on the evolution of strategy and tactics, organizational change and civilian- military relations. Credit for both HIST 316 and M S 316 will not be awarded. Prerequisite: 6 hours HIST or School Director approval.

320-3 The Renaissance and Reformation. (3-0) A survey of European political, diplomatic, and cultural history from 1300 to 1648. The course will focus on Renaissance Humanism, the Protestant movements, the Catholic Reformation, and the emergence of the European state system during the age of religious wars. Prerequisite: 6 hours HIST or approval of School Director.

321-3 Europe in the Age of Absolutism, 1648-1789. (3-0) A study of the European state system from the end of the Thirty Years' War to the outbreak of the French Revolution. The course will concentrate on the consolidation of absolute monarchies, the rise of colonial empires, enlightened despotism, and the proliferation of Enlightenment ideas in Europe. Prerequisite: 6 hours HIST or permission of School Director.

322-3 Revolutionary Europe, 1789-1850. (3-0) An examination of the forces of change in modern Europe, beginning with the rise of Liberalism in the eighteenth century and culminating with the failure of the revolutionary movements of 1848-49. Prerequisite: 6 hours HIST or approval of School Director.

325-3 U.S. Women's History to 1877. (3-0) Study of the history of women in America from the colonial period through 1877, with particular emphasis on women's roles in public and private life, and the historical role of women in the development of the nation.

326-3 U.S. Women's History since 1877. (3-0) Study of the history of women in America from 1877 through the present, with particular 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.

327-3 African American History to 1877. (3-0) Study of African American history from the colonial period to 1877, with particular 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.

328-3 African American History since 1877. (3-0) Study of African American history from the end of Reconstruction to the present, with particular emphasis on black leaders, disfranchisement, lynching and the quest for equality in the mid-twentieth century.

329-3 Church and State. (3-0) This course is a survey of church-state relations in U.S. history. The course examines the role religion has played in American political life, culture, and society.

331-3 Colonial Latin America. (3-0) Exploration and colonization of the Spanish and Portuguese dominions in South and Central America; political history of the colonies; the church and colonial institutions; commercial systems of Spain and Portugal; expansion into the North American borderlands; early independence movements. Prerequisite Course(s): *6 hours HIST or approval of department coordinator.*

335-3 Mexico Before Independence. (3-0) A survey of Mexican history from the arrival of the first peoples through the end of the Spanish colonial era. Early native civilizations, especially the Maya and Aztec, will be studied as well as the incursion of the Spanish and the conquest and colonization of Mexico.

336-3 History of Mexico, 1821-Present. (3-0) A survey of 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: 6 hours HIST or permission of School Director.

360-3 Asian Civilizations. (3-0) This course is an interdisciplinary survey of Asian civilizations with a primary focus on the history and cultures of India, China, and Japan. The course examines 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.

361-3 History and Film. (3-0) This course is an introduction to topics in history through the study of film, with supplementary reading, lectures, and discussions.

400-3 World War II and the Holocaust. (3-0) An examination of European history between the rise of Hitler in the early 1930s to the end of World War II in 1945. Special attention will be devoted to the origins, process, and consequences of the Holocaust. Prerequisite: 6 hours HIST or permission of School Director.

401-3 United States and the World. (3-0) A history of how world events influenced American history from 1789 to the present. The course will discuss American diplomatic 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.

402-3 Economic Development of the United States. (3-0) A survey of the economic development of the United States from colonial times to the present. Credit for both HIST 402 and ECO 402 will not be awarded. Prerequisites: ECO 101 or 201 and 6 hours HIST.

407-3 History Careers Outside the Classroom. (3-0) Examination of 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: 6 hours of history.

410-3 Recent United States History, 1914-Present. (3-0) The history of the United States since 1914. Prerequisite: 6 hours HIST or approval of School Director.

412-3 Social History of the United States Before 1865. (3-0) The social, cultural, and economic development of the United States from colonial times to the end of the Civil War. Prerequisite: 6 hours HIST or approval of School Director.

413-3 Social History of the United States Since 1865. (3-0) The social, cultural, and economic development of the United States since the Civil War. Prerequisite: 6 hours HIST or approval of School Director.

414-3 History of Trans-Mississippi West. (3-0) History of the Great West from the Lewis and Clark expedition to the 20th century. 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: 6 hours HIST or permission of School Director.

415-3 History of the South. (3-0) A survey of southern history concentrating on factors which made the region distinct from the rest of the United States, with major emphasis on social and cultural development. Prerequisite: 6 hours HIST or permission of School Director.

416-3 Social History of Modern Europe. (3-0) 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 coordinator.

420-3 Europe, 1850-1919. (3-0) An analytical survey of important developments in the political, social, economic, and intellectual history of Europe between the revolutionary movements of 1848 and the first World War. Prerequisite: 6 hours HIST or permission of School Director.

423-3 History of Russia and Eastern Europe. (3-0) A history of Russia and Eastern Europe from the 18th century, through the Bolshevik Revolution, to the aftermath of the collapse of the Soviet Union. Special emphasis will be placed on an analysis of those forces which led to the downfall of the Soviet system and the problems of adjustment in post-Soviet Russia and Eastern Europe. Prerequisite: 6 hours HIST or permission of School Director.

424-3 National Histories. (3-0) Each time this course is offered, it will examine the history of a particular state. May be repeated for credit when topics vary. Prerequisites: 6 hours HIST or approval of School Director.

425-3 European Intellectual and Cultural History. (3-0) A survey of some of the fundamental ideas in the European intellectual tradition through an analysis of primary texts. The course begins with an examination of the foundations of western thought in the Judeo-Christian and Graeco-Roman traditions. The latter half of the course focuses on the ideas and ideologies that have shaped modern European mentalities. Prerequisite: 6 hours HIST or permission of School Director.

426-3 Social History of Modern Europe. (3-0) 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. Prerequisite: 6 hours HIST or permission of School Director.

431-3 World Since 1919. (3-0) 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. Events of the latter 20th century receive special emphasis. Prerequisite: 6 hours HIST or permission of School Director.

437-3 Europe, 1919-1945. (3-0) This course is a survey of military history since the advent of gunpowder to the nuclear age.

440-3 Historical Method. (3-0) An examination of the concepts basic to all historical thinking; causation, per iodization, change and continuity, the roles of social forces and individuals, and problems of interpretation, accuracy, and truth. A comparison of the social sciences and the humanities will focus on the distinctive nature of the historical discipline as it has developed since the late nineteenth century. Required of all history majors and students with teaching fields in history. Prerequisites: 12 hours of HIST or permission of School Director.

450-3 Special Topics in History. (3-0) A study of important periods, regions, and themes in history. May be repeated when the topic varies.

455-3 Topics in U.S. Women's History. (3-0) This is an advanced course on the history of American women. May be repeated when the topic varies.

457-3 Topics in African American History. (3-0) This is an advanced course on African American history. May be repeated when the topic varies. Topics may include important periods, regions, groups, individuals and themes.

484-3 Practicum, Field Problem, or Internship. (3-0) Supervised professional activities 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. Prerequisite: HIST 407. May be repeated once for credit. Field experience fee $50.

485-v History Seminar. (Credit variable) Individual instruction in selected fields of history. The course will stress reports and wide readings in the field selected. Prerequisite: Senior classification or approval of School Director. May be taken more than once for credit.

486-v Problems in History. (Credit variable) Independent reading, research and discussion. Entry into this course will be arranged with the history counselor. (HSTK 495/HSTK 499)

490-3 Historical Method. (3-0) An examination of 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. A comparison of the social sciences and the humanities will focus on the distinctive nature of the historical discipline as it has developed.

495-3 Concepts of History Education. (3-0) This course will help history students seeking teacher certification master the subject areas of the Texas Examination for Educator Standards. Students will consider methods and techniques for presenting historical material to secondary students. This course will help students organize the amount of material into a logical framework that will help them to better understand the interplay of people, nations and cultures through time.

499-3 Senior Research Seminar. (3-0) This course is designed to develop and apply historical research and writing skills through exploration of topics selected by the instructor. Prerequisites: HIST 101, 102, 102, 201, 202.

500-3 Elements of Historical Inquiry. (3-0) Introduces graduate students to the profession of history, including how historians read sources, post questions, draw inferences, shape their narratives, and engage historical writings.

507-3 Public History Seminar. (3-0) An examination of 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.

508-3 Museum Studies. (3-0) An examination of 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. Course fee $50.

509-3 Historic Preservation. (3-0) An examination of historic preservation as an area of professional employment for historians. Course fee $50.

510-3 Archival Principles and Practices. (3-0) An examination of the principles and practices of archival management. Course fee $50.

520-3 State and Local History. (3-0) Selected problems. Readings and research in Texas history. May be repeated when topics vary.

530-3 Directed Reading in American History to 1877. (3-0) Readings and discussions of selected problems. May be repeated for credit when topics vary.

531-3 Directed Reading in American History Since 1877. (3-0) Readings and discussions of selected problems. May be repeated for credit when topics vary.

532-3 Selected Topics in American History. (3-0) Research and writing of papers on selected topics. May be repeated for credit when topics vary.

540-3 Directed Readings in European History. (3-0) Readings and discussions of selected topics in early modern and modern European history. May be repeated for credit when topics vary.

542-3 Selected Topics in European History. (3-0) Research and writing of papers on selected topics. May be repeated for credit when topics vary.

543-3 Directed Readings in World History. (3-0) 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.

586-v History Problems. (Credit variable) Conference course. Independent reading, research, discussion, under supervision of senior professor.

588-3 Thesis. (3-0) Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisites: 24 hours graduate credit, including HIST 598 and at least one research seminar, and consent of major professor.

598-3 Historiography and Historical Method. (3-0) A survey of various "schools" of history with particular emphasis on recent trends and techniques in historical writing. Pre-requisite: Full admission to the graduate program or permission of instructor.

599-3 Practicum, Field Problem, or Internship. (3-0) Supervised professional activities 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. Requires approval of instructor and School Director. Field experience fee $75.

HEALTH (HLTH)

351-3 Principles of Health and Fitness for Children. (3-0) A survey of the essential knowledge and skills of health and physical education as they relate to children ages 6-14. Included will be skills related to personal health and safety, physical fitness, motor development, games and sports, gymnastics, and rhythmic activities. Prerequisite: Junior classification or approval of School Director.

HUMAN RESOURCE MANAGEMENT (HRM)

500-3 Human Resource Management. (3-0) 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 on current legal considerations, issues and research. Course may not be taken for MS HRM program credit.

501-3 Law and Regulation in Human Resources. (3-0) Examines 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.

503-3 Managing Human Resource Development. (3-0) Focuses on the management of human resources development training programs. Examines management issues, identifying and responding to training needs, cost/benefit analysis, four-phase evaluation and the selection and development of training staff. Prerequisite: HRM 501 or approval of the instructor.

504-3 Personnel Problems Seminar. (3-0) Concerned with developing the student's proficiency in applying principles and technical tools to such personnel problems as employment, employee education and training, labor relations, industrial health and safety, wage and salary administration, and employee services.

507-3 HR Consulting and Job Analysis. (3-0) Theories, strategies, operational issues and research related to conducting job analyses. Job description and specification development are examined. Emphasis is placed on using appropriate techniques to acquire measure, assess and use information gathered in the work place. Course also explores and develops consulting skills as used in the HR field. Field projects are used extensively. Prerequisite: HRM 501 and HRM 514 or with the approval of the instructor.

510-3 The Adult Learning Environment. (3-0) Examines 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.

514-3 Workforce Planning and Employment. (3-0) Focuses on the legal, ethical and organizational considerations related to recruitment, assessment, selection, placement and appraisal of employees and managers within various types of organizations. Case law serves as a basis for discussing the role of the EEOC, INS, DOL and other enforcement agencies in this critical human resource function. Career development and record-keeping will also be addressed. Prerequisites: HRM 501 or the approval of the instructor.

515-3 Employee Benefits and Services. (3-0) Examines legal, social and technical issues and research surrounding current trends in employee benefit programs. Group health, disability and life insurance, retirement planning, time-off (leave) and wellness programs are addressed. Emphasis is placed on program administration, implementation and evaluation. Prerequisite: HRM 501 or approval of the instructor.

516-3 Compensation Management. (3-0) Analyzes the theories, concepts, operational practices and research related to managing comprehensive compensation programs. Various types of compensation plans, including job evaluation levels and wage structures are investigated. 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. Prerequisites: HRM 501.

524-3 Employment and Labor Relations. (3-0) Exploration of 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. Labor law and legal issues in labor relations are explored extensively to include the National Labor Relations Act and the functions of the NLRB. Negotiation skills are developed via mock labor contract negotiations. Prerequisite: HRM 501 or with the approval of the instructor.

555-3 Internship in Human Resource Management. (3-0) Provides work 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 real world, 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: Completion of 12 graduate semester hours in Human Resource Management, preregistration coordination and approval of the course instructor. Field experiences fee $50.

585-3 Seminar on Consumer and Business Finance. (3-0) Course will cover selected consumer and business finance topics. Examples include debt management, initial public offering of a new business, Internet based finance and regulatory aspects, and management of compensation. Students will be expected to research assigned topics and submit reports. Credit for both FIN 585 and HRM 585 will not be awarded.

586-v Problems. (Credit variable) This course offers students the opportunity to study human resource management topics and perform research within the student's area of interest as directed by the responsible professor. Prerequisite: approval of the School Director.

589-3 Global Human Resource Management Practices. (3-0) A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign country visited. 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 SOBA sponsored study abroad toward degree completion. Prerequisites: Admission into a SOBA graduate program and permission of the instructor.

595-3 Professional Issues in Human Resources. (3-0) Examines contemporary professional issues in human resource management. Emphasis is placed 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 studied within the human resource management function (human resource management practices, selection and placement, training and development, compensation management, labor relations and occupational safety, health and security) is required. Prerequisite: A minimum of 15 hours in Human Resource Management, Psychology or concurrent enrollment.

HUMAN SCIENCE (H S)

300-3 Child Development. (3-1) A survey of the 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. Course fee $15. Lab fee $5. Prerequisite Course(s): Junior classification or approval of department coordinator.

LIBERAL STUDIES (L S)

498-3 Liberal Studies Capstone Course. (3-0) 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 will 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. Prerequisites: CIS 103 or 300; ENGL 309; senior standing, approved degree plan for Bachelor of Science in Liberal Studies program.

MANAGEMENT (MGMT)

301-3 Principles of Management. (3-0) A study of the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. The systems concept of management and role of the manager in each level of the organization are emphasized. Prerequisite: Junior classification or approval of School Director.

302-3 Personnel/Human Resources Management. (3-0) Fundamental functions of human resources management; relationship between personnel management and organizations' emerging role of personnel administration in development of strategic policy for organizations. Prerequisite: MGMT 301.

303-3 Supervisory Management. (3-0) Investigates the role, function, and responsibilities of the supervisor in modern organizations through study of sociological and psychological theories in human relations. The primary emphasis is on development of supervisory skills in communications, motivation, discipline, morale, and grievances as they arise in superior-subordinate relationships. Prerequisite: MGMT 301 or approval of School Director.

304-3 Small Business Management. (3-0) Oriented toward planning for and managing a small business, starting a business, and buying a business franchise. May include computer simulation and consultation for actual small business. Prerequisites: MGMT 301, ACC 204, MKTG 314 or School Director approval.

320-3 Industrial Safety. (3-0) A study of principles and practices used to establish a safe and healthful environment for industrial personnel. Includes a study of general industrial safety, safety and health regulation agencies, hazard recognition and correction, and first aid. Credit for both I T 320 and MGMT 320 will not be awarded.

325-3 Advanced Leadership Applications (3-0) Advanced studies of contemporary leadership issues; including the history of leadership in organizational settings; leadership theories; leadership ethics; change management, diversity, power dynamics, team building and followership. Course will include in depth study of above mentioned topics, as well as extensive discussion and research of related leadership issues. Prerequisites: MGMT 301 or approval of School Director.

350-3 Organization Behavior. (3-0) This course provides a comprehensive analysis of the behavior of people at work in all types of organizations. Topics include 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.

402-3 Creating Productive Relationships. (3-0) A practical and theoretical course dealing with behavior. Emphasis will be on identifying and classifying behavior in order to better understand behavior and to develop strategies for effectively managing interpersonal relationships. Exercises and role playing are used to illustrate major points. Materials fee required.

403-3 Wage and Salary Administration. (3-0) Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems, interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, employee satisfaction. Prerequisite: MGMT 302.

404-3 Recruitment, Selection and Placement. (3-0) Recruitment and selection of human resources for organizations; optimal utilization of human resources within organizations; use of tests and other techniques in human resource management. Prerequisite: MGMT 302.

405-3 Human Resource Development. (3-0) Practical and theoretical approaches to training and development of employees in an organization. Topics include organization, role and scope, training and development functions, philosophies, strategies, need analysis, development of program content, methods, materials and techniques, and evaluation and control of the training and development function. Prerequisite: MGMT 302.

406-3 Employee and Labor Relations. (3-0) Collective bargaining, labor market fundamentals, unionism, and related issues of labor economics.

407-3 Business Ethics. (3-0) (WI Course) An analysis and examination of significant contemporary ethical issues and problems existing throughout the professional business arena. Emphasis will be upon the manager's social and environmental responsibilities to employees, customers, and the public.

412-3 Entrepreneurship. (3-0) Addresses the process of generating ideas for new business, writing comprehensive business plans. Emphasis on information sources, industry analysis. Prerequisite: Senior classification in a business discipline or permission of instructor.

421-3 Production and Operations Management. (3-0) Topics covered include: industrial organization, scientific management, planning and control, building locations and layouts, wage rates, corporation relationships, and research. Prerequisites: MGMT 301, FIN 301, G B 311.

422-3 Management Science. (3-0) Applications and use of quantitative techniques of decision making with emphasis on management needs. Relation of techniques to computer-generated solutions. Prerequisites: CIS 104, G B 311, and 6 hours of MATH; or instructor's permission.

450-3 Management Information Systems. (3-2) This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. 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: CIS 405, ACC 450, CIS 450, or MGMT 450. Lab fee $15.

454-3 International Management. (3-0) A global approach to the study of management to include international dimensions of the marketplace and environment, the role of culture, international strategic management, organizational behavior and human resource management.

484-3 Internship. (1-6) Preapproved and supervised work experience in a management related position with a public or private business organization. May be repeated for a total of 6 hours credit. Prerequisites: Junior classification and approval of School Director. Field experiences fee $75.

485-3 Seminar in Management (3-0) Deals with current issues in management. Readings are required from current management publications and other related periodicals. May be repeated for credit when topics vary. Prerequisites: 15 hours in MGMT and approval of School Director.

486-v Problems. (Credit-variable) A directed study of selected problems in management. May be repeated with School Director approval. Prerequisites: Senior classification and approval of School Director.

489-3 Global Management Practices. (3-0) A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign country visited. 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. Prerequisites: Junior or Senior status. GB 489, MGMT 489, or MKTG 489 may not be taken concurrently. Field assignment fee of $75.

500-3 Foundations of Management. (3-0) Students develop an integrated strategic, operational, and process view of the organization. Focus is on operations, marketing, information systems, research processes and statistical techniques for decision making, management, leadership and ethics, and human resource management. Students demonstrate mastery of secondary research techniques, case analysis methodology, communication skills, and hands-on computer skills. Prerequisite: For MBA, MS HRM, and MS ML majors: Course must be taken within the first 12 graduate hours OR with the approval of the School Director. Prerequisite for all other majors: Approval of the instructor.

501-3 Organizational Behavior. (3-0) Behavioral theory in organizational context. A study of individual and group dynamics in the business environment. Specific emphasis is given to leadership, motivation, communication, employee supervision, and morale.

504-3 Personnel Problems Seminar. (3-0) Concerned with developing the student's proficiency in applying principles and technical tools to such personnel problems as employment, employee education and training, labor relations, industrial health and safety, wage and salary administration, and employee services.

505-3 Analytical Methods for Management Decisions. (3-0) A study of analytical techniques which may be used to facilitate decisions analysis. Topics include the concept of utility, break even analysis, network models, linear programming, game theory and computer simulation. Course activity will consist of surveying analytical techniques which may be used to facilitate analysis of alternative decisions and practice in applying the techniques through problem solving. Prerequisites: G B 311 or MATH 300 and graduate standing.

506-3 Influencing Organizational Productivity through Interpersonal Relations. (3-0) A practical and theoretical course dealing with interpersonal behavior and its influence on organizational productivity. Emphasis will be on identifying and classifying 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. Materials fee required.

507-3 Responsibilities and Ethics of Leadership. (3-0) An examination of an organization's social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Practical emphasis is given to the case study method for evaluating the performance of various organizations. Establishes a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the organizational environment and society.

508-3 Analysis & Design of Organizations. (3-0) Examines theories, processes and "fit" models of organization design. Emphasizes alignment of structure, technology, information systems, reward systems, people and culture, and management processes with organizational goals. Compares and contrasts the flexible, adaptive learning organization with the traditional centralized, standardized, and formalized organization.

509-3 Seminar on Management and Leadership. (3-0) Examines and explores the distinctions between management and leadership. Emphasis is on the case study method for examining the applications of leadership principles and theoretical models to varied organizational situations. This course focuses on developing leaders who can effectively deal with the rapidly changing leadership challenges that modern organizations face. MS, Management students must take this course as their integrating capstone course having completed or be concurrently completing the core courses for the program.

510-3 Leadership Development. (3-0) Leadership is explored through the process of developing oneself as a leader while developing followers. Emphasis is placed upon learning the skills necessary to lead through the ethical use of influence in order to achieve organizational strategic goals.

511-3 Managing Operations and Services. (3-0) A study of concepts, models and methods used to effectively manage the manufacturing and/or service operations of for-profit and not–for-profit organizations. Emphasis will be placed on the design and use of cross-functional operations planning, control, and support systems. Topics of contemporary relevance will be examined to include supply chain management, enterprise resource planning, time-based competition, and quality improvement.

513-3 Strategic Impact of Technology. (3-0) Explores the strategic implications of emerging information systems and communication technology on both for-profit and not-for-profit organizations. Students will research, evaluate, present, and discuss case situations of current and potential technology applications. Students will have opportunities to interact with representatives of national and global entities that are either developing or applying technology. Emphasis will be on trend and issue identification, managing and interfacing with technology, organizational implications, and strategic insight.

568-3 Organizational Development and Change. (3-0) Study, research and analysis of pro-active strategies for organizational change using the theories and techniques of applied behavioral science. Examines the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines and the implementation of action research. A complete, step-by-step, intervention strategy is developed during this course.

585-3 Management Seminar. (3-0) Selected management topics of current importance to business management. May be repeated once for credit when topics vary.

586-v Problems. (Credit variable) This course offers students the opportunity to study management topics and perform research within the student's area of interest as directed by the responsible professor. Prerequisite: Approval of the School Director.

589-3 Global Management Practices. (15-0) A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign country visited. 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. Prerequisites: Admission into a SOBA graduate program and permission of the instructor.

595-3 Internship. (1-8) Prepared and supervised work experience in a management-related position with a public or private business organization. May be repeated for a total of 6 hours credit. Prerequisite: Approval of the School Director. Field experiences fee $75.

MATHEMATICS (MATH)

300-3 Principles of Statistics. (3-0) 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 300 and MATH 350. Prerequisite: MATH 107. Course fee $10.

301-3 Number Theory. (3-0) The study of congruence relations, rational integers, diophantine equations, quadratic reciprocity law, linear forms, integral domains, and related topics. Prerequisite: 6 hours of MATH including MATH 120.

302-3 Principles of Geometry. (3-2) 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 302 and MATH 402 will not be awarded. Prerequisite: MATH 120. Course fee $10. Lab fee $5.

303-3 Concepts of Elementary Mathematics I. (3-2) 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. Prerequisites: MATH 107 and Junior standing. Course fee $15.

305-3 Concepts of Elementary Mathematics II. (3-2) Basic concepts in algebra, geometry, calculators and computers, metric system and measurement, and probability and statistics. Prerequisite: MATH 303. Course fee $15.

306-3 Differential Equations. (3-0) 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: MATH 209.

309-3 Algebraic Functions. (3-0) Surveys elements of Algebra with in-depth examination of sets, functions, quadratic equations, polynomials, exponential and logarithmic functions. To fulfill degree requirements for math or for electives, students must earn a grade of C or better. (May be used to fulfill the College Algebra requirement except for teacher education.)

310-3 Discrete Mathematics. (3-0) 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: College Algebra or MATH 309.

311-3 Probability and Statistics. (3-0) Topics will include probability axioms, sampling distributions, descriptive statistics, finite random variables, infinite discrete random variables, continuous random variables, Central Limit Theorem, estimation, tests of significance, and regression. Prerequisites: MATH 209.

332-3 Linear Algebra. (3-0) 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. Prerequisites: MATH 209 & Math 232.

333-4 Calculus III. (3-3) 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's Theorem. Use of computer technology and laboratory assignments will be required in this course. Prerequisite: MATH 209. Course fee $10. Lab fee $5.

350-4 Principles of Bio-Statistics. (3-2) An introduction to statistical methods that are applied in biology and agriculture. Use of technology and hands-on laboratory assignments will be required in this course. This course cannot be counted on a degree program for a mathematics major. Credit cannot be awarded for both MATH 300 and 350. Prerequisite: MATH 107. Course fee $10.

360-3 Numerical Analysis. (3-0) An introduction to numerical analysis. Topics will be 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: MATH 209 and 3 hours of CS.

402-3 College Geometry. (3-2) 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 will be incorporated where appropriate. Credit for both MATH 302 and MATH 402 will not be awarded. Prerequisite: MATH 120. Course fee $10. Lab fee $5.

404-3 Survey of Mathematical Ideas. (3-0) 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. Prerequisites: MATH 120 and MATH 302 or MATH 402 or concurrent enrollment. Course fee $10.

405-3 Concepts of Elementary Mathematics III. (3-0) This course is designed to develop and extend the mathematical content knowledge of prospective middle school teachers. Topics will 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 will be integrated into the curriculum where appropriate. Prerequisite: MATH 305. Course fee $10.

409-3 Advanced Analysis. (3-0). 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: MATH 209.

420-3 Mathematical Modeling. (3-0) An advanced course in mathematical modeling requiring students to build and validate deterministic models of complex phenomena. The course will emphasize both qualitative and quantitative computational techniques of applied mathematics. Prerequisites: MATH 209 and 6 hours of advanced MATH.

432-3 Abstract Algebra. (3-0) The study of preliminary notions, group theory, the theory of rings and ideals, and polynomial rings. Prerequisite: MATH 332.

486-v Mathematics Problems. (Credit variable) Special problems in mathematics. Not covered by any course in the curriculum. Work may be either theory or laboratory. May be repeated with approval of the School Director for additional credit when fewer than four credits have been earned. Prerequisite: Approval of School Director.

488-v Undergraduate Research Project. (Credit variable) 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: Mathematics major, junior standing and 24 semester hours MATH and School Director approval.

490-3 Math Topics. (3-0) Topics will be selected from areas of mathematics suitable for upper level study. This course may be repeated once, with School Director approval, as topics change. Prerequisite: MATH 209 and 6 hours of advanced MATH.

501-3 Nonparametric Statistics. (3-0) Introduction to nonparametric statistics. Topics will include hypothesis testing, contingency tables, rank tests, and goodness-of-fit tests. Prerequisite: MATH 300 or MATH 311 or MATH 350 or MATH 505.

502-3 Financial Mathematics I. (3-0) 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.

505-3 Probability and Statistics. (3-0) Topics will be selected from: distributions and stochastic processes, parametric and nonparametric statistics, and time series analysis. Prerequisite: MATH 311.

506-3 Dynamical Systems. (3-0) 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: MATH 306 and MATH 332.

508-3 Abstract Algebra. (3-0) Topics will be selected from: groups, homomorphism, isomorphism, direct products and sums, invariant properties, rings, and fields. Prerequisite: MATH 432.

509-3 Complex Variables. (3-0) 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: MATH 333.

511-3 Operations Research. (3-0) 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: MATH 332.

512-3 Design of Experiments. (3-0) Students will learn about planning and conducting an experiment. Data analysis using appropriate software is covered. Prerequisite: MATH 505 or approval of School Director.

515-3 Operations Research II. (3-0) Selected topics in Operations Research, chosen from among the following: Search, Selection and Optimization Techniques; System Modeling; Networking Analysis; Inventory and Production Modeling; Sequencing and Scheduling; Decision Theory; Queuing Theory; Simulation and Monte Carlo Techniques; and Markov Chains.

520-3 Real Analysis. (3-0) Topics will be chosen from: sets and operators; cardinal numbers and ordinal types; metric spaces and Lebesque measure; metric properties of sets; differentiation and integration. Prerequisite: MATH 409.

525-3 Real Analysis II. (3-0) Completeness properties of the real number system. Topology of the real line. Introduction to Legesque measure and integral. Convergence of sequences.

530-3 Mathematical Modeling. (3-0) An advanced course in mathematical modeling. Topics will be selected from scaling, dimensional analysis, regular and singular perturbation theory, stability theory, and asymptotic analysis. Prerequisites: MATH 306 and MATH 332.

535-3 Statistics II. (3-0) The course will cover sampling distributions, inferences, hypothesis testing, confidence intervals, analysis of variance, regression. Actuarial exam problems.

540-3 Topology. (3-0) 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: MATH 409.

545-3 Financial Mathematics II. (3-0) A mathematical introduction to financial to financial instruments, including derivatives, and the concept of noarbitrage as it relates to financial mathematics. This class (together with Financial Mathematics I) is intended to provide sufficient background for the student to succeed in passing the Actuarial FM exam.

550-3 Linear Algebra. (3-0) An advanced course in linear algebra. Topics to be selected from linear spaces and operators, canonical forms, quadratic forms and optimization, computation and condition, and compatible systems. Prerequisite: MATH 332.

560-3 Numerical Analysis. (3-0) An advanced study of numerical analysis. Topics will be selected from linear systems, approximation theory, numerical differential and integral equations, integration theory. Prerequisite: MATH 409 and either 360 or 6 hours CS.

580-3 Selected Topics in Mathematical Theory. (3-0) 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: Approval of School Director.

586-v Advanced Special Problems in Mathematics. (Credit variable) Special problems in mathematics. Work may be either theory or laboratory. May be repeated with approval of the School Director for additional credit when fewer than four credits have been earned. Prerequisite: Approval of School Director.

588-3 Thesis. (3-0) 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. Prerequisite: 18 hours of approved graduate credit toward the degree and consent of the student's committee.

590-3 Selected Topics in Mathematics. (3-0) 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: Approval of School Director.

598-1 Research Analysis. (1-0) 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: Graduate standing in the mathematics department or approval of the School Director.

MARKETING (MKTG)

312-3 Public Relations. (3-0) A study of the techniques used in planning public relations programs for businesses, schools, churches, and civic associations. Topics include press relations, crisis management, advertising, speech writing, and campaign activities. Credit for both COMS 312 and MKTG 312 will not be awarded. Prerequisite: 3 hours of COMS.

314-3 Marketing. (3-0) Examination of the principles and concepts of marketing goods, services, and intangibles by profit and non-profit organizations in a free enterprise and global economy. Prerequisite: Junior classification.

315-3 Personal Selling. (3-0) A study of the role and function of personal selling as a part of the marketing mix. Techniques in identifying and locating prospective customers, approaching the prospect, presentation, and demonstrations of products and services, closing the sale, and servicing customer accounts are covered in theory and practice. Prerequisite: MKTG 314 or approval of School Director.

316-3 Consumer Behavior. (3-0) Acquaints students with individual and group behavior of people performing in consumer role. Considers such topics as buying motives, social class, and research techniques in consumer behavior. Prerequisite: MKTG 314.

317-3 Retailing. (3-0) Fundamental operations of retailing, studying of buying practices, pricing, store locations and layout, sales promotions, personnel management, and stock control. Designed to aid the student seeking a general knowledge of the retail field as well as those specializing in Marketing. Prerequisite: MKTG 314.

318-3 Promotional Strategy. (3-0) The study of a controlled, integrated program of promotional variables. Designed 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: MKTG 314.

319-3 Internet Marketing. (3-0) An application-based course on the utilization of the Internet, e-mail, and the world wide web for commercial purposes. In the course students will examine e-commerce techniques and database management for both business-to-customer and business-to-business activities as well as construction of effective web pages and other marketing strategies for both. Prerequisites: MKTG 314 and CIS 103.

401-3 Advertising. (3-0) Analysis of advertising in modern media. Study of the history, design, and effects of advertising. Students will also study the uses of different media for advertising purposes. Credit for both COMS 401 and MKTG 401 will not be awarded.

402-3 Services Marketing. (3-0) Introduce the student to the service environment. An in-depth analysis of the most successful service-oriented industries and firms within the world's fastest-growing economic sector will be presented. Prerequisite: MKTG 314.

412-3 Sales Management. (3-0) Administration of an effective sales force, including strategy, planning, recruiting, training, motivating, coordinating, leading, and directing sales forces at all levels of marketing enterprises. Prerequisites: MKTG 314.

415-3 Marketing Research. (3-0) Familiarizes students with the accurate, objective, and systematic gathering, recording, and analyzing of data about problems relating to marketing goods and services. Prerequisites: G B 311, MKTG 314.

416-3 Marketing Management. (3-0) The application of strategic planning and management of all functional aspects of the marketing operation of an enterprise using comprehensive analytical methods and an integrated marketing mix. Prerequisites: Senior classification and 9 hours of MKTG.

454-3 International Marketing. (3-0) A global approach to the study of comparative marketing systems, including economic, social, technological, governmental, and political environments as they affect international marketing operations. Prerequisites: MKTG 314 and G B 444 or approval of School Director.

479-3 The Technology of E-Business. (3-2) 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. Credit for both CIS 479 and MKTG 479 will not be awarded. Prerequisites: CIS 103 or CIS 300. Lab fee $15.

484-3 Internship. (1-8) Pre-approved and supervised work experience in a marketing-related position with a public or private business organization. May be repeated for a total of 6 hours credit. Prerequisites: Junior classification and approval of School Director. Field experiences fee $50.

486-v Problems. (Credit variable) A directed study of selected problems in marketing. May be repeated with approval of the School Director. Prerequisite: Senior classification and approval of School Director.

489-3 Global Marketing Practices. (3-0) A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign country visited. 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 $50. Prerequisites: Principles of Marketing (MKTG 314), Junior or senior status and permission of instructor. GB 489, MGMT 489, or MKTG 489 may not be taken concurrently.

490-v Special Topics in Marketing. (Credit-variable) An examination of current topics in marketing. Readings required from current marketing publications and other related periodicals. May be repeated for credit when topics vary. Prerequisite: 9 hours of MKTG

508-3 Marketing Management. (3-0) Study of the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Includes case analysis and presentation of results. Prerequisite: MGMT 500 or approval of School Director.

509-3 Marketing Strategy. (3-0) Develops the role of product, pricing, promotion, and channel and physical distribution in the development of a firm's integrated marketing program. Cases are used to evaluate and compose alternative courses of action.

554-3 International Marketing. (4.5-0) A global approach to the study of comparative marketing systems, including economic, social, technological, governmental, and political environments as they affect international marketing operations. Graduate students will be required to complete an extensive research project in addition to other course requirements.

585-3 Marketing Seminar. (3-0) Selected marketing topics of current importance to business marketing. May be repeated once for credit when topics vary.

586-v Problems. (Credit-variable) 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 with the student's professor. Prerequisite: Approval of School Director.

589-3 Global Marketing Practices. (4.5-0) A study of basic international business concepts, cultural literacy, and discipline specific content are then applied to practical experiences and activities in the foreign county visited. 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 SOBA sponsored study abroad toward degree completion. Prerequisite Course: Admission into a SOBA graduate program and permission of the instructor.

MILITARY SCIENCE (M S)

Note: Prerequisites for enrollment in advanced courses are determined by the Professor of Military Science.

301-3 Leadership & Problem Solving. (3-2) 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.

302-3 Leadership and Ethics. (3-2) 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.

401-3 Leadership and Management. (3-2) 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.

402-3 Officership. (3-2) 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.

486-v Independent Study. (Credit variable) 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 classification. Prerequisite: Approval of the School Director.

MUSIC (MUSC)

313-3 Music Appreciation. (3-0) 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. Course fee $10. Lab fee $5.

324-3 Popular Music in America. (3-0) 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. Course fee $10. Lab fee $5.

486-v Music Problems. (Credit-variable) A directed study of selected problems in music.

PHYSICS (PHYS)

331-3 Mechanics l. (3-0) Particle dynamics in one, two, and three dimensions; conservation laws; dynamics of a system of particles; motion of rigid bodies; central force problems. Prerequisite Course(s): MATH 306: Differential Equations; MATH 333: Calculus III; *or concurrent registrations.*

332-3 Electromagnetic Field Theory. (3-0) Electrostatics; Laplace's equation; the theory of dielectrics; magneto static fields; electromagnetic induction; magnetic fields of currents; Maxwell's equations. Credit for both ENPH 332 and PHYS 332 will not be awarded. Prerequisite Course(s): PHYS 242: Principles of Physics II; MATH 306: Differential Equations *or concurrent registration;* MATH 333: Calculus III *or concurrent registration*

333-3 Thermodynamics. (3-0) Concept of temperature, equations of state; the first and the second law of thermodynamics; entropy; change of phase; the thermodynamics functions. Prerequisite Course(s): PHYS 242: Principles of Physics II; MATH 333: Calculus III *or concurrent enrollment.*

334-3 Modern Physics l. (3-2) 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 Course(s): PHYS 242: Principles of Physics II; Co-Requisite Course(s): MATH 333: Calculus III, *or* MATH 306: Differential Equations; *or concurrent registration.* Lab fee $8.

350-3 Medical Physics l. (3-0) 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. Course fee $15. Prerequisite Course(s): PHYS 242: Principles of Physics II or consent of the instructor.

430-3 Mathematical Methods for Physicists and Engineers. (3-0) 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. Credit for both ENPH 430 and PHYS 430 will not be awarded. Prerequisite Course(s): MATH 306: Differential Equations; MATH 333: Calculus III.

435-3 Quantum Physics. (3-0) The Schroedinger equation; one dimensional systems; the Heisenberg uncertainty principle; magnetic moments and angular momentum; two and three dimensional systems; approximation methods; scattering theory. Prerequisite Course(s): PHYS 334: Modern Physics l; MATH 306: Differential Equations

488-v Undergraduate Research Project. (Credit-variable) 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 course(s): *Physics major, junior standing and 14 semester hours of physics*.

POLITICAL SCIENCE (POLS/PLSK)

301-3 Political Economy of Globalization. (3-0) This course provides an overview of the demographic, technological, and economic forces that have come together to shape a more culturally, economically, and politically integrated world. It will also examine the hard political and economic choices that must be made in this more intensely competitive environment

302-3 Elections and Political Parties. (3-0) The study of the electoral process in American national, state, and local political systems. Emphasis will be placed on the evolution of the structure and functions of political parties, interest groups, the news media, and other participants in the electoral process. Prerequisites: POLS 201, 202.

303-3 Comparative State and Local Government and Politics. (3-0) Variations and similarities in the practice of politics and in the administration of government in the states. Particular attention is given to local government and state-national relations. Prerequisites: POLS 201, 202.

304-3 The Executive. (3-0) The study of the organization of executive power in American national, state, and local systems. Emphasis will be placed on the evolution of the structure and functions of the Presidency of the United States and national, state, and local bureaucracies, and the role of parties, legislatures, courts, interest groups, and other participants in the executive process. Prerequisites: POLS 201, 202.

305-3 Legislation. (3-0) The study of the legislative process in American national, state, and local political systems. Emphasis will placed on 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. Prerequisites: POLS 201, 202.

306-3 Political Economy. (3-0) A study of the historical, philosophical, and theoretical relationships between the state and the economy. Credit for both POLS 306 and ECO 306 will not be awarded. Prerequisites: 3 hours of ECO and 6 hours of POLS or instructor's approval.

307-3 Public Administration. (3-0) A survey of the concepts and practices of American public administration. Prerequisites: POLS 201, 202.

308-3 International Politics. (3-0) 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. Prerequisites: POLS 201, 202.

310-3 Environmental Politics. (3-0) An introduction to the politics of environmental protection in America. The focus of the course is upon domestic environmental policy with particular attention paid to the federalism in shaping and implementing environmental policies. Prerequisites: POLS 201, 202.

320-3 Terrorism and Political Violence. (3-0) A study of the causes of terrorism and other forms of political violence, with particular emphasis on measures of prevention and counter-terrorism.

330-3 Understanding Social Science Research. (3-0) Prepares students to understand political science research. Topics covers will include hypothesis testing, measurement, formal modeling, and statistical analysis. Statistical concepts covered include central tendencies and statistical distributions, regression, and maximum likelihood estimation.

350-3 Politics and Propaganda in Film. (3-0) 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.

355-3 Religion and Politics. (3-0) This course focuses on 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. Particular attention will be given to the role played by religion in political campaigns, local politics, and interest group activities.

401-3 Constitutional Law I. (3-0) 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. Prerequisites: POLS 201, 202, HIST 201, 202.

402-3 Constitutional Law II. (3-0) The origin and development of constitutional prohibitions as shown by leading U.S. Supreme Court decisions on civil rights, contracts, due process, economic regulation, eminent domain, labor relations, obscenity, political utterance, and religion. Prerequisite: POLS 401.

403-3 Political Theory Through 1789. (3-0) Philosophical ideas concerning basic political problems from the Greeks to 1789. Credit for both PHIL 403 and POLS 403 will not be awarded. Prerequisites: POLS 201, 202.

404-3 Political Theory Since 1789. (3-0) Philosophical ideas concerning basic political problems since 1789. Credit for both PHIL 404 and POLS 404 will not be awarded. Prerequisites: POLS 201, 202.

405-3 Comparative Government and Politics. (3-0) The government and politics of the major world powers. Examples may be drawn from Asia, Africa, Europe and the Americas. Prerequisites: POLS 201, 202.

410-3 Environmental Policy. (3-0) An introduction to the politics of environmental protection worldwide. The focus of this course is upon international environmental policy with particular attention paid to the agreements and treaties made by nations to shape and implement environmental policy. Prerequisites: POLS 201, 202.

415-3 Foreign Policy. (3-0) The study of America's role in the modern world. Particular emphasis is placed on the policy makers, for example, the President, Congress, the State Department, and the Department of Defense, and on external factors such as other nations. Prerequisites: POLS 201, 202.

416-3 Conflict Studies. (3-0) A study of the causes of international and civil conflict, historical changes in the nature of war, and predictions of future conflicts.

417-3 Peace Studies. (3-0) A seminar on the causes of peace, covering bargaining and war termination, social conflict resolution, international cooperation, and the ethics of peace.

420-3 Weapons of Mass Destruction. (3-0) Examines the physical and political effects of chemical, biological, and nuclear weapons, with emphasis on issues of deterrence and arms control.

421-3 Civil Wars and Military Intervention. (3-0) A study of the causes, characteristics, and effects of civil wars, with particular emphasis on preventing the resumption of warfare after peace agreements. The effect of military intervention on the outcome and recurrence of civil war is studied in detail.

440-3 Political Ethics. (3-0) This course compares theories of political ethics from ancient times to the present. Special attention is given to the topics of justice and virtue.

441-3 Freedom and Authority. (3-0) This course addresses 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.

480-3 Administration of Justice. (3-0) Analyzes the structure, function, and interrelationship of the components of the criminal justice system at the federal, state, and local levels. The history and philosophy of criminal justice in a democratic society will be included. Credit for both POLS 480 and C J 480 will not be awarded.

484-v Internship. (Credit-variable) Application and integration of academic study and development of skills in a field setting. 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 200 hours of work required for 3 hours of credit. Prerequisites: 2.5 overall grade point average, advanced standing, and approval of School Director. Field experience fee $75.

485-v Government Seminar. (Political Science Seminar- Old) (Credit-variable) Independent reading, research, discussion, and paper writing, under personal direction of instructor. Prerequisites: Senior classification, 18 hours POLS, or approval of School Director. May be taken more than once for credit. (PLSK 440)

486-v Political Science Problems. (Credit variable) Independent reading, research and discussion. Entry into this course will be arranged with the political science counselor. (PLSK 355)

490-3 Political Science Capstone Course. (3-0) This course requires students to integrate and use fundamental concepts learned in previous political science courses to research and analyze real-world political phenomena and problems. Students will present oral and written reports on their research, supplemented by appropriate internet and multimedia materials, as well as portfolios documenting their research.

500-3 Political Science Research Methods. (3-0) This course introduces students to elements of research design and statistical analysis. Topics covered include hypothesis-testing, reliability and validity, measures of association, linear regression, and maximum likelihood estimation.

501-3 Political Decision-Making. (3-0) This course introduces students to formal models of political decision-making, including game theory, spatial voting models, decision theory, and collective social choice.

502-3 Constitutional Law. (3-0) This course seeks to predict the resolution of constitutional controversies by examining theories of constitutional interpretation and judicial decision-making in the United States.

503-3 Origins of Conservative Political Thought. (3-0) This course covers the philosophical origins of conservative political thought, focusing on its traditional, statist, and libertarian variants.

504-3 Political Liberalism and its Critics. (3-0) This course covers the philosophical assumptions and implications of liberalism, examining its internal consistency and the extent to which it withstands challenges from competing systems of thought.

515-3 Foreign Policy. (3-0) The purpose of this course is to understand foreign policy decisions: how they are made, their consequences, and their ethical implications. The primary focus is on the foreign policy decisions of the United States.

516-3 Conflict Studies. (3-0) A study of the causes of international and civil conflict, historical changes in the nature of war, and predictions of future armed conflicts.

517-3 Peace Studies. (3-0) A seminar on the causes of peace, covering bargaining and war termination, social conflict resolution, international cooperation, and the ethics of peace.

518-3 Terrorism Studies. (3-0) A study of the causes of terrorism and other forms of political violence, with particular emphasis on measures of prevention and counter-terrorism.

521-3 Civil Wars. (3-0) This course examines 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.

530-3 Public Management. (3-0) The practical application of theories of public administration, the study of problems of administrative management in public organizations, and the use of law for administrative decision-making.

550-3 Political Forecasting. (3-0) This course requires students to research and analyze real-world political phenomena and problems. Students will learn and use different approaches to political forecasting, with a focus on formal models of politics.

552-3 General Wars in World History. (3-0) This course assesses 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.

555-3 International Relations of the Middle East. (3-0) This course examines the international politics of the Middle East, with particular emphasis on Israel and its regional rivals.

560-3 Political Culture. (3-0) The study of political culture as it forms and is formed by public policy. Examples may include the culture of environmental policy, bureaucratic policy, foreign policy, and others.

561-3 Politics of Education. (3-0) The study of the relationship between politics and education in America including K-12 and post-secondary systems.

562-3 Environmental Policy. (3-0) The study of the politics of the natural environment with emphasis on the role of government in environmental protection.

585-3 (Political Science Seminar- Old (3-0) 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. (PLSK 517/PLSK 521)

586-v Political Science Problems. (Credit-variable) Conference course. Independent reading, research, discussion, under supervision of senior professor. (PLSK 552)

588-3 Thesis. (3-0) Schedules when student is ready to begin thesis. No credit until thesis is accepted.

599-3 Practicum, Field Problem, or Internship. (3-0) Supervised professional activities in school administration, counseling, supervision, college or public school teaching, or other public service professions. Major emphasis is placed on the student's involvement in successful practices in the area of professional interest. May be repeated once for credit. Field experience fee $50.

PSYCHOLOGY (PSY)

301-3 Psychology of Learning. (3-0). An investigation into the major theoretical approaches, concepts and principles, and experimental methods of learning. Prerequisites: PSY 101 or approval of the School Director.

303-3 Educational Psychology. (3-0) An application of psychological theories and principles to teaching and learning. Topics will include theories of human development, learning, and motivation, and how these impact the processes of teaching and learning. The course will also include the impact of cultural diversity on the learning process and standardized testing. Credit for both EDU 303 and PSY 303 will not be awarded. Students seeking teacher certification must be admitted to the Teacher Education Program. Prerequisite: PSY 101 and junior classification or approval of the School Director.

305-3 Human Cognitive Processes. (3-0) A survey of human cognition and information processing, including perception, attention, memory, reasoning, and problem solving. Also included are the experimental methods and current theories of human cognition. Prerequisites: PSY 101 or approval of School Director.

307-3 The Human Lifespan. (3-0) Surveys development from conception through adulthood with emphasis on social adaptation of individuals and roles in families, groups, and communities. Cognitive, social, personal and biological factors of the stages of development are included.

309-3 Writing in Psychology. (3-0 WI) The study of advanced technical communication in psychology. Involves learning and using the current edition of the Publication Manual of the American Psychological Association for formal research reports, literature reviews, grant proposals, and professional articles. Also involves learning to write professional psychological reports. Prerequisite(s): PSY 101, ENGL 111, and ENGL 112, or approval of the School Director. Writing Intensive Course Fee Assessed.

310-3 Abnormal Psychology. (3-0) An overview of the history, causes, and treatments of deviant behavior. Psychological, social, and physiological factors as they relate to the development of abnormal behavior and its subsequent treatment. Prerequisites: PSY 101or approval of School Director.

311-3 Behavior Analysis and Behavior Management. (3-0). Examines the basic principles and methods of behavior analysis and behavior management techniques. Includes a 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. PSY 101 or approval of the School Director.

320-3 Psycholinguistics. (3-0) The course emphasizes 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: PSY 101 or approval of School Director.

330-3 Elementary Statistics for the Behavioral Sciences. (3-0) Measures of central tendency, variability, and correlation. Applications of statistical inference to research in Psychology. Reliability and validity of psychological tests and measurement. Also included are analysis of variance, multiple analysis of variance, and regression. Prerequisites: PSY 101 and MATH 107 or equivalent.

332-3 Psychopharmacology. (3-0) A study of the neuroscientific basis of the effects of drugs on behavior. Emphasis will be placed on major antipsychotic, antianxiety, and antidepressant drugs and their clinical use and side effects. Drug abuse such as alcohol, marijuana, and cocaine will also be reviewed. Prerequisites: PSY 101, 8 hours of lab science preferably BIOL 219 and 220 or approval of School Director.

335-4 Principles of Research for the Behavioral Sciences. (3-2-WI). A study of the 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. Prerequisites: PSY/ENGL 309 and PSY 330 or equivalent. Lab and Writing Intensive Course Fees Assessed.

350-3 Personality. (3-0) An introduction to personality, the unique and relatively stable patterns of behavior, thoughts, and feelings that make individual human beings. The different theoretical approaches - psychodynamic, cognitive, behavioral, humanistic, and existential - will be covered and will be related to personality and personality development. Prerequisites: PSY 101or approval of School Director.

360-3 Sport Psychology. (3-0) This course will provide students with an overview of the theories and research related to sport and exercise behavior. Topics to be covered include the history of sport psychology, behavioral principles, anxiety, motivation, leadership, group dynamics, gender, and personality. The course will also be designed to relate these principles to exercise and sport performance. Prerequisite: PSY 101 or approval of School Director.

401-3 Psychological Tests and Measurement. (3-0). Principles of psychological testing. Uses and critical evaluation of tests of achievement, intelligence, aptitude, and personality. PSY 101, MATH 107 or higher, and PSY 330, or approval of School Director.

402-3 Adaptive Psychology. (3-0) 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. PSY 101 or approval of School Director.

403-3 Animal Behavior. (3-0) A survey of the major areas of animal behavior research from a psychological perspective. Research examining the development and display of behaviors will include subject samples ranging from insects to humans conducted in natural, quasi-experimental, and experimental studies. Prerequisites: PSY 101, 8 hours of lab science preferably BIOL 219 and 220 or approval of School Director.

405-3 Social Psychology. (3-0) Theory and phenomena of social psychology. The effect of social variables upon the behavior of individuals. Topics to be covered include socialization, language and communication, prejudice, social attitudes, attitude change, aggression, prosocial behavior, and group behavior. Prerequisites: PSY 101or approval of School Director.

410-3 Industrial/Organizational Psychology. (3-0). A survey of the 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. Prerequisites: PSY 101 or approval of School Director.

412-3 Biological Foundations of Behavior. (3-0) Surveys the biological basis of behavior. Includes an in-depth examination of the 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. Recent research will also be reviewed. Prerequisites: PSY 101, 8 hours of lab science preferably BIOL 219 and 220 or approval of School Director.

420-3 History of Psychology. (3-0). Historical analysis of prescientific psychology in philosophy and physiology through the period of the psychological schools of thought. Prerequisites: PSY 101 and PHIL 101 or 201 and Junior Classification, or approval of School Director.

486-v Problems in Psychology. (Credit-variable) Independent reading and research on various topics related to Psychology. Entry into the course will be arranged by the director of the Psychology program.

490-3 Special Topics. (3-0) An examination of different topics each semester with a focus on contemporary issues in psychology. This course may be repeated for credit as the topic changes. Senior standing.

500-3 Behavioral Statistics. (3-0) Review of descriptive statistics with emphasis on inferential statistics. Includes 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: undergraduate statistics recommended.

501-3 Research Methods. (3-0) A study of the scientific method of research, types of research and research design. Students are required to review, analyze and interpret research findings in their major field and develop a research project with the assistance of their instructor. This course should be taken after the completion of 12 graduate semester hours. Prerequisites: PSY 500 or equivalent graduate statistics course. Lab fee assessed.

502-3 Social Psychological Processes. (3-0) An in-depth examination of the individual in a social and cultural context. Topics include: the behavior of groups, the roles of individuals within groups, and the influence of groups on an individual's perceptions, attitudes, emotions, and behavior. Major theories and supporting research are covered. Includes a selected emphasis on specific topics, with individual or team projects and/or original research.

503-3 Theories of Learning. (3-0) Study of major theories of learning, factors which influence the process of learning, and application of these theories and processes to general and special populations. Prerequisite: Admission to Graduate School or approval of Division Director.

504-3 Human Development. (3-0) A lifespan survey of the development of human beings from conception to death. Topics included will be research and theory into physical, cognitive, social, and personality development in each of the different age groups: prenatal, infancy, childhood, adolescence, and adulthood.

505-3 Practicum I: Field Experience. (3-0) Provides 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. Prerequisites: CPSY 550, 553, 554, 557, 558 (or 551), and PSY 581 for LPC and LPA; CPSY 550, 509, 553, 556, 557 for LMFT; PSY 560, 581, CPSY 582, 553, 557, 558 (or EDSP 505) for LSSP; 3.0 GPA; and consent of the practicum/internship director. Field experience fee $75.

511-3 Cultural, Minority and Gender Issues. (3-0) Study of 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.

513-3 Crisis Intervention and Management of Individuals. (3-0) Examination of the dynamics and treatment of situational crises in various settings. Theories and approaches to crisis intervention and management are described and discussed. Prerequisite: CPSY 550 or approval of Division Director.

514-3 Assessment of Intelligence and Achievement. (3-0) Introduces the selection, administration, and interpretation of selected tests used in the individual measurement of intelligence. Prerequisites: CPSY 558 and PSY 581, or approval of Division Director. Course Fee $50.

515-3 Physiological Psychology. (3-0) An examination of the biological basis of behavior with an emphasis on the structure and biochemistry of the human nervous system. Includes an exploration of the interactive relationships between biological processes, psychopharmacology, genetics, neurological disorders, normal growth and maturation, perception, memory, emotion, stress, mental disorders, consciousness, and communication. Contemporary theories and research are investigated and critiqued.

516-3 Advanced Quantitative Methods and Experimental Design. (3-0) This course provides an overview of advanced statistical techniques to analyze quantitative data resulting from experimental and quasi-experimental research designs. This course is a continuation of PSY 500 and 501 and requires students to demonstrate proficiency in the use of SPSS for data analysis. The course reviews One-Way and Two-Factor ANOVA. Other topics include ANCOVA, MANOVA, MANCOVA, multiple regression, logistic regression, data reduction techniques (factor analysis and principal components analysis), and non-parametric analyses appropriate for two- and multi-group designs. The course emphasizes the integration of multivariate and advanced statistical design with applicable research paradigms.

520-3 History and Systems. (3-0) Historical analysis of the development of the science of psychology from early philosophical theories through the establishment of psychology as a science to modern theoretical positions.

521-3 Evolutionary Psychology. (3-0) In-depth evaluation of the current theories of adaptation with a large focus on how adaptation has influenced social, cognitive and developmental processes in humans. Evidence from cross-cultural studies as well as cross species studies will be reviewed and discussed.

522-3 Psychometrics. (3-0) Systematic treatment of the logic of measurement, including such topics as scaling models, validity, variance and covariance, reliability, theories of measurement error an test construction. Admission to Graduate School or approval of Division Director.

560-3 Foundations of School Psychology. (3-0) Introduces the foundations, professional standards, ethics, and laws related to the delivery of school psychological services. Prerequisite: admission to graduate school or approval of Division Director.

580-3 Personality and Social Assessment. (3-0) Instruction and supervision in the assessment of emotional, motivational, interpersonal, and attitudinal characteristics of children and adults. Includes the administration, scoring, and interpretation of many widely-used tests. Prerequisites: CPSY 558 and 581, or approval of the Division Director. Lab fee $50.

581-3 Assessment and Evaluation Fundamentals. (3-0) Examines the nature and development of standardized tests, with emphasis on ethical standards, psychometric theory, test standards, and test construction. Selection criteria and utilization of standardized or other instruments in various environments are considered. Includes evaluations and critiques of published tests and experiential exposure to different types of psychological tests. Prerequisite: Admission to the Graduate School.

582-3 Behavior Management and Therapy. (3-0). Examines basic theories of human learning, major approaches to behavior management and therapy and principles of applied behavior analysis. Formal treatment planning application and evaluation of programs for management of specific behavioral/psychological problems. Includes case review and practice in individual interventions

583-3 Consultation and Supervision. (3-0) Introduces the 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. Prerequisites: CPSY 550 or PSY 560, and CPSY 553, or approval of Division Director.

584-3 Practicum II: Field Experience. (3-0) Continues Practicum I. The field experience will consist of 150 clock hours with 100 client contact hours. Prerequisite: PSY 505, 3.0 GPA, and consent of the practicum/internship director. Field experience fee $75.

586-v Problems. (variable) Directed independent study or research under the supervision of a member of the psychology faculty. Prerequisites: graduate standing and approval of Division Director.

587-3 Practicum III: Field Experience. (3-0) Continues Practicum II. The field experience will consist of 200 clock hours with 100 client contact hours. Prerequisites: PSY 584, 3.0 GPA, and consent of practicum/internship director. Field experience fee $75.

588-3 Thesis. (3-0). Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisites: Completion of all course work required by the degree and consent of the major professor.

590-v Special Topics. (variable) An examination of different topics each semester with a focus on contemporary issues in counseling. This course may be repeated for credit as the topic changes.

595-3 Internship I. (3-0) 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. Prerequisites: Completion of all other course work required by the degree and application for internship. Field experience fee $75.

596-3 Internship II. (3-0) Continued supervised experience of 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. Prerequisites: PSY 595 and application for internship. Field experience fee $75.

READING (RDG)

301-3 An Introduction to Children's Literature. (3-0) A survey of literature for children focusing on the use of classic and contemporary texts to promote interest, motivation, & critical reading skills for self-selected reading in the elementary student. Prepares teachers to use texts to emphasize literary genre, text structures, & literary devices as tools for making connections & meaning. Prerequisites: Required core ENGL classes for degree. Credit will not be granted for RDG 301 and ENGL 350.

311-3 Reading I – Reading Acquisition and Development. (3-0) Focuses on research-based competencies essential for effective literacy instruction. Surveys characteristics of normal reading development in the emergent/early learner; explores materials, procedures, assessment and instructional methods considered effective in teaching oral language, writing, strategy building for comprehension, vocabulary, and word identification; reviews diagnosis of reading difficulties in the young reader. Prerequisites: Required core and degree ENGL and completion of or concurrent enrollment in RDG 301.

351-3 Content Area Reading. (3-0) This course provides an understanding of factors which influence learning from content text and teaches specific instructional strategies which promote comprehension, vocabulary development, effective study strategies, and test-taking skills. Includes ways to modify text for diverse learners. Attention is given to the principles of research-based reading instruction. Prerequisite: nine hours required English.

384-3 Reading II – Assess and Instr of the Dev Reader. (3-0) A field-based course that surveys informal and formal assessment procedures related to classroom reading instruction. Includes correlates of reading difficulty and instructional strategies for individualizing reading instruction. Prerequisites: RDG 311 and Admission to Tarleton Teacher Education Program.

409-3 Reading and Writing Across the Curriculum. (3-0-WI) Theory and instructional strategies for teaching the writing process in elementary and middle schools. Includes 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. Prerequisites: RDG 301, 311 and 384, and concurrent enrollment in RDG 410, and EDU 404 or 430.

410-3 Implementation of Classroom Reading Instruction. (3-0) A survey of 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. Prerequisites: RDG 301, 311, 384, & concurrent enrollment in RDG 409 and EDU 404 or 430 or approval of program coordinator.

570-3 Literacy Development. (3-0) Models of the reading and writing processes. Includes characteristics of emergent, early, transitional and fluent literacy; instructional strategies in reading and writing; phonics instruction and strategies for teaching English language learners; the essential knowledge and skills in the language arts curriculum. Prerequisite: admission to the alternative teacher certification program at TAMU-CT.

571-3 Advanced Strategies for Literacy Development. (3-0) A study of the research in literacy development from early childhood through adulthood. Course content includes: developing research-based literacy programs from early childhood through adulthood; applying informal diagnostic and remedial procedures for English language learners, elementary, secondary and adult readers; surveying print and non-print materials, including textbooks, trade books and computer software. Prerequisite: admission to the alternative teacher certification program at TAMU-CT.

572-3 Language Arts for Today's Learner. (3-0) Examines research and strategies for implementing the reading/writing process in classrooms. Examines integrated curriculum, use of children's literature, classroom management and organization, evaluation, working with diverse learners, and developing support networks. Prerequisites: RDG 573 or 9 hours of undergraduate reading courses or approval of program coordinator.

573-3 Foundations of Reading. (3-0) Examines theoretical models of the reading process, historical perspectives on reading instruction, and language learning. Develops an understanding of the construction of reading theory and its relationship to instructional practices. Prerequisite: Elementary, secondary, or all-level certification or approval of program coordinator.

574-3 Reading Resources and Materials. (3-0) Surveys a variety of print and non-print materials including content-area textbooks, trade books, and computer software. Includes evaluation of materials and application of reading principles to instruction in content areas. Prerequisite: RDG 573 or 9 hours of undergraduate reading courses or approval of program coordinator.

575-3 Reading Research and Assessment. (3-0) Examines methods and techniques employed in reading research and assessment. Includes a review of research and the development, implementation, and dissemination of classroom research. Explores the application of appropriate diagnostic and correctional procedures for elementary, secondary, and adult learners having difficulty reading. Includes clinical practice. Prerequisite: RDG 573 or 9 hours of undergraduate reading courses or approval of program coordinator.

576-3 Organization and Administration of Reading Programs. (3-0) Surveys state laws, trends and issues related to the administration of reading programs. Examines instructional issues and reading programs for pre-K through adult learners. Includes censorship issues, textbook/test adoption procedures, roles and responsibilities in the reading program, staff development, and change strategies. Prerequisite: RDG 573 or 9 hours of undergraduate reading courses or approval of program coordinator.

586-v Problems. (Credit-variable) Directed study of selected problems in reading. Prerequisite: Approval of program coordinator.

RELIGION STUDIES (R S)

304-3 World Religions. (3-0) A study of the philosophical, ethical, and social dimensions of the religions of the world. Focuses on major religions but lesser known ones may be included. The course will emphasize the diversity of religious experience and traditions. Credit for both PHIL 304 and R S 304 will not be awarded.

410-3 Myth and Ritual. (3-0) Examines the religious beliefs and practices of small-scale societies based upon ethnographic literature.

420-3 Religious Terrorism. (3-0) Examines the religious motivations, support, and tactics behind the phenomena of domestic and foreign terrorism.

430-3 Religions of the Middle East. (3-0) Examines the history, beliefs, practices, and conflicts behind the major religious traditions of Judaism, Christianity, and Islam.

485-3 Special Topics. (3-0) Examines major topics in the area of religious studies. May be repeated for credit when topics vary.

SOCIOLOGY (SOC)

301-3 Sociology of the Family. (3-0) A comparative study of the family as a social institution with emphasis on formation, functions, maintenance, child rearing, and family disorganization. Prerequisites: Junior classification and SOC 201 or approval of the School Director.

303-3 Race and Ethnic Relations. (3-0) Includes an analysis of relations between dominant groups and minority groups that make up American society. Theories of race relations and prejudice, the meaning of racial differences, group conflict, and modes of accommodation are emphasized.

304-3 Medical Sociology. (3-0) This course explores how the sociology of health and illness are affected by social structure and cultural factors, including how these influence health and illness and people's perceptions of the same. Additionally, this course explores the concrete organizations that make up medical systems and how that system reflects the interests of doctors, insurance companies, pharmaceutical industries, hospitals, researchers, the government, and the consumer. Prerequisites: SOC 201 or 202 or approval of School Director.

305-3 Criminology. (3-0) Theories of criminology and significant research on causes, extent, cost and ecology of crime; police, criminal, and juvenile courts; and prisons and reformatories. Course also focuses on prevention and rehabilitation. Credit for both C J 305 and SOC 305 will not be awarded. Prerequisite: SOC 201 or approval of instructor.

306-3 Urban Sociology. (3-0) This course is intended to provide the student with an introduction to urban sociology. We will examine the history, sociology, and politics of urban areas. We will also briefly examine the principles, practices, and politics of urban planning. This course is designed to help the student develop a relevant, basic understanding of how urban environments emerge and evolve and how individuals in urban settings interact. We will specifically explore how structural forces and human agents influence and shape urban growth.

307-3 Rural Sociology. (3-0) Adaptations of families to rural environments, farming, and other occupations; organizations, agencies, and institutions serving rural people; problems in delivering services to the country; and rural development and change. Prerequisites: Junior classification and SOC 201 or instructor approval.

308-3 Deviant Behavior. (3-0) An examination of the factors and conditions leading to behaviors that violate and deviate from fundamental social values. The relationship of personal and social maladjustment is addressed in relation to the various theories of deviant behavior. Prerequisite: SOC 201.

310-3 Sociology of Aging. (3-0) The study of the reciprocal relationship between society and those considered aged by society, utilizing concepts and theoretical frameworks applicable to that population group. The course also examines 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. Credit for both SWK 310 and SOC 310 will not be awarded. Prerequisite: SOC 201.

312-3 Environmental Sociology. (3-0) Examines relationships and interactions between society and the environment. Also examines how the natural world and its degradation influence the way societies are organized by studying human communities as part of natural ecosystems. Prerequisite: SOC 201.

315-3 Sociology of Sport and Leisure (3-0) This course examines the mechanisms through which sport and leisure institutions and practices are created, maintained, and transformed. Particular attention is paid to the relationship between sport and leisure institutions and other social systems such as the family, religion, politics, and economics. Topics considered include violence, discrimination, power, globalization, and the role of the media. This course places a strong emphasis on exploring the ways in gender, race, and class intersect with sport and leisure institutions.

320-3 Social Stratification and Inequality. (3-0) The study of social inequality in human society, with emphasis on the social class structure of the United States, its origins, development, and consequences for the society and the individual. Prerequisite: SOC 201 or approval of instructor.

330-3 Social Science Statistics. (3-0) Surveys the application of 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. The application of statistics will be made to the following areas: social work, sociology, criminal justice, political science, and gerontology. SPSS will be utilized for data analysis.

402-3 Methods of Social Research. (3-0) Principles and methods of social research, including research design, methods of observation, questionnaires, interviews, and other sources of social data; qualitative and quantitative techniques of inference; analysis and research report writing. Limited research studies and projects will be undertaken by the students. Prerequisites: Junior classification, SOC 201 and 202, or approval of School Director.

403-3 Sociological Theory. (3-0-WI) This course examines the major schools of sociological thought, including perspectives from both classic and contemporary sociological theory. Prerequisites: Junior classification, SOC 201 or approval of School Director.

404-3 Sociology of Religion. (3-0) An examination of the basic principles of religion, religious belief, and practice as a sociological concept. Attention will be given to the relationship of religion to the progress and stability of the social order. Prerequisite: SOC 201 or approval of School Director.

405-3 Social Psychology. (3-0) The scientific study of the influence of society, groups, culture, and other persons on the attitudes, behavior, and experiences of the individual. An examination of the total person as he or she functions in relation to the social environment. Prerequisites: Junior classification, SOC 201 and 202, or approval of School Director.

406-3 Sociology of Education. (3-0) This course will examine the social forces that shape educational institutions in the United States and globally. This course will examine the history and development of education in the US. We will also examine the current state of education in the US and in the world and critically examine the consequences of a stratified educational system.

407-3 Sociology of Culture. (3-0) This course will study the social production of culture. We will draw on theories, examine empirical data, and explore the methods of studying culture in a society. The focus will be broad, examining both the macro-and micro-levels of culture and cultural change as well as the global comparative production of culture.

409-3 Military Family. (3-0) This course covers the relationship between the work organization and the family in the armed forces of the U.S. This course will further analyze and discuss contemporary issues, situations, problems, and policies relevant to military families using sociological perspective.

410-3 Sociology of the Body. (3-0) Sociological study of 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.

411-3 Sociology of Sexuality. (3-0) The sociological study regarding how sexuality is perceived, defined, and experienced in the context of society. Further analysis includes how sexuality influences our lives, reflected in social norms, attitudes and beliefs, through public and private policies and practices, and social institutions.

412-3 Gender in Society. (3-0) Socialization to sex roles; male/female differences in family, work, and political behavior; male/female inequality; effects of gender in education and religion; and current changes in sex role definitions. Prerequisite: SOC 201 and junior standing.

413-3 Social Development and Change. (3-0) This course focuses on social processes and social problems as they are contained in the highly interdependent world system. Social change and development stresses historical, comparative, and critical perspectives, and addresses the problem of how and why societies and cultures around the world change and whether those changes promote justice, equity, democracy, and development of human potential. Prerequisites: Junior standing and SOC 201.

421-3 Death and Dying. (3-0) The ramifications of death, including the experiences and rights of the dying and the significance to those who mourn. Using major sociology theories focuses on the meaning to society of the reality and symbolism of death. Credit for both SWK 421 and SOC 421 will not be awarded. Prerequisite: SOC 201.

422-3 Age and Ethnic Stratification. (3-0) Studies aging as a process and life stage as affected by health, economic status, and stratification in this society and in other industrialized countries. Addresses culture, ethnicity, and race as key dimensions in understanding aging and health as delivered to diverse populations. Prerequisite: SOC 310.

485-v Sociology Seminar. (Credit-variable) Independent reading, research, discussion, and paper writing under personal direction of instructor. Prerequisite: Senior classification or approval of School Director. May be taken more than once for credit if topics vary.

486-v Problems in Sociology. (Credit-variable) Independent reading, research and discussion. Entry into this course will be arranged with the sociology counselor.

499-3 Sociology Internship/Capstone. (0-8) Serving as a required, capstone course, students assist the faculty supervisor with their placements in a social science related agency. The field experience, coupled with textbook materials and weekly class seminars, provides students the opportunity to integrate sociological theory with practical experience. At the agency, students will work 120 hours, acquiring professional skills while earning college credit. Students will also keep a journal of internship experiences and write a final paper that applies sociology to the field experience. Prerequisites: major in sociology, senior standing, and approval of the undergraduate advisor. Field experience fee $75.

586-3 Problems in Sociology. (3-0) Independent reading, research, and discussion under the supervision of an instructor. May be repeated as topic varies for up to six hours of credit.

590-3 Special Topics in Sociology. (3-0) Selected topics in an identified area of sociology. May be repeated as topics vary.

SOCIAL SCIENCES (SOSC)

301-3 Social Sciences Survey. (3-0) An interdisciplinary course emphasizing the relationships of history, political science, economics and the social sciences. Prerequisites: 9 hours of HIST, POLS, ECO or SOC.

SOCIAL WORK (SWK/SWKK)

300-3 Methods and Skills of Interviewing. (3-3) This pre-practice course will introduce students to the Generalist Social Work Practice Model. Beginning social work skills introduced include the principles of conducting a helping interview, including initial client contact, attending and listening, empathetic responses, exploration and elaboration, questioning, gaining cooperation, self-disclosure, and termination. Issues of problem solving with diverse populations and persons from different cultural backgrounds as well as ethical issues of helping relationships are explored. Prerequisite: Completion of or concurrent enrollment in SWKK 308.

303-3 Social Work with Diverse Populations. (3-0) theoretical, political, cultural, and economic issues related to diverse populations. An emphasis will be placed on social work practice with oppressed populations. Societal forces which promote discriminatory and oppressive values, beliefs, and attitudes will be examined.

306-3 Social Welfare Policy. (3-0) A study of social welfare as society's response to the needs of individuals, groups, and communities; a historical review of policy development reflecting society's changing values; policy analysis to determine impact on various systems including populations at risk; role of social policy in promoting social justice and social change. Prerequisite: SWKK 307 or concurrent enrollment.

307-3 Social Welfare in America. (3-0) Provides a general introduction to human services in the United State and how they have developed over time. Emphasis is 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.

308-3 Introduction to Social Work. (3-0) Focuses on the profession of social work: historical development, values, ethics, and various aspects of practice with an emphasis on the generalist perspective and populations at risk. (SWKK 308)

310-3 Sociology of Aging. (3-0) A study of sociological and philosophical considerations regarding the changing stereotype role, family structure, and situation of aging, as well as community programs and counseling techniques. Prerequisite: SOC 201 or approval of the Director of the Social Work Program.

311-3 Social Issues. (3-0) Utilizes major theoretical perspectives from sociology to explore causes and consequences of contemporary social issues in American society such as alienation, family stresses, poverty, unemployment and technological change.

314-3 Methods of Social Work Research (3-0) Principles of the scientific method for building knowledge of and evaluating practice. Topics include: ethical and cultural issues in research; research design and methodology; quantitative and qualitative research strategies; evaluation of practice; critical evaluation of published research; and completion and reporting of research projects.

316-3 Practice I. (3-0) Focus is on theories and methodologies needed for generalist social work practice with individuals and small groups. Critical evaluation of the value base of the social work profession and basic practice concepts for understanding a variety of intervention models in diverse settings will be explored. Prerequisite: Admission to the Social Work Program and completion of SWK 300. Course Fee $20.00.

320-3 Service Learning. (Credit-variable 1-3) Each student will identify and respond to a community/neighborhood challenge through volunteer, service learning work with a non-profit community agency and/or under direct supervision of the instructor. Volunteer work may be accomplished in the student's home neighborhood or community. Students will engage in supervised individual hours of service activities and have the opportunity to reflect on the responses to those problems.

329-3 Human Behavior and Social Environment I. (3-0) Using systems theory as an organizing perspective, this course provides an integrated look at the bio-psycho-social factors influencing human development. Cultural factors affecting human functioning, as well as implications for social work practice are explored. Prerequisites: Completion of or concurrent enrollment in SWK 300, PSY 101, SOC 201, and a course in human biology (BIOL 219 & 220 or PSY 412).

330-3 Biological Foundations of Social Work Practice. (3-0) Provides an opportunity to explore issues related to human biological functioning as applied to social work practice. Emphasis is placed on functioning of the human body across the lifespan, on healthy living and prevention of illness, and on illness and disabilities (physical and mental) that social workers encounter in clients.

339-3 Human Behavior and Social Environment II. (3-0) This course is a continuation of Human Behavior and Social Environment I with 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. Values and ethical issues related to bio-psycho-social theories are included. Prerequisite: SWK 329.

377-3 Alcohol and Drug Abuse. (3-0) Focus on psychoactive substances of use and abuse including: alcohol, legal/illegal drugs, and their impact on individuals, families, and society. Models of addiction, society's attitudes, and services for persons and families are explored.

411-3 Child Welfare. (3-0) This course focuses on the practice of social work in a child welfare context. This course is designed to introduce students to a variety of social work practice settings in child welfare. Past and present child welfare policies and programs will be examined.

412-3 Practice II. (3-0) Focus is on the theory and practice of social change at community, society, and global levels. Models of community organization--community development, social action, and social planning will be emphasized including methods of resource delivery and redistribution. Prerequisite: SWK 300, SWK 316. Course Fee: $20.

415-3 Social Work and Mental Health. (3-0) This course provides students with knowledge of assessment based on the current Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association, psychotropic medications, and social worker roles when interacting with people with mental health issues and interdisciplinary teams.

421-3 Death and Dying. (3-0) The ramifications of death, including the experiences and rights of the dying and the significance to those who mourn. Using major sociology theories, focuses on the meaning to society of the reality and symbolism of death. Credit for both SWK 421 and SOC 421 will not be awarded. Prerequisite: SOC 201.

422-6 Field Placement I. (3-16) A field experience that provides the student with the opportunity to integrate theory and develop skills in an agency-based, educationally directed, professionally supervised experience in a social work practice setting. A minimum of 225 hours required to be completed and participation in a three-hour-per week seminar. Prerequisites: Acceptance into the field program and completion of SWK 207, 316, and 339. Field experience fee $75.

423-6 Field Placement II. (3-16) A continuation of SWK 4226 with 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. Prerequisites: Completion of SWK 422 with a grade of C or better. Field experience fee $75.

452-3 Women's Issues. (3-0) Examines the role of women from a global perspective. Focuses on specific issues that affect the everyday lives of women. Special attention is given to the differential and unequal treatment of women based on age, race, social class, and cultural differences.

459-v International Social Work. (Credit-variable) Provides students with an understanding of social work practice and social welfare policies from an international perspective. The implications of globalization and its impact on social welfare policies and social work practice will be examined. Strategies for inter-cultural social work practice and methods of combating discrimination also will be examined. Students may have the opportunity to travel outside the U.S. in order to become familiar with social welfare policies and programs from an international perspective. Approval of the Director of the Social Work Program is required prior to enrollment.

485-v Social Work Seminar. (Credit-variable) Intensive studies of 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: Junior classification or approval of the Social Work Program Director.

486-v Problems in Social Work. (Credit-variable) Independent reading and research on various social work-related topics. Entry into the course will be arranged by Social Work Program Director.

UNIVERSITY FACULTY & STAFF

TEXAS A&M UNIVERSITY ★ CENTRAL TEXAS

2011–2012

catalog

UNIVERSITY FACULTY

Date in parentheses indicates first full-time appointment at Texas A&M University-Central Texas with faculty rank of instructor or higher rank. An asterisk (*) signifies membership in the graduate faculty.

***Allen, Amanda,** Associate Professor, Curriculum and Instruction. (2001)
BS, Mississippi State University, 1989; MS, University of West Florida, 1991; EdD, The University of Alabama, 1997

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Dehn, Ms. Kerri .....Clerk III
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Guzman, Ms. Cindy .....Career Services Coordinator
Harris, Mr. Mark.....Director of Library Services
Hearne, Ms. Melinda.....Payroll Specialist
Hill, Mr. Christopher.....Director of Facilities Management
Hill, Mr. Steven .....Web Designer/Developer
Hixon, Mr. Stephen.....Military Science Instructor
Hooten, Mr. Rex .....Courier / Driver
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Huddleston, Ms. Lara.....Veteran's Benefits Specialist
Hulin, Ms. Joyce .....Clerk IV
Johnson, Mr. Antonio .....Security Officer PT
Jones, Ms. Brenita.....Environmental Worker I
Jones, Mr. Charlie .....Security Officer PT
Jones, Mr. Clifton .....Director of Student Financial Assistance
Jones, Ms. Paula.....Facilities Manager
Khoury, Ms. Dawn.....Interim Dir. Enrollment Mgt. & Retention/Registrar

Kim, Ms. Young-Bin .....Librarian II
Lopes, Mr. Paul.....University Security Officer
Lopez, Ms. Rebecca.....Assistant Director of Admissions and Records
Lovelace, Ms. Sue.....Assistant to the Provost/VP for Academic & Student Affairs
Lutz, Mr. Todd.....Chief Information Officer
McCafferty, Ms. Bridgit .....Reference/Instruction Librarian
McCauley, Mr. Randy.....Director of Marketing & Public Relations
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Young, Ms. Jessica……Accounting Clerk