

# UNIVERSITY CALENDARS AND FINAL EXAMINATION SCHEDULES

## FALL SEMESTER 2013 (16-week session, 1<sup>st</sup> 8-week session, & 2<sup>nd</sup> 8-week session)

March 18	Monday, Academic Advising for Summer & Fall 2013 begins
April 1	Monday, Registration for Summer & Fall 2013 begins. For more information see Class Schedule
April 15	Monday, Priority deadline for completing student financial aid folder for Fall 2013 financial aid programs
June 1	Scholarship deadline for Fall 2013
June 28	Friday, Deadline to submit Fall 2013 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred
August 14	Wednesday, Deadline to submit Admissions Application for Fall 2013
August 21	Wednesday, New Student Orientation
August 22	Thursday, Fall Convocation (FACULTY AND STAFF ONLY)
August 23	Friday, Tuition and Fee Payment Deadline (16-week & 1 <sup>st</sup> 8-week sessions)
August 26	Monday, Classes begin (16-week & 1 <sup>st</sup> 8-week classes) <i>*some Saturday-only classes could begin Saturday, August 24; please consult class schedule</i>
Aug 26-28	Monday-Wednesday, ADD/DROP/LATE REGISTRATION (\$25 fee assessed for late registrants) 16-week & 1 <sup>st</sup> 8-week classes)
September 2	Monday, Labor Day Holiday, <b>UNIVERSITY CLOSED</b>
September 3	Tuesday, Last day to drop 1 <sup>st</sup> 8-week classes with no record
September 6	Friday, Welcome Back Picnic
September 11	Wednesday, Last day to drop courses with no record (16-week classes)
September 27	Friday, Last day to drop a 1 <sup>st</sup> 8-week class with a "Q" or withdraw with a "W" *
October 4	Friday, Deadline for approved Thesis topic to Graduate Office
October 15	Tuesday, Last day to apply for student teaching in Fall 2014
October 15	Tuesday, Deadline to submit application to Teacher Education Program
October 17	Thursday, Last day to withdraw from University (1 <sup>st</sup> 8-week classes)
October 18	Friday, 1 <sup>st</sup> 8-week classes end
October 18	Friday, Tuition and Fee Payment Deadline (2 <sup>nd</sup> 8-week classes)
October 21	Monday, 1 <sup>st</sup> 8-week grades from faculty due by 3pm
October 21	Monday, 2 <sup>nd</sup> 8-week classes begin
October 21	Monday, ADD/DROP/LATE REGISTRATION (\$25 fee assessed for late registrants) (2 <sup>nd</sup> 8-week classes)
October 21	Monday, Academic Advising for Spring 2014 begins
October 28	Monday, Last day to drop 2 <sup>nd</sup> 8-week classes with no record
November 1	Scholarship deadline for Spring 2014
November 1	Friday, Last day to drop a course with a "Q" or withdraw with a "W" (16-week classes)
November 4	Monday, Registration for Spring 2014 begins. For more information, see Class Schedule.
November 11	Monday, Veteran's Day Holiday, <b>UNIVERSITY CLOSED</b>
November 12	Tuesday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Fall graduation
November 13	Wednesday, Priority date for completing student financial aid folder for Spring 2014 financial aid programs
November 20	Wednesday, Comprehensive Exam results due in Graduate Office

November 22	Friday, Deadline to submit Spring 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred
November 22	Friday, Last day to drop a 2 <sup>nd</sup> 8-week class with a “Q” or withdraw with a “W”*
November 28-29	Thursday & Friday, Thanksgiving Holidays, <b>UNIVERSITY CLOSED</b> *campus reopens 8am Dec. 2nd
December 2	Monday, Deadline for bindery-ready copies of theses to the Graduate Office for Fall graduation
December 3-12	Tuesday-Thursday, Restricted Student Activities period
December 4	Wednesday, Last day to withdraw from the university
Dec 5-12	Thursday-Thursday, Final Examinations will be held during normal class time
December 12	Thursday, Last day to file for Fall 2013 Degree Conferral (Registrar’s Office)
December 12	Thursday, Fall 2013 term ends
December 13	Friday, Last day to apply for \$1,000 Tuition Rebate for Fall 2013 graduation (5pm)
December 13	Friday, Commencement, 7pm at Bell County EXPO Center in Belton, Texas
December 16	Monday, Grades from faculty due by 3pm (16-week & 2 <sup>nd</sup> 8-week)
Dec 23-Jan 1	Monday-Wednesday, Winter Break, <b>UNIVERSITY CLOSED</b> *campus reopens 8am January 2nd

*\*Note: Extraordinary situations may occur for students enrolled in multiple parts of term (i.e. 1<sup>st</sup> 8 week, 16 week, 2<sup>nd</sup> 8 week) classes who wish to drop or withdraw from the university. These students should contact the Registrar’s Office for additional information regarding drop policies and before submitting drop requests.*

**December-January Minimester:**

<b>Week One:</b>	<b>Week Two:</b>	<b>Week Three:</b>
(T) Dec. 17, 2013	(Th) Jan. 2, 2014	(M) Jan. 6, 2014
(W) Dec. 18, 2013	(F) Jan. 3, 2014	(T) Jan. 7, 2014
(Th) Dec. 19, 2013	*(Sat) Jan. 4, 2014	(W) Jan. 8, 2014 (Last class)
(F) Dec. 20, 2013		(Th) Jan. 9, 2014 ( <b>Final</b> )

Grades for Minimester due by 3pm on Friday, January 10, 2014.

**SPRING SEMESTER 2014 (16-week session, 1<sup>st</sup> 8-week session, & 2<sup>nd</sup> 8-week session)**

Nov 4, 2013	Monday, Registration for Spring Semester 2014 begins. For more information, see Class Schedule
Nov 13, 2013	Wednesday, Priority date for completing student financial aid folder for Spring Semester 2014 financial aid programs
Nov 22, 2013	Friday, Deadline to submit Spring 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
Jan 3	Friday, Deadline to submit Admissions Application for Spring 2014
Jan 8	Wednesday, New Student Orientation
Jan 9	Thursday, Spring Convocation (FACULTY AND STAFF ONLY)
Jan 10	Friday, Tuition and Fee Payment Deadline (16-week & 1 <sup>st</sup> 8-week sessions)
Jan 13	Monday, Classes begin (16-week & 1 <sup>st</sup> 8-week classes) <i>*some Saturday-only classes could begin Saturday, January 11; please consult class schedule</i>
Jan 13-15	Monday-Wednesday, Add/Drop/Late registration (\$25 late fee will be assessed for late registrants)
Jan 20	Monday, Martin Luther King, Jr. Day, <b>UNIVERSITY CLOSED</b>
Jan 21	Tuesday, Last day to drop a 1 <sup>st</sup> 8-week class with no record
Jan 29	Wednesday, Last day to drop courses with no record (16-week classes)
Feb 14	Friday, Last day to apply for student teaching for Spring 2015
Feb 14	Friday, Deadline to submit application to Teacher Education Program
Feb 14	Friday, Last day to drop a 1 <sup>st</sup> 8-week class with a "Q" or withdraw with a "W"*
Feb 15	Scholarship Deadline for Fall 2014
Feb 17	Monday, Deadline for approved Thesis topic to Graduate Office
March 1	Priority date for completing student financial aid folders for Summer 2014 and Fall 2014
March 7	Friday, Tuition and Fee Payment Deadline (2 <sup>nd</sup> 8-week classes)
March 10-15	Monday-Saturday, Spring Break
March 17	Monday, 1 <sup>st</sup> 8-week grades from faculty due by 3pm
March 17	Monday, 2 <sup>nd</sup> 8-week classes begin
March 17	Monday, Academic Advisement for Summer and Fall 2014 begins
March 24	Monday, Last day to drop 2 <sup>nd</sup> 8-week classes with no record
Mar 24-28	Monday-Friday, Warrior Week
March 28	Friday, Last day to drop a course with a "Q" or withdraw with a "W" (16-week classes)
March 31	Monday, Registration for Summer and Fall 2014 begins. For more information see Class Schedule
April 4	Friday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Spring graduation
April 18	Friday, Last day to drop a 2 <sup>nd</sup> 8-week class with a "Q" or withdraw with a "W"*
April 18	Friday, Deadline to submit Summer 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
April 25	Friday, Distinguished Student Leadership & Service Awards Ceremony
April 25	Friday, Comprehensive Exam results due in Graduate Office
April 29-May 8	Tuesday-Thursday, Restricted Student Activities period
April 30	Wednesday, last day to withdraw from the university
May 5	Monday, Deadline for bindery-ready copies of theses to Graduate Office for Spring graduation
May 8	Thursday, Last day to file for Spring 2014 Degree Conferral (Registrar's Office)
May 8	Thursday, Spring 2014 term ends
May 9	Friday, Last day to apply for \$1,000 Tuition Rebate for Spring 2014 graduation (5pm)
May 10	Saturday, Commencement, 10am at Bell County EXPO Center, Belton, Texas
May 12	Monday, Grades from faculty due by 3PM (16-week & 2 <sup>nd</sup> 8-week)

*\*Note: Extraordinary situations may occur for students enrolled in multiple parts of term (i.e. 1<sup>st</sup> 8-week, 16 weeks, 2<sup>nd</sup> 8-week) classes who wish to drop or withdraw from the university. These students should contact the Registrar's Office for additional information regarding drop policies and before submitting drop requests.*

**May-June Minimester:**

<b>Week One:</b>	<b>Week Two:</b>	<b>Week Three:</b>
(W) May 14, 2014	(M) May 19, 2014	(T) May 27, 2014
(Th) May 15, 2014	(T) May 20, 2014	(W) May 28, 2014
(F) May 16, 2014	(W) May 21, 2014	(Th) May 29, 2014 (Last class)
	(Th) May 22, 2014	(F) May 30, 2014 (Final)
	(F) May 23, 2014	

Grades for May-June Minimester due by 3pm on Monday, June 2, 2014.

## SUMMER SESSIONS 2014

### 10 WEEK SESSION

**JUNE 3– AUGUST 7 (All classes meeting regularly from Monday-Thursday meet for one hour).**

March 1	Priority date for completing student financial aid folder for Summer 2014 and Fall 2014 financial aid programs
March 17	Monday, Academic Advisement for Summer and Fall 2014 begins
March 31	Monday, Registration for Summer and Fall 2014 begins. For more information see Class Schedule
April 18	Friday, Deadline to submit Summer 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
May 21	Wednesday, Deadline to submit Admissions Application for Summer 2014
May 26	Monday, Memorial Day Holiday, <b>UNIVERSITY CLOSED</b>
May 30	Friday, Tuition and Fee Payment Deadline (10-week, 8-week, & 1 <sup>st</sup> 5-week sessions)
June 3	Tuesday, Classes begin (10-week, 8-week, and 1 <sup>st</sup> 5-week classes)
June 3	Tuesday, Add/Drop/Late registration. (\$25 late fee will be assessed for late registrants)
June 11	Wednesday, Last day to drop 10-week courses with no record
June 13	Friday, Deadline to submit application to Teacher Education Program
June 27	Friday, Deadline to submit Fall 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
June 30	Monday, Deadline for approved Thesis topic to Graduate Office
July 4	Friday, Independence Day, <b>UNIVERSITY CLOSED</b> (Friday only)
July 7	Monday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Summer graduation
July 11	Friday, Last day to drop a 10-week course with a “Q” or withdraw with a “W”
July 25	Friday, Comprehensive Graduate Exam results due in Graduate Office
July 30	Wednesday, Deadline for bindery-ready copies of theses to the Graduate Office for Summer graduation
August 6	Wednesday, Last day to withdraw from the university
August 7	Thursday, 10-week Summer session ends
August 7	Thursday, Last day to file for Summer 2014 Degree Conferral (Registrar’s Office)
August 8	Friday, Last day to apply for the \$1000 Tuition Rebate for Summer 2014 graduation (5pm)
August 9	Saturday, Commencement (TBA)
August 11	Monday, Grades due from faculty due by 3pm (10-week & 2 <sup>nd</sup> 5-week)

**8 WEEK SESSION****JUNE 3–JULY 25** (All classes meeting regularly from Monday-Thursday meet for one hour).

March 1	Priority date for completing student financial aid folder for Summer 2014 and Fall 2014 financial aid programs
March 17	Monday, Academic Advisement for Summer and Fall 2014 begins
March 31	Monday, Registration for Summer and Fall 2014 begins. For more information see Class Schedule
April 18	Friday, Deadline to submit Summer 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred
May 21	Wednesday, Deadline to submit Admissions Application for Summer 2014
May 26	Monday, Memorial Day Holiday, <b>UNIVERSITY CLOSED</b>
May 30	Friday, Tuition and Fee Payment Deadline (10-week, 8-week, & 1 <sup>st</sup> 5-week sessions)
June 3	Tuesday, Classes begin (10-week, 8-week, and 1 <sup>st</sup> 5-week classes)
June 3	Tuesday, Add/Drop/Late registration. (\$25 late fee will be assessed for late registrants.)
June 10	Tuesday, Last day to drop 8-week courses with no record
June 13	Friday, Deadline to submit application to Teacher Education Program
June 27	Friday, Deadline to submit Fall 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
June 30	Monday, Deadline for approved Thesis topic to Graduate Office
July 4	Friday, Independence Day, <b>UNIVERSITY CLOSED</b> (Friday only)
July 7	Monday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Summer graduation
July 9	Wednesday, Last day to drop 8-week course with a “Q” or withdraw with a “W”
July 25	Friday, Comprehensive Graduate Exam results due in Graduate Office
July 25	Friday, Last day to withdraw from the university
July 25	Friday, 8-week Summer session ends
July 28	Monday, All 8-week grades due from faculty by 3pm
July 30	Wednesday, Deadline for bindery-ready copies of theses to Graduate Office for Summer Graduation
August 7	Thursday, Last day to file for Summer 2014 Degree Conferral (Registrar’s Office)
August 8	Friday, Last day to apply for the \$1000 Tuition Rebate for Summer 2014 graduation (5pm)
August 9	Saturday, Commencement (TBA)

## 5 WEEK SESSION I

**JUNE 3– JULY 3** (All classes meeting regularly from Monday-Thursday meet for two hours)

March 1	Priority date for completing student financial aid folder for Summer 2014 and Fall 2014 financial aid programs
March 17	Monday, Academic Advisement for Summer and Fall 2014 begins
March 31	Monday, Registration for Summer and Fall 2014 begins. For more information see Class Schedule
April 18	Friday, Deadline to submit Summer 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred
May 21	Wednesday, Deadline to submit Admissions Application for Summer 2014
May 26	Monday, Memorial Day Holiday, <b>UNIVERSITY CLOSED</b>
May 30	Friday, Tuition and Fee Payment Deadline (10-week, 8-week, & 1 <sup>st</sup> 5-week sessions)
June 3	Tuesday, Classes begin (10-week, 8-week, and 1 <sup>st</sup> 5-week classes)
June 3	Tuesday, Add/Drop/Late registration (\$25 late fee will be assessed for late registrants.)
June 6	Friday, Last day to drop 1 <sup>st</sup> 5-week courses with no record
June 20	Friday, Last day to drop a 1 <sup>st</sup> 5-week course with a “Q” or withdraw with a “W”
June 20	Friday, Deadline for approved Thesis topic to Graduate Office
June 27	Friday, Deadline to submit Fall 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
July 1	Tuesday, Last day to withdraw from the university
July 3	Thursday, 5-week I Summer session ends
July 4	Friday, Independence Day, <b>UNIVERSITY CLOSED</b> (Friday only)
July 7	Monday, All 1 <sup>st</sup> 5-week grades due from faculty by 3pm
July 7	Monday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Summer Graduation
July 25	Friday, Comprehensive Graduate Exam results due in Graduate Office.
July 30	Wednesday, Deadline for bindery-ready copies of theses to the Graduate Office for Summer graduation
Aug 7	Thursday, Last day to file for Summer 2014 Degree Conferral (Registrar’s Office)
Aug 8	Friday, Last day to apply for \$1,000 Tuition Rebate for Summer 2014 graduation (5pm)
Aug 9	Saturday, Commencement (TBA)

**5 WEEK SESSION II****JULY 7-AUGUST 7** (All classes meeting regularly from Monday-Thursday meet for two hours)

March 1	Priority date for completing student financial aid folder for Summer 2014 and Fall 2014 financial aid programs
March 17	Monday, Academic Advisement for Summer and Fall 2014 begins
May 26	Monday, Memorial Day Holiday, <b>UNIVERSITY CLOSED</b>
March 31	Monday, Registration for Summer and Fall 2014 begins. For more information see Class Schedule
April 18	Friday, Deadline to submit Summer 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred
June 25	Wednesday, Deadline to submit Admissions Application for 2 <sup>nd</sup> 8-week Summer term
June 27	Friday, Deadline to submit Fall 2014 Graduation Application (students who submit by this deadline are eligible for participation in the Commencement ceremony); students who submit after this deadline are only eligible to have their degree conferred.
June 30	Monday, Deadline for approved Thesis topic to Graduate Office
July 3	Thursday, Tuition and fee payment deadline (2 <sup>nd</sup> 5-week session)
July 4	Friday, Independence Day, <b>UNIVERSITY CLOSED</b> (Friday only)
July 7	Monday, classes begin (2 <sup>nd</sup> 5-week)
July 7	Monday, Deadline for submission of final committee-edited theses with committee approval signatures to Graduate Office for Summer Graduation
July 7	Monday, ADD/DROP/LATE registration (\$25 late fee will be assessed for late registration)
July 10	Thursday, Last day to drop 2 <sup>nd</sup> 5-week classes with no record
July 25	Friday, Comprehensive Graduate Exam results due in the Office of Graduate Studies
July 25	Friday, Last day to drop 2 <sup>nd</sup> 5-week classes with a "Q" or withdraw with a "W"
July 30	Wednesday, bindery-ready copies of theses to the Graduate Office for Summer graduation
Aug 6	Wednesday, Last day to withdraw from University
Aug 7	Thursday, Last day to file for Summer 2014 Degree Conferral (Registrar's Office)
Aug 7	Thursday, 5-week II Summer session ends
Aug 8	Friday, Last day to apply for \$1,000 Tuition Rebate for Summer 2014 graduation (5pm)
Aug 9	Saturday, Commencement (TBA)
Aug 11	Monday, All grades due from faculty by 3pm (10-week & 2 <sup>nd</sup> 5-week)



## **ACCREDITATION**

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

**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**

Business/Cashiers' Office	254.519.5455
Computer Lab: Founder's Hall	254.519.5466
Computer Lab: North Campus	254.519.5795
Department of Public Safety	254.501.5800
Finance and Administration	254.519.5498
Fort Hood Office	254.532.9066
Graduate Admissions	254.519.5468
Human Resources	254.519.8015
Information/Main Switchboard	254.519.5400
ITS - Computing Services	254.519.5426
Library	254.519.5798
Military Science	254.519.5767
News & Information/Media Inquiries	254.519.5491
President's Office	254.519.5765
Provost and Vice President for Academic and Student Affairs	254.519.5741
Records Office	254.519.5736
School of Business Administration	254.519.5762
School of Education	254.519.5464
School of Arts and Sciences	254.519.5441
Student Affairs	254.519.5721
Student Financial Assistance	254.519.5492
Undergraduate Academic Advising	254.501.5856
Undergraduate Admissions	254.519.5486
University Bookstore	254.200-1447
Veterans Affairs	254.519.5423

## 2013 - 2014 SEMESTER FEES

Fall, Spring and Summer Semesters

### **Tuition Fee (see Note) (required)**

Texas Resident – Undergraduate <sup>1</sup>	\$158.40 per hour
Texas Resident – Graduate <sup>1</sup>	\$178.40 per hour
Texas Non-Resident <sup>1</sup>	\$512.40 per hour
Student Services Fee (required)	15.00 per hour with \$160.00 max.
Academic Advising Fee (required)	\$2.00 per hour
Distance Education Degree Program Course Fees	\$360-\$800 per course
Distance Learning Fee (on-line courses)	\$80.00 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	\$8.33 per hour
Technology Fee	\$9.00 per hour
Testing Fee	\$15.00

<sup>1</sup> Includes State Tuition Rate of \$50 per semester credit hour for Undergraduates/\$70 per semester credit hour for Graduates/\$404 per semester credit hour for non-resident plus \$108.40 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 75<sup>th</sup> Texas Legislature. Reference Texas Education Code §54.0512 and §54.0513.

**NOTE:** The fees provided above are based on the 2013 - 2014 fee schedule approved by The Texas A&M University System Board of Regents at its May 2013 meeting. The Tuition Fee Table above is an estimate and is subject to change based on Board action and Legislative requirements.

## **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. Materials 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 Undergraduate 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.

## **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 \$158.40 per semester credit hour. Tuition for Texas resident graduate students is \$178.40 per semester credit hour. Tuition for non-resident students, including those who are not U.S. citizens, is \$509.40 per semester credit hour. See "Determination of Residence for Tuition Purposes" in this section for more information.

### **Student Services**

A fee of \$15.00 per semester credit hour with a \$160.00 maximum per semester is for the support of student services at TAMUCT.

### **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.

### **Course Enhancement Fee**

A fee \$8.33 per semester credit hour 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 \$80 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 \$25 late fee.

**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 TAMUCT 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 TAMUCT 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).

**Technology Fee**

A fee of \$9 per semester credit hour is used to cover costs of providing computing access to the students and computing services for administrative and instructional purposes and to maintain and upgrade equipment used directly in student instruction.

**Testing Fee**

A testing fee of \$15 for first-time students will be assessed to support the Testing Center and University testing needs. It is charged on first enrollment and covers all institutional testing while the student is enrolled.

## **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 TAMUCT Business Office: (254) 519-5455.**



**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.

## **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.

## 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:

<b><u>Session 10 weeks or greater</u></b>	
Prior to 1 <sup>st</sup> class day	<b>100%</b>
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> class day	<b>80%</b>
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> class day	<b>70%</b>
11 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup> class day	<b>50%</b>
16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> class day	<b>25%</b>
After 20 <sup>th</sup> class day	<b>0%</b>
<b><u>Session Greater than 5 weeks and less than 10 weeks</u></b>	
Prior to 1st class day	<b>100%</b>
1st, 2nd, 3 <sup>rd</sup> class day	<b>80%</b>
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> class day	<b>50%</b>
After 6 <sup>th</sup> class day	<b>0%</b>
<b><u>Session 5 weeks or less</u></b>	
Prior to 1 <sup>st</sup> class day	<b>100%</b>
1 <sup>st</sup> class day	<b>80%</b>
2 <sup>nd</sup> class day	<b>50%</b>
After 2 <sup>nd</sup> class day	<b>0%</b>

### 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

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	2 <sup>nd</sup> class day	2 <sup>nd</sup> day after class begins
5 or 6-week session	4 <sup>th</sup> class day	4 <sup>th</sup> day after class begins
7-12 -week session	6 <sup>th</sup> class day	6 <sup>th</sup> day after class begins
13 or more-week session	12 <sup>th</sup> class day	12 <sup>th</sup> 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 4<sup>th</sup> 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.

TAMUCT'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.

## **MILITARY FRIENDLY**

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

## **TAMUCT POLICY ON PREVIOUS EDUCATION AND TRAINING**

Texas A&M University-Central Texas (TAMUCT) 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 TAMUCT is to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, TAMUCT has established TAMUCT 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 TAMUCT 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 TAMUCT. 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 TAMUCT. 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 TAMUCT 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 TAMUCT. 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.

TAMUCT 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.

## **MILITARY CREDIT EVALUATION**

The Admissions Office 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 the Joint Services Transcript (JST), and Community College of the Air Force transcripts.

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 TAMUCT courses.

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

For information regarding military services and evaluation procedures, see our Military Services section.

## **SERVICEMEMBERS OPPORTUNITY COLLEGE CONSORTIUM**

TAMUCT 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**

[\(http://www.soc.aascu.org/socad/\)](http://www.soc.aascu.org/socad/)

Associate and bachelor's degree programs for Army personnel and their families.

**SOCNAV**

[\(http://www.soc.aascu.org/socnav/\)](http://www.soc.aascu.org/socnav/)

Associate and bachelor's degree programs for Navy personnel and their families.

**SOCMAR**

[\(http://www.soc.aascu.org/socmar/\)](http://www.soc.aascu.org/socmar/)

Associate and bachelor's degree programs for Marine Corps personnel and their families.

## **TED AND DIANE CONNELL VETERANS AFFAIRS CENTER**

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

The role of the Veterans Affairs Center is to assist students in pursuing their educational and professional objectives. Staff is available to answer questions about Veterans' education benefits and military tuition assistance, 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 of Veteran's education benefits 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](http://www.gibill.va.gov), for additional information regarding your education benefits or the VetSuccess on Campus counselor. (See below).

The Veterans Affairs Center stands ready to facilitate the transition from military life into academics. Services include:

- Information and support related to the Post 9/11 GI Bill
- Montgomery GI Bill
- Dependents Educational Assistance
- Reserve Educational Assistance Program
- Vocational Rehabilitation
- Montgomery GI Bill-Reserve

Please contact 254.519.5423 for information concerning VA resources and benefits. Questions and inquiries may also be sent to [va@ct.tamus.edu](mailto:va@ct.tamus.edu).

## **VETSUCCESS ON CAMPUS**

The VetSuccess on Campus program is a collaborative effort between Texas A&M University-Central Texas (TAMUCT) 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 TAMUCT 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 one of the original eight schools in the nation to have an on-campus counselor from the Department of Veterans Affairs.

Your VetSuccess Counselor can assist you with:

- Information on VA educational benefits to include the Montgomery 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.

VetSuccess Counselor at TAMUCT:

Candice Lopez, M.ED.

[Candice.lopez@va.gov](mailto:Candice.lopez@va.gov)

[C.lopez@ct.tamus.edu](mailto:C.lopez@ct.tamus.edu)

254-519-5404

Room 221E Founder's Hall

## ACADEMIC APPEALS PROCEDURE

*Student academic appeals are handled according to the following guidelines. Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost.*

*Please visit [www.ct.tamuz.edu/StudentConduct](http://www.ct.tamuz.edu/StudentConduct) for the detailed and the most recent copy of these procedures.*

1. A student who wishes to appeal a decision of a faculty member of a school should ask for a review by that person within 30 calendar days of the originating event. The respondent is expected to give the student a response within 15 calendar days.
2. If the respondent is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishing to appeal a decision of a faculty member the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. 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. The written appeal must include the following:
  - i. Name, address, email, telephone number, and University Identification Number (UIN) of the student.
  - ii. Date of action against the student and by which faculty member.
  - iii. Nature of disciplinary action and copy of applicable materials.
  - iv. Circumstances which merit review.
  - v. Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar days of the filed appeal.

3. A student unsatisfied with the decision of the Department Chair may appeal in writing to the College's Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The minimum standard for each college's committee is three faculty members; each college is responsible for developing a specific and nonbiased committee structure. After hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean. The decision of the College Dean is final and will be communicated to the student in writing.

**ACADEMIC HONESTY**

TAMUCT 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. Refer to the student handbook or visit the Office of Student Conduct for additional information.

## **ACADEMIC STANDING-Undergraduate Students**

The following applies to all undergraduate 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 school.

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 A&M-Central Texas; 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.

A student who transfers from A&M-Central Texas while on academic warning or probation and then returns (having met transfer requirements) has the same academic standing the first long semester back at A&M-Central Texas as though there had been no transfer. **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.**

### **Suspension Notification Process**

At the end of each semester, the Office of Academic Affairs will send out an official letter to students that have been placed on suspension which include first, second, and third suspensions. The letters are official documentation to ensure that the student has been properly notified of their academic standing with the University.

### **Academic Warning**

A student, who has been in good standing, and earns a total institution GPA between 1.00 and 1.99 at the end of any Fall or Spring semester, will be placed on academic warning.

A student on academic warning, who has a total institution GPA of 2.00 or above, at the end of the next long semester will be removed from academic warning and returned to good standing. If the GPA for the semester is below 2.00, the student is placed on probation. If the GPA for the semester is less than 1.00, the student will be suspended.

### **Academic Probation**

A student, who has been on academic warning, and earns a total institution GPA between 1.00 and 1.99 at the end of any long semester, will be placed on probation.

A student on probation who has a total institution GPA of 2.00 or above, at the end of the next long semester will be removed from probation and returned to good standing. 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.

### **Academic Suspension**

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 who is suspended from A&M-Central Texas is advised not to take transferable college level courses during the term of suspension. Any student who takes transferable college level courses during the term of suspension must meet A&M-Central Texas's transfer requirements in order to be readmitted and will be on academic warning the first long semester back at A&M-Central Texas. A student who is suspended from A&M-Central Texas and takes no transferable college level courses during the term of the suspension may return to A&M-Central Texas after the term of the suspension and will be on academic warning the first long semester back at A&M-Central Texas.

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:**

- 1<sup>st</sup> suspension – student must sit out for one long semester.
- 2<sup>nd</sup> suspension – student must sit out for one calendar year.
- 3<sup>rd</sup> suspension – final suspension

**Academic Reinstatement after Suspension for Undergraduates**

An undergraduate student, **who has served the requisite length of suspension**, is required to see the Assistant Vice President for Academic Affairs and Undergraduate Studies to return to the University, and must:

1. Provide a letter of acknowledgement to the Assistant Vice President for Academic Affairs and Undergraduate Studies explaining the situation that resulted in poor academic performance and ultimate suspension and how the student plans to ensure that he/she remains in good standing;
2. Make an appointment with the Assistant Vice President for Academic Affairs and Undergraduate Studies to discuss terms of re-enrollment that will ensure they can return to good academic standing, and
3. Must sign a Contract for Re-enrollment for the term of re-enrollment.

Please note all undergraduate students returning to A&M-Central Texas after serving a suspension will be placed on academic warning their first long semester back at A&M-Central Texas.

**Academic Suspension Appeal Process for Undergraduates**

A student, **who has not served the requisite length of suspension and would like to request a waiver of the suspension term**, is eligible to appeal to the Assistant Vice President for Academic Affairs and Undergraduate Studies to forego the suspension and continue with classes. The student must:

1. Provide a letter of appeal to the Assistant Vice President for Academic Affairs and Undergraduate Studies with the following information:
  - a. A summary of the situation that resulted in poor academic performance and ultimate suspension
  - b. A justification for why the student should not be required to serve the term of suspension
  - c. A plan for how the student will ensure success in the next term if the request is granted;
2. Make an appointment with the Assistant Vice President for Academic Affairs and Undergraduate Studies to discuss terms of the waiver, and
3. If the waiver is GRANTED, must sign a Contract for Conditional Enrollment for the approved academic term.

Contact Information for appointments:  
Founders Hall, room 429  
(254) 519-5712

## **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 Department Chair 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 TAMUCT denies the audit request.

## 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 TAMUCT.
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 TAMUCT.
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 2000-2001 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.)

## **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.



## **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, Department Chair or School Director). If permission is granted, such credit hours earned may be applied toward degree requirements at TAMUCT, however, courses completed without such approval generally may not apply toward degree requirements at TAMUCT. Written permission from the student's Department Chair or School Director is required prior to concurrent enrollment in extension course work or in any resident courses from other institutions. Course load limits are not waived for students seeking concurrent enrollment.

## STUDENT COURSE LOAD

### UNDERGRADUATE

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

### GRADUATE

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

Loads in excess of the maximum require approval of the School Director. Loads in excess of 21 hours require approval in the Registrar's Office.

## 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, APSC). **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 school 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.

## 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](#).

### 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

## **Undergraduate Funding Limit and 3-peat rules**

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. TAMUCT 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.

## **FORGIVENESS OPTION**

An undergraduate student enrolled at TAMUCT may choose to exercise the following forgiveness option:

- Grades for any one semester of TAMUCT or Tarleton State University work taken more than 5 years before a student's current enrollment at TAMUCT 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 TAMUCT at the time he/she requests the forgiveness option.

## GRADING SYSTEM

Final grades in all courses will be available by logging into the Self-Service system at the end of each semester.

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

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

\* Signifies credit with neutral grade point value

**The lowest passing grade is a D.** Students should keep in mind the fact that some universities and colleges do not accept a D in transfer. A grade of 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 chair 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.

## **REQUIREMENTS FOR A BACCALAUREATE DEGREE**

### **General Requirements**

All students must post an overall GPA of 2.00 or better in all courses taken at TAMUCT 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 enforced.**

### **Residence Requirements**

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

1. A minimum of 25 percent of course work required for the degree must be completed with TAMUCT (i.e. 30 hours of a degree that requires 120 hours). The work completed at TAMUCT 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 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.

### **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 the date 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.



## **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.

**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. Student activities that fall within the restricted period require the approval of the Director of Student Affairs.

## **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**.

### **Eligibility for Honors Graduation**

To be eligible for honors graduation, a student must complete no fewer than 45 hours at TAMUCT. 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 TAMUCT and that require a 3.2 cumulative GPA or higher for membership may have that membership identified on their transcripts.

## **Limits on Dropped Courses and Withdrawals**

Under the requirements of Senate Bill 1231, 80th Legislature, an undergraduate student at TAMUCT 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 Director 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 Provost and 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 TAMUCT who first enrolled in higher education **prior to Fall 2007** and who initially entered TAMUCT for the first time in fall 1998 or after is covered by a similar University rule which counts only drops at TAMUCT 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 TAMUCT.

## 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

## **TUITION REBATE**

A \$1,000 tuition rebate from the state of Texas is offered to qualifying students who graduate from TAMUCT 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](http://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.

## **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**

<b>Length of Class in Weeks</b>	<b>Official Census Date</b>	<b>Last Date to Drop or Withdraw with a “Q”</b>
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

**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 2012-2013 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](http://www.fafsa.ed.gov), or from:

**Student Financial Assistance  
1001 Leadership Place  
Killeen, TX 76549  
(254) 519-5492**



## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate or degree. Financial Aid must monitor the progress of each student toward the completion of a certificate or degree in order to meet federal and state guidelines governing the administration of student financial assistance. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may lose their eligibility for all types of federal, state, and university aid administered by Financial Aid. SAP is evaluated at the end of the spring semester.

### **SAP COMPONENTS**

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

#### **Minimum Cumulative Grade Point Average (GPA)**

Undergraduate Students: 2.0

Graduate Students: 3.0

#### **Deficit Hours**

While students are encouraged to maintain full-time enrollment to be eligible for financial aid, each student must successfully complete at least 75% of all credit hours attempted. This percentage includes all institutional and transfer credit hours, regardless of whether or not financial aid was received. Grades of W, F, I, Q, WF, and grad exclusions are not considered to be adequate grades for completion.

#### **Maximum Hours (Excessive Hours)**

Students are expected to complete their degree pursuits within a maximum timeframe, including transfer hours earned and institutional attempted hours. The 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 Master) may also be blocked for excessive hours. This also applies when students change majors. Students may not receive financial assistance beyond the following:

Undergraduate Students: 192 hours

Graduate Students: 54 hours

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

#### **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 portion 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.

### **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.

## **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 (subsidized loans not available for graduate students effective July 1, 2012).

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 sent to the student's school.

## **SHORT-TERM LOANS**

**Application for all short-term loans is made through the Office of Student Financial Assistance. Distribution and 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 the 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-serve 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.

## **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.

### **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.

### **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 Office of Student Financial Assistance.

## **WORK OPPORTUNITIES**

Tarleton State University/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 TAMUCT 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 may be obtained from the Office of Student Financial Assistance, Founder's Hall, RM 108; 1001 Leadership Place; Killeen, TX 76549 or at [www.ct.tamus.edu](http://www.ct.tamus.edu). The Office can also be contacted by telephoning (254) 501-5854.

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 TAMUCT (Please visit the [scholarship web page](#) for the most current listing of active scholarship opportunities).

Aviation Science Scholarship	John and Elizabeth Cheatham Endowed Scholarship
B.M. Beck Endowed Scholarship	John R. Ingram Jr. Scholarship
Bob and 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 Assistance 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 Veterans Affairs 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 (TEC 54.207)	Valedictorian** (TEC 54.201)	Survivor of Public Servant (Killed in the line of Duty) (TGC 615.0225 & 615.003)	Senior Citizen (6 SCH limit) (TEC 54.210)	Good Neighbor Scholarship Program (TEC 54.207)	Nursing Faculty/Staff (TEC 54.221)	Clinical Preceptor (Limit \$500) (TEC 54.222)	Firefighters Taking Fire Science Curriculum (TEC 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 (TEC 54.205)	Dependents of Fireman & Police (TEC 54.204)	Children of POWs & MIAs (TEC 54.209)	Hazelwood- Texas Veterans (TEC 54.203)	Hazelwood-Texas Veterans, dependent children and spouse of Texas Veterans (TEC 54.203)	Foster Care Children (TEC 54.211)	Adopted Students Formerly in Foster or Other Res Care (TEC 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							

TEC = Texas Education Code

TGC = Texas Government Code

SCH = Semester Credit Hours



**2014-2015**  
**Student Planner**



**TEXAS A&M**  
**UNIVERSITY**  
**CENTRAL TEXAS**

This book belongs to:

Name:

Address:

Phone:

Email:

## **Table of Contents**

<b>ABOUT US.....</b>	<b>3</b>
<b>LIBRARY HOURS.....</b>	<b>3</b>
<b>CAMPUS OFFICES.....</b>	<b>4</b>
<b>WHERE DO I?.....</b>	<b>4</b>
<b>ACADEMIC RIGHTS &amp; RESPONSIBILITIES.....</b>	<b>6</b>
Absence policy.....	6
Dropping a course.....	6
Withdrawing from the University.....	6
Academic deficiency.....	6
Academic appeals.....	7
<b>CAMPUS POLICIES.....</b>	<b>8</b>
General statement about Student Affairs Policies & Procedures.....	8
Alcohol and controlled substance statement.....	8
Bacterial meningitis information.....	8
General guidelines for student organizations.....	9
Summary of Texas Hazing Law.....	9
Inclement Weather.....	10
HIV/AIDS Statement.....	11
Acceptable use of computing network.....	11
Principle of equal education statement.....	11
Privacy of information.....	11
Publication of brands standards.....	11
Publicity regulations.....	12
Student complaint procedures.....	13
Students' role and participation in institutional decision-making.....	14
General Statement on Gender-Based or Sexual Misconduct.....	14
Student group travel regulations.....	14
UNILERT.....	14
Miscellaneous policies.....	15
<b>STUDENTS' RIGHTS &amp; RESPONSIBILITIES.....</b>	<b>15</b>
<b>CODE OF STUDENT CONDUCT.....</b>	<b>15</b>
Preamble.....	15
Definitions.....	15
Authority of "The Code of Student Conduct".....	16
Standards of Student Conduct.....	17
Disciplinary Procedures.....	21
Conduct Outcomes.....	23
Appeals.....	24
Student Conduct Records.....	25
Student Privacy/FERPA.....	25
Standing with the University.....	26
Interpretation and Revision.....	26

### ***Our Vision***

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

### ***Our Mission***

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

### ***Our Core Values***

*Excellence and Achievement, Compassion, Integrity, Knowledge, Diversity, Initiative, and Collaboration.*

### **Library Hours**

**Monday - Thursday: 8am - 9pm**

**Friday - Sunday: 10am - 7pm**

Hours may vary during breaks and final exams

*\*As an upper-level university, A&M-Central Texas offers junior and senior-level coursework needed to successfully complete the baccalaureate degrees offered by the institution. The institution provides all the graduate level coursework for its graduate programs.*

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

## CAMPUS OFFICES

FH= Founder's Hall, WH = Warrior Hall

*All numbers are in area code 254*

Main switchboard	FH Lobby	519.5400
Add/Drop courses	FH 108	519.5452
Admissions (Undergraduate)	FH 218	519.5438
(Graduate)	FH 424	519.5468
Academic Advising	FH 216	501.5856
Academic Support Programs	WH 212	519.5836
Business Office	FH 108	519.5455
Career Services	WH 211	519.5764
Computer Lab (Warrior Hall)	WH 104	519.5888
Counseling Services	WH 207	519.5403
Distributed Learning and Instructional Technology	WH 110	501.5860
Division of Student Affairs	WH 105	519.5721
Disability Support & Access	WH 212	519.5836
Financial Aid	FH 108	501.5854
Fort Hood Campus		532.9066
IT/Computing Services	FH 114	519.5426
Library	WH 101	519.5798
Military Science/ROTC		519.5767
President	FH 421	519.5765
Provost & VP for Academic and Student Affairs	FH 429	519.5447
Records	FH 108	519.5728
Registration	FH 218	519.5438
Public Safety	FH 102	501.5800
College of Arts & Sciences	FH 217	519.5441
College of Business Administration	FH 318	519.5437
College of Education	WH 318	519.5464
Social Work Program	WH 420	519.5406
Student Engagement	WH 211	519.5496
Veteran Affairs & Vet Success	FH 221	519.5423
Warrior Bookstore	FH Lobby	200.1447
East Williamson County Higher Education Center	Hutto	512.759.5699

## WHERE DO I?

Where do I apply for admission?	Undergraduate	FH 108	519.5438
	Graduate Studies	FH 424	519.5468
Where do I appeal my residency status?	Admissions Office	FH 218	519-5438
Where do I go for advising?	Advising Office	FH 216	501.5856
Where do I go to request a substitution?	Advising Office	FH 216	501-5856
Where do I get a Consortium Agreement signed?	Advising Office	FH 216	501-5856
Where do I get a catalog?	Online		
Where do I get a parking permit?	Business Office	FH 108	519-5544
Where do I pay my bill?	Business Office	FH 108	519-5455
	<i>*Or via e-bill online under Texas Bill Pay</i>		
Where do I pick up my refund check?	Business Office	FH 108	519-5455
Where do I drop a class?	Records Office	FH 108	519.5452

Where do I pay a parking fine?	Business Office	FH 108	519-5455
Where do I appeal my tuition bill?	Business Office	FH 108	519-5455
Where do I get my student ID?	Business Office	FH 108	519-5455
Where do I go for career services help?	Career Services	WH 211	519-5764
Where do I apply to be a student worker?	Career Services	WH 114	519-5764
Where do I go to learn about student groups?	Civic & Student Engagement	WH 211	519-5496
Where do I request student travel funds?	Civic & Student Engagement	WH 211	519-5496
Where do I go to submit disability paperwork?	Disability Support & Access	WH 212	501-5831
Where do I submit financial aid paperwork?	Financial Aid	FH 108	501-5854
Where do I obtain scholarship information?	Financial Aid	FH 108	501-5854
Where do I get a short-term loan application?	Financial Aid	FH 108	501-5854
Where do I get a Consortium Agreement?	Financial Aid	FH 108	501-5854
Where do I get an email account?	IT & Computing	FH 114	519-5888
Where do I get my email password reset?	IT & Computing	FH 114	519-5888
Where do I get my DuckTrax password reset?	Records Office	FH 108	519-5452
Where do I withdraw from the university?	Records Office	FH 108	519-5452
Where do I change my name?	Records Office	FH 108	519-5452
Where do I get deferment paperwork?	Records Office	FH 108	519-5452
Where do I drop a class?	Records Office	FH 108	519-5452
Where do I get a Consortium Agr. certified?	Records Office	FH 108	519-5452
Where do I go if I need help registering?	Records Office	FH 108	519-5452
Where do I file for graduation	Records Office	FH 108	519-5451
Where do I go to request a transcript?	Records Office	FH 108	519-5452
Where do I get a concurrent enrollment form?	Records Office	FH 108	519-5452
Where do I get a letter of completion?	Records Office	FH 108	519-5461
Where do I get an overload form?	Records Office	FH 108	519-5452
Where do I go to get an override?	<i>Course Instructor</i>		
Where do I change my personal information?	<i>Ducktrax (online)</i>		
Where do I find graduate assistantships?	<i>Individual academic areas</i>		
Where do I file a complaint?	Student Affairs	WH 105	519-5721
Where do I go to have a test proctored?	Testing Center	WH 212	501-5830
Where do I go to find out about tutoring?	Tutoring Center	WH 111	501-5830
Where do I appeal a parking ticket?	University Police	FH 103	501-5800
Where do I complete VA paperwork?	Veterans Affairs	FH 221	519-5423
Where do I go for VA/Voc Rehab Information?	Veterans Affairs	FH 221	519-5423
Where do I get Hazlewood Act Information?	Veterans Affairs	FH 221	519-5423
Where do I get a parent letter for VA?	Veterans Affairs	FH 221	519-5423
Where do I go to buy my books?	Warrior Bookstore		200-1447

*\*Or online [www.warriorbookstore.com](http://www.warriorbookstore.com)*

## **ACADEMIC RIGHTS & RESPONSIBILITIES**

Students enrolling at Texas A&M University-Central Texas accept the responsibility to fulfill the requirements for obtaining a college education. In this section you will find the basic requirements and regulations for all students.

### **ABSENCE POLICY**

Class attendance is an important factor for academic success and each student should accept the responsibility for regular attendance. Texas A&M University-Central Texas recognizes each student as an adult with adult attitudes and responsibilities and further recognizes the unique relationship between faculty and student and the responsibility each has to the other. Student absences are considered by the university to be a matter strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine if make-up work can be done due to absences. Students may request make-up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings or participation in sponsored university activities. It is the responsibility of students who participate in university-sponsored activities to obtain a written explanation for their absence from the faculty/staff member responsible for the activity.

### **DROPPING A COURSE**

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

1. Secure a drop card and instructions from the Admissions and Records Office;
2. Proceed to the student's academic advisor to obtain the advisor's signature;
3. Return the signed card to the Admissions & Records Office.

The elapsed time for this procedure shall not exceed one calendar week. The effective date of dropping a course is the date the card is returned to the Admissions & Records 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 online.*

### **WITHDRAWING FROM THE UNIVERSITY**

Students desiring to withdraw from school completely must go to the Admissions & Records Office for official withdrawal. Students should refer to their Texas A&M University-Central Texas catalog under academic information for refund periods and the last day to withdraw with a guaranteed "W" grade. After the last day to drop courses, students will receive a "WF" which is calculated as an "F" for GPA purposes. Each "W" or "WF" is counted as one of the six permitted drops.

### **ACADEMIC DEFICIENCY**

#### *Probation/Suspension Policy*

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 school.

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 the student's course of study. Early notification of this concern maximizes the student's opportunity to make appropriate adjustments to remain in good standing.

**Warning:** Each student is responsible for knowing the student's 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.

## **ACADEMIC APPEALS**

Academic appeals are handled according to the following guidelines.

Please visit [www.tamuct.edu/StudentConduct](http://www.tamuct.edu/StudentConduct) for detailed and most recent procedures.

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 30 days of the originating event. The respondent is expected to give the student a response within 15 days.
2. If the respondent is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishing to appeal a decision of a faculty member the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. 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. The Department Chair is expected to give a response within 15 calendar days of the filed appeal.
3. A student unsatisfied with the decision of the Department Chair may appeal in writing to the College's Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The 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 College Dean. The decision of the College Dean is final and will be communicated to the student in writing.

## **CAMPUS POLICIES AND PROCEDURES**

Attendance at a tax-assisted educational institution of higher learning is optional and voluntary. By such voluntary entrance into the academic community of Texas A&M University-Central Texas, students assume the obligations of performance and behavior imposed by the university relevant to its lawful mission, processes, and functions. These obligations are generally greater than those imposed on citizens by civil and criminal law.

When students enter Texas A&M University-Central Texas, it is assumed they have a sincere interest in their own intellectual and social development. They are expected to learn to cope with problems using intelligence, reason, and consideration for the rights of others; to respect laws and ordinances of the nation, the State of Texas, and the community of which they are a part; and to conduct themselves peaceably in espousing changes they may consider necessary. Students are expected to respect the rights and freedoms of others at all times. Students are subject to federal, state, and local laws as well as university rules and regulations. A student is not entitled to greater immunities or privileges before the law than those generally enjoyed by other citizens. Students are subject to such reasonable disciplinary actions as the administration of the university may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws or university rules and regulations.

### **ALCOHOL AND CONTROLLED SUBSTANCE STATEMENT**

#### **ALCOHOLIC BEVERAGES**

This regulation applies to all students present on property owned, leased, or otherwise under the control of Texas A&M University-Central Texas. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property and/or at activities under the control of Texas A&M University-Central Texas is prohibited. Areas in which the possession or use of alcohol is prohibited include but are not limited to classrooms, laboratories, offices, lounges, stadium and other athletic facilities, dining areas, meeting and party facilities and residence halls. Students who violate the provisions of this regulation are subject to disciplinary sanctions under applicable university procedures.

#### **DRUG-FREE CAMPUS**

The unlawful manufacture, distribution, sale and/or possession of a controlled substance or drug paraphernalia on property owned, leased, or controlled by Texas A&M University-Central Texas or property on which university activities are held is strictly prohibited and will not be tolerated. Also, Texas A&M University-Central Texas may enforce this policy when violations occur that directly, seriously, or adversely interfere with or disrupt the educational mission, program or other functions of the university, regardless of the location.

A violation of these policies may result in disciplinary sanctions, up to and including expulsion. Counseling or assessment may be required in the event of probation and/or suspension. The university reserves the right to employ an outside agency to assist in the detection of illegal drugs, controlled substances and/or drug paraphernalia.

### **BACTERIAL MENINGITIS INFORMATION**

Bacterial meningitis is a serious, potentially deadly, rapidly progressive disease that must be treated immediately by medical experts. The disease is transmitted through the exchange of saliva (sharing cigarettes, toothbrushes, or kissing) and living in close quarters (e.g. sharing a room/suite in a residence hall or group home). Contact your local or regional Texas Department of Health office or web sites: [www.cdc.gov/ncidod.dbmd/diseaseinfo.org](http://www.cdc.gov/ncidod.dbmd/diseaseinfo.org) or [www.acha.org](http://www.acha.org). State law requires entering students, under the age of 22 to have this immunization before they can register for classes and no less than 10 days prior to the start of the semester.



## **GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS**

Each student organization shall complete an organization update through OrgSync detailing officers, contact information, etc. promptly at the beginning of each long semester as well as at any point changes are made to organizational leadership, operating guidelines, contact information or advisor.

Any recognized student organization sponsoring an event, meeting, or activity utilizing university resources must submit an activity permit for approval 5 days prior to the event, meeting, or activity. This applies to events held on and off campus. Approval of activity permits or building use requests will be given only to recognized student organizations maintaining an active status.

Any organization sponsoring an on-campus or off-campus fundraising event must obtain prior approval from the organization's advisor and Director of Civic & Student Engagement through the approval of an activity permit.

Meetings, activities, events, social affairs, programs, or athletic activities that are nonacademic may not be held during final examination periods or restricted activity periods. Restricted activity period is approximately one week prior to final exams. The dates of restricted activity periods are printed annually in the university catalog. The Dean of Student Affairs may grant exceptions.

Intoxicants will not be tolerated at university functions held on the campus of Texas A&M University-Central Texas. Violation of this rule will be sufficient reason for immediately stopping the social activity in question and the suspension of the students participating, after following the appropriate conduct procedures. Each club or organization is responsible for enforcing this rule at its own events.

Individual organizations will be held responsible for property damage in any university facility they use.

Due to the increased concern regarding the liability and safety of students and student organizations at A&M University-Central Texas, the Office of Civic & Student Engagement requires a written activity proposal and completion of a risk management matrix and an activity permit for any off-campus event classified as "open" or including alcoholic beverages. An outline for this proposal can be obtained from the Office of Civic & Student Engagement. Failure to comply with any and all university regulations may result in disciplinary action. Many of these are described in further detail in the Student Organization Manual.

Each student organization will have an appointed risk management chair, which is certified through the Office of Civic & Student Engagement annually. Each student organization risk management chair, and advisor will attend the risk management training session given by the Office of Civic & Student Engagement annually.

Recognition of an organization may be withdrawn by the Director of Civic & Student Engagement or the Associate Director of Student Conduct for noncompliance with rules set forth in the student handbook, organizational handbook, or the Code of Student Conduct. Appeal of revocation of recognition will be made through the Dean of Student Affairs. All appeals must be made in writing and must be submitted within (5) days of the date on the revocation letter.

### **SUMMARY OF STATE OF TEXAS HAZING LAW**

The Texas Legislature has enacted laws prohibiting hazing by a person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, or reckless failure to report hazing to university authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. A copy of the law in its entirety is available from the Division of Student Affairs. Hazing is a violation of university rules and is a crime in Texas.

#### **DEFINITION**

"Hazing" means any intentional or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that engenders the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

“Hazing” includes, but is not limited to, any type of physical brutality or physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student (i.e. sleep deprivation, exposure to the elements, calisthenics); activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; activity that intimidates or threatens the student with ostracism; activity that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student.

The aforementioned activities are examples of specific hazing offenses only. Any type of activity that falls within the general definition of hazing is prohibited under the hazing law. Consent of the individual subject to the hazing is not a defense to prosecution of an offense under the hazing law.

Organizations that are covered under this law include a fraternity, sorority, association, corporation, order, society, chorus, cooperative, corps, club or service, social, or similar group, whose members are primarily students at an educational institution. A student includes an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of scheduled vacation.

Specific penalties that may be imposed against an individual or organization guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000-\$10,000 and/or confinement in the county jail for a period of time ranging from 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury or death to an individual resulted from the hazing incident. Any person reporting a specific hazing incident involving a student in an educational institution to the Director of Civic & Student Engagement, Associate Director of Student Conduct, or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any student conduct proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section

#### **BRIEF SUMMARY**

A person commits an offense under the hazing law if that person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids or attempts to aid another person in engaging in hazing; and/or
3. Intentionally, knowingly or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Director of Civic & Student Engagement or other appropriate officials of the institution.

#### **INCLEMENT WEATHER**

When weather or other conditions are such that normal campus operations could be impeded, the President will be responsible for determining whether classes will be canceled and university offices will be closed. Should this occur at night, such information will be provided to the local broadcast, normally no later than 6:45am. Inclement weather announcements will be broadcasted on television station KXXV (channel 25) and other local media broadcasted outlets. Should inclement weather occur during normal working hours, the decision will be announced through regular administrative channels. Each employee and student should use common sense and good judgment about driving to and from campus when traveling conditions are hazardous. Please see the UNILERT section of this handbook for more information about communication.

## **HIV/AIDS STATEMENT**

Texas A&M University-Central Texas provides and maintains educational strategies and/or information to prevent students from being infected with the Human Immunodeficiency Virus (HIV), to limit the consequences of established infection and to provide comprehensive HIV/AIDS information for all concerned individuals. The university will respond to each AIDS case on individual basis subject to prevailing medical research and current legal opinion, using as a guide the American College Health Association's General Statements on Institutional Response to AIDS. A&M University-Central Texas is committed to providing comprehensive HIV/AIDS education as well as early intervention, counselin and referral services. Each student is responsible for obtaining education information and materials from the designated offices. The student's rights of nondiscrimination, confidentiality and privacy shall be honored as provided for under state and federal law.

## **NETWORK ACCEPTABLE USE**

Texas A&M University-Central Texas provides faculty, staff, and students with one or more computer accounts that permit use of the university's technology resources. Use of these is a privilege, not a right. When using these resources, individuals agree to abide by the applicable rules, regulations, and policies, as well as federal, state, and local laws. The university reserves the right to limit, restrict, or deny access to its technology resources, as well as to take disciplinary and/or legal action against anyone in violation of these regulations or applicable laws. Users of the university's technology resources must comply with the rules and regulations outlined in the computer usage guidelines, but must also comply with other university rules and regulations.

## **PRINCIPLE OF EQUAL EDUCATION STATEMENT**

In compliance with the Title VI of the Civil Rights Act of 1964, Texas A&M University-Central Texas has an abiding institutional commitment to the principle of diversity in all areas. In that spirit, admission to Texas A&M University-Central Texas and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype. These benefits include such matters as housing, financial assistance, recruitment and any type of personnel service.

## **PRIVACY OF INFORMATION**

Under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the following directory information may be made public unless the student desires to withhold any or all of this information: name, universal identification number (UIN), local address, permanent address, e-mail address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, and campus), classification, previous educational agencies/institutions attended, degrees, honors and awards received, participation in officially recognized activities and sports. Currently enrolled students wishing to withhold any or all directory information items may do so by completing the Information Release Form and turning it into the Registrar's office. After this information is entered, a message block will appear on the monitor screen and indicate that the student's records are confidential. "Confidential" will also appear in the top left hand cover of the screen when that student's records are pulled up.

For the full FERPA Policy and Official Notice to Students, see <http://www.tamuct.edu/departments/compliance/ferpa.php>.

## **PUBLICATION AND BRANDS STANDARDS**

To ensure graphic integrity and consistency, no publications are to be produced or distributed by any individual(s) without prior approval from the Department of Public Engagement and Brand Strategy. If you have any questions concerning the proper use of a specific application not outlined in the guide or regarding the usage of the logo, please contact the Department of Public Engagement and Brand Strategy. More information can be found at: <http://www.tamuct.edu/departments/marketing>.

## **PUBLICITY REGULATIONS**

Interpretation of any publicity procedure or policy will be made by the Dean of Student Affairs. Publicity that does not meet these regulations will not be approved for distribution. The Office of Civic & Student Engagement reserves the right to remove any publicity that doesn't adhere to policy.

1. All publicity displayed on campus, other than those of academic or administrative departments, is to be approved by the Office of Civic & Student Engagement
2. Each sign/flyer must be individually stamped by the Office of Civic & Student Engagement prior to posting and confined to the designated areas. Exceptions include signs made by students running for elective office
3. Publicity may not be posted more than four (4) weeks prior to the scheduled event
4. Publicity content should be in good taste. No sign may be posted that contains any material that is obscene, vulgar, offensive, libelous, or suggests a misrepresentation of the institution. Interpretation is made by the Director of Civic & Student Engagement
5. Publicity should not advocate the deliberate violation of any federal, state, local laws, university rules and regulations, or advertise a function involving illegal alcoholic beverages or drugs
6. Publicity advertising alcoholic beverages, including the use of logos, slogans, promotional concepts, etc., is strictly prohibited
7. Publicity should not promote the use of alcoholic beverages or drugs. The phrase B.Y.O.B. may not be used on publicity
8. All publicity material must be removed within 72 hours after the scheduled event. Failure to do so will result in a probationary period for posting publicity.
9. The use of paints, whitewash, ink, chalk, or similar materials on any University property is prohibited
10. No holes may be dug on campus
11. No posting on vehicles on University property
12. Students, faculty, and staff may post publicity advertising the one time sale of items, soliciting roommates, etc.; however, if the individual is promoting a business, the off campus business/organization policy applies

## **FLYERS & POSTERS**

Upon approval by the Office of Civic & Student Engagement, the flyer/poster may be hung on any designated bulletin board. No nails, glues or staple guns may be used. The maximum size flyer/poster allowed is 11"x17 1/2".

The following areas will not be approved for displaying any type of publicity: trash cans, trees, doors of any building, windows or glass walls, telephone poles, inside walls of all buildings, light poles, vehicles on university property, flag poles, bathrooms, vending machines, and elevators.

## **BANNERS**

Banners are not to exceed 3'x8'. Banners must be approved by the Office of Civic & Student Engagement.

## **OFF CAMPUS BUSINESS/ORGANIZATION PUBLICITY**

Permission must be obtained from the Director of Civic & Student Engagement to solicit or distribute advertising or handbills on University property. Specially designated bulletin boards are available for off-campus businesses and organizations.

## **SOLICITING**

Permission must be obtained from the Office of Civic & Student Engagement to solicit and distribute advertising, handbills, or other material on A&M University-Central Texas property. A&M University-Central Texas reserves the right to limit time, place, and manner of solicitation. Therefore, an activity permit must be filed 10 days prior to an event with the Office of Civic & Student Engagement.

## **STUDENT COMPLAINT PROCEDURES**

Prior to filing a formal complaint, students are encouraged to resolve the concern directly with the individual(s) involved. Students will find that most situations can be effectively addressed in this manner.

The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the students' pursuit of other remedies, such as filing of a complaint with the responsible federal department or agency. Students are provided opportunities to specifically address complaints and grievances through established university procedures for sexual harassment, employment, admission to the university, disciplinary action, parking citations, academic matters and grade appeals. The following procedures should be followed for handling other concerns not listed above.

### **FORMAL GRIEVANCE**

1. Any student, hereinafter referred to as the complainant, wishing to submit a grievance shall initially file a formal grievance in writing to the Associate Director of Student Conduct, herein referred to as the administrator. If the grievance is against the Associate Director of Student Conduct, then the student should notify in writing the Dean of Student Affairs.
  - a. The written notice should state the specific complaint; complainant's name, address, and telephone number; specific date(s); if possible, names of other persons allegedly involved as either witnesses or participants; and specific remedies sought. The written grievance must be signed and dated by the complainant, and submitted within 30 business days of the alleged incident. Determination as to whether complaints submitted after this deadline will be considered on a case-by-case basis by the administrator.
2. After the complaint is received, the investigative period may last up to 30 business days; extenuating circumstances may cause the University to deviate from the defined time frames. An investigation shall follow the submission of the grievance.
  - a. The administrator shall conduct the investigation or appoint a university or system investigator, if necessary. The administrator will take reasonable measures to avoid any and all conflicts of interest in selecting the investigator. The investigator will gather all facts pertaining to the complaint and submit those in writing to the administrator.
  - b. This procedure ensures thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the complaint.
3. The administrator shall send a written resolution to the complainant with the outcome(s), reason(s) for the decision, any remedies afforded, if any, and notice of the appeals process. The administrator shall also forward a copy of the resolution to the employee overseeing the area or individual and be kept on file for one calendar year in the Office of Student Affairs.

### **APPELLATE PROCEDURE**

1. If the complainant wishes to file an appeal of the resolution, the complainant shall notify the Dean of Student Affairs of the appeal in writing with a copy of the initial student grievance and copy of the administrator's written resolution. The written appeal must be signed by the complainant, and submitted within 10 business days of the administrator's resolution. Determination as to whether the appeals submitted after this deadline will be considered on a case-by-case basis.
2. An investigation shall follow the submission of the appeal. The Dean of Student Affairs will appoint an impartial panel consisting of 3 employees within the university or system. The Dean of Student Affairs will take reasonable measures to avoid any and all conflicts of interest in selecting the panel. Within 30 business days of receiving the appeal, the panel shall submit their decision in writing to the student with the outcome(s), reason(s) for the decision, any remedies afforded, if any. Extenuating circumstances may cause the University to deviate from the defined time frames. The panel shall also forward a copy of the resolution to the Office of Student Affairs and be kept on file for one calendar year. The resolution or outcome from the appeal is final and not appealable.

## **STUDENTS' ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

Students provide input into the decision-making process through the Student Government Association. Student representatives may serve on standing university committees. Various advisory groups and committees, who include students, are formed to address specific issues. In addition, the University encourages students not serving on formal bodies to express their ideas and suggestions so that they may be considered in the making of policy decisions.

## **STUDENT GROUP TRAVEL REGULATIONS**

University-sanctioned travel occurs when student travel forms are submitted to the appropriate University department for approval at least 10 days prior to travel and when travel meets one or all of the following conditions: departmental or organizational resources are used, a faculty or staff member serving in an official capacity leads the travel for co-curricular purposes, a University department plans the travel and/or recognizes it for professional and educational purposes. Consult the Office of Civic & Student Engagement for additional information.

## **UNILERT**

UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email and text message. In compliance with Texas HB 2758, TAMUCT students are automatically enrolled in UNILERT so that university officials can quickly pass on safety-related information, regardless of your location. Your student email address has been used as the primary communications method. However, Unilert allows you to provide up to two cell phone numbers and an additional email address. Contact information you provide to the UNILERT service will only be used for delivering health and safety emergency information through e2Campus. UNILERT notifications are published on the university's homepage and social media outlets. You do have the right to opt-out of UNILERT. For more information about the program, visit <http://www.ct.tamus.edu/UNILERT>.

## **GENDER-BASED OR SEXUAL MISCONDUCT**

A&M University-Central Texas is committed to providing assistance to people harmed by sexual assault, domestic violence, dating violence, sexual harassment, and stalking.

Students affected by a sexual or gender-based offense are encouraged to contact the police directly or seek the assistance of the University Police Department at 254.501.5800 or the Associate Director of Student Conduct at 254.519.5721. Students may also contact the institution's Title IX Coordinator at 254.519.5722.

Victims of sexual assault may be eligible for reimbursement for any medical or counseling expenses incurred as a result of the sexual act from the Crime Victims Compensation Act. Victims of a sexual or gender-based offense may file a student conduct complaint with the Associate Director of Student Conduct. Counseling for students who are victims of sexual assault is available, and a referral to a community agency may be deemed necessary. The institution is able to make available a Victim Support Advocate for those affected. Education programs and information concerning prevention of sexual assault is also available through the Office of Student Conduct. Procedures have been developed to guide the actions of those providing assistance and support to individuals harmed by sexual assault and relationship violence. They may be obtained through the Office of Student Conduct.

A&M University-Central Texas does not tolerate sexual harassment behaviors. Sexual harassment is unwanted, unwelcome sexual advances; requests for sexual favors, and/or other verbal, visual, physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of this type of conduct explicitly or implicitly affects an individual's job or academic performance. According to Title VII, 1964 Civil Rights Act and Title IX, 1972 Education Amendments, sexual harassment is a form of sex discrimination and is illegal.

## **MISCELLANEOUS POLICIES**

### **USE OF TOBACCO**

All Texas A&M University-Central Texas buildings are tobacco-free. Smoking must not occur within 50 feet of any door. No tobacco products (cigars, cigarettes, and chewing tobacco) may be used in any university building, enclosed facility, or vehicle.

### **OFFICIAL NOTICES**

Official University notices published on the website or sent via official school email constitute due notice to all concerned.

### **ANIMALS/PETS**

Animals are not permitted in university buildings. Exceptions may be made for those who request necessary accommodations through Disability Support & Access

### **CHILDREN LEFT UNSUPERVISED**

No children are allowed in class or left unsupervised inside university buildings

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

While no university may punish, forbid, heavily regulate, or restrict speech rights protected by the First Amendment, Texas A&M University-Central Texas aspires that its students will engage with members of the university community in a courteous, respectful, dignified, and academic manner. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws. No university official or student, regardless of position or rank, shall violate these rights; any custom, tradition, or regulation in conflict will not be allowed to prevail. Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best of their time toward an education.

## **CODE OF STUDENT CONDUCT**

### **PREAMBLE**

Texas A&M University - Central Texas' primary concern is the success and well being of our students. The University attempts to provide for all students a campus environment that is conducive to academic endeavor and personal and professional growth. By enrolling as a student at Texas A&M University - Central Texas, a student does not relinquish any rights or responsibilities provided for by the State of Texas and The Constitution of The United States. Texas A&M University - Central Texas expects all students to obey the law and to show respect to properly constituted authority. The University also expects its students to fulfill contractual obligations, to maintain absolute integrity, and to have a high standard of individual honor in academic work. Students are responsible for obtaining all published materials and updates relating to this code from the Division of Student Affairs. Students are expected to be fully acquainted with all published standards of conduct in the Code of Student Conduct.

This code of student conduct is not intended to be a comprehensive list of standards students are held to and whenever this document is unclear, students are expected to uphold the "spirit" of the Code of Student Conduct. Any question of interpretation or application of this Code of Student Conduct shall be referred to the Division of Student Affairs.

### **1: DEFINITIONS**

1.01. "University": Texas A&M University-Central Texas, A&M University-Central Texas, or TAMUCT

1.02. "Code of Student Conduct": Hereinafter referred to as "The Code" or "the Code." The Code outlines expectations for how students conduct themselves as members of the University community.



- 1.03. "Student": All persons taking courses at A&M University-Central Texas, either full-time or part-time in undergraduate, graduate, continuing, or professional studies from the time of application through 180 days post-graduation for behavioral misconduct and indefinitely for academic misconduct. Additionally, student shall define any person who has applied to TAMUCT through the conferral of a degree. Any person who has been alleged to have violated the Code of Student Conduct and withdraws prior to a conduct hearing shall be considered a student
- 1.04. "University Official": Any person employed by the University, performing assigned administrative or professional responsibilities
- 1.05. "Faculty Member": Any person hired by the University to conduct classroom or teaching activities and who has the authority to assign grades
- 1.06. "Member of the University Community": Any person who is identified by the University as a faculty, staff, or student
- 1.07. "University premises": All land, buildings, facilities, and other property that is owned, used, or controlled by Texas A&M University-Central Texas
- 1.08. "Student Organization": A formally recognized group of students who have met the requirements of recognition set forth by the University and the Office of Civic & Student Engagement
- 1.09. "Respondent": Any student or student organization alleged to have violated the University's Code of Student Conduct
- 1.10. "Complainant": Any person who submits a charge alleging that a student violated the Code of Student Conduct
- 1.11. "Witness": A person who is requested to provide information that the hearing body may need in order to issue a finding
- 1.12. "Conduct decision": A written decision as to whether a student has violated the Code of Student Conduct. The conduct decision includes sanctions or outcomes assigned to the student(s), if any
- 1.13. "Finding of Responsible": An official decision from a university hearing body that the respondent(s) has violated the Code of Student Conduct
- 1.14. "Finding of Not Responsible": An official decision from a university hearing body that the respondent(s) has not violated the Code of Student Conduct or that there is insufficient evidence to support a finding of responsible
- 1.15. "Hearing Body": Any committee or individual delegated authority by the Dean of Student Affairs to serve in a conduct role
- 1.16. "University Conduct Officer": Associate Director of Student Conduct
- 1.17. "Administrative Disposition": A less formal route for students to discuss the allegations and resolve allegations of misconduct
- 1.18. "Formal Hearing": A formal route for students to resolve allegations of misconduct
- 1.19. "Appeal": A written request from a student to review the outcomes of a conduct hearing
- 1.20. "Sanction" or "Outcome": An assigned consequence of a conduct hearing after a student has been found responsible for alleged violations of the Code of Student Conduct
- 1.21. "Weekday" or "Day": Monday through Friday excluding any day(s) that is an official university holiday or when regularly scheduled classes have been suspended
- 1.22. The term "shall" is used imperatively
- 1.23. The term "may" is used permissively

## **2: AUTHORITY OF "THE CODE OF STUDENT CONDUCT"**

- 2.01. Jurisdiction of the Code of Student Conduct
  - 2.01.01. The Texas A&M University - Central Texas Code of Student Conduct shall apply to conduct that occurs on university premises or conduct that adversely affects the university community and/or the pursuit of its objectives. However, the university reserves the right to take action in incidents occurring off university premises involving: student misconduct demonstrating disregard for any person; when a student's or student organization's behavior threatens the health, safety, or property of another; or any other activity which has a substantial negative effect on the university community and/or the university's pursuit of its objectives.  
Conduct engaged through electronic communication including, but not limited to, social media, e-mail, and text messaging shall also be governed by this Code. Every student is responsible for her/his conduct from the time of applying for admission to the university through 180 days after the conferral of a degree for behavioral



misconduct and indefinitely for academic misconduct. When the Code of Student Conduct is unclear, students are expected to uphold the “spirit” of what is contained herein and any question of interpretation or application should be referred to the Division of Student Affairs.

**2.02. Authority for the Initiation of Student Conduct Proceedings**

2.02.01. The University reserves the right to respond to student misconduct during periods between terms of actual enrollment. The University may take action as a result of an alleged violation regardless of any action taken by law enforcement authorities. As delegated and authorized by the president, the dean of student affairs has primary authority and responsibility for the administration of student conduct. The dean of student affairs appoints the Associate Director of Student Conduct as the University Conduct Officer and may make further delegation as deemed necessary.

**3: LEVEL OF PROOF**

3.01. The student conduct process at A&M University-Central Texas is an educational process and is considered an administrative process within the institution. Our process does not have the same goals as civil and criminal court proceedings and, as such, has a different level of proof when deciding responsibility in alleged violations. The standard of proof at A&M University-Central Texas is a “preponderance of the evidence” or 51% for all violations. Preponderance of the evidence is best described as “more likely than not.”

Our primary goal is education. We seek to educate the university community on our shared values and respond to alleged violations of those values appropriately.

**4: STANDARDS OF STUDENT CONDUCT**

**4.01. Academic Integrity**

4.01.01. Any act of academic dishonesty as described in the Code of Academic Integrity

**4.02. Non-Academic Acts of Dishonesty**

**4.02.01. Theft**

4.02.01.01. Unauthorized acquisition or possession of items/services that belong to another person or entity

**4.02.02. Furnishing False Information**

4.02.02.01. The intentional making of a false report of a bomb, fire, or other emergency on University premises or University related premises by means of activating a fire alarm or in any other manner

4.02.02.02. Forgery, unauthorized alteration, or misuse of any University documents, forms, records, or instruments of identification

4.02.02.03. The submission of false information at the time of admission or readmission is grounds for rejection of the applicant(s), withdrawal of any offer of acceptance, cancellation of enrollment, dismissal, or other appropriate disciplinary action

4.02.02.04. Failure to meet financial obligations to the University or writing checks on accounts with insufficient funds

4.02.02.05. Students are expected to communicate honestly and demonstrate a respect for the truth. It is a violation to knowingly furnish false, falsified, or forged information, to the conduct process or to any University official

**4.03. Vandalism**

4.03.01. Intentionally or knowingly damage of or harm to the property of another. Vandalism has a financial impact on the institution. Charges for repair will be assessed to the student(s) found responsible

**4.04. Misuse/Unauthorized use of University Property**

4.04.01. Possession or use of University keys for unauthorized purposes

4.04.02. Unauthorized entry into, or unauthorized use of, University buildings, facilities, equipment, or resources

**4.05. Fire Safety**

4.05.01. Unauthorized use or misuse of emergency safety equipment including, but not limited to, smoke detectors, AEDs, and fire extinguishers

- 4.05.02. Use or possession of candles, incense burners, oil lamps, and similar items with an open flame or smolder are not permitted in TAMUCT facilities or buildings
- 4.05.03. TAMUCT's facilities, buildings, and vehicles are smoke-free. Smoking is restricted to designated areas 50 feet away from entryways. The use of tobacco, smokeless tobacco products, or electronic cigarettes (e-cigarettes) is not permitted in TAMUCT facilities or buildings
- 4.06. Weapons & Explosives
- 4.06.01. Possession or use of ammunition, other explosives, firearms, imitation firearms, or propellant devices or weapons (including air powered guns, blowguns, sling shots, nun chucks, etc.) on University premises or at any University sponsored activity. In accordance with Texas statutes, there are no restrictions on the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person who lawfully possesses the firearm or ammunition. This rule does not prohibit pepper spray or mace as a personal safety device.
- 4.06.02. Possession, ignition or detonation of any explosive device, fireworks, liquid or object that would cause damage to property or injury to persons
- 4.07. Misuse or Unauthorized use of University Computing Resources
- 4.07.01. Use of computing resources for unauthorized purposes
- 4.07.02. Misuse or abuse of computer equipment, programs, curriculum, or data
- 4.07.03. Accessing, transmitting, or copying programs, curriculum, records, data, or other electronic information belonging to the University or another user without authorization
- 4.07.04. Attempting to breach the security of another user's account or attempting to deprive another user of access to the University's computing resources
- 4.07.05. Unauthorized use of the University's computing resources for personal or financial gain
- 4.07.06. Transporting copies of University programs, curriculum, records, or data to another person or computer site without written authorization
- 4.07.07. Attempting to delete, destroy or modify programs curriculum, records, data, or other electronic information belonging to the University or another user
- 4.08. Disruption of University Activities
- 4.08.01. Engaging in conduct that unreasonably, materially, or substantially interferes with or disrupts any University teaching, research, administrative disciplinary, public service, other authorized activity whether on or off campus
- 4.08.02. Obstructing or restraining the passage of any person on University property, or preventing or attempting to prevent by force, violence or threat, the entrance or exit of any person to or from University property without the authorization of the administration of the University
- 4.09. Violations of Public Law
- 4.09.01. Commission of any criminal offense under federal, state, or local law where the conduct of the student or student organization may interfere with the University's objectives and/or responsibilities. This includes, but is not limited to, theft, burglary, arson, rape, and other forms of assault and harassment
- 4.10. Failure to Comply with a University Official
- 4.10.01. Failure to present student identification to, or comply with directions of, a University official or public official acting in the performance of official duties while on University property or at a University function, or resisting or obstructing a University or public official in the performance of official duties
- 4.10.02. Failure to heed an official University summons to the office of an administrative officer within the designated time
- 4.11. Acts of Violence or Abuse
- 4.11.01. Engaging in disruptive activity, disorderly conduct, abusive language, indecent, profane, or obscene language in a public place; verbal or physical threats, or acts of violence causing injury
- 4.11.02. Verbal or physical harassment
- 4.11.03. Stalking behavior in which an individual willfully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

#### 4.12. Gender-Based or Sexual Misconduct

(NOTE: This information has been adapted from the ATIXA Gender-Based and Sexual Misconduct Model Policy by the National Center for Higher Education Risk Management (NCHERM) and the Association of Title IX Administrators (ATIXA), 2001).

*Proceedings for gender-based or sexual misconduct shall provide a prompt, fair, and impartial investigation and resolution; be conducted by officials who receive annual training on the issues related to sexual assault, dating violence, domestic violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accuser and the accused are entitled to the same opportunities to have others present during a conduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accuser and accused shall be simultaneously informed, in writing, of the outcome of any conduct proceeding; the University's procedures to appeal the results of a conduct proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final.*

4.12.01. Non-Consensual sexual contact in the absence of clear "active consent" ranging from unwanted verbal conduct or sexual touching to penetrative intercourse. Sexual misconduct also includes unwelcome sexual conduct that does not include actual contact. Examples of this conduct include, but are not limited to: crude, obscene or sexually offensive gestures or unwelcome sexual comments that interfere with one's education or creates a hostile environment. The University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and standards of the University.

4.12.01.01. Acts of sexual misconduct may be committed by any gender

4.12.01.02. "Active consent" is given only when each person expressly agrees to the activity freely, willingly, and knowingly

4.12.01.02.01. Consent is not achieved when a person is threatened, intimidated, impaired by drugs or alcohol, or any other physical or mental impairment. Silence shall not be interpreted as consent. Consent may be revoked at any time

4.12.02. Forms of gender-based or sexual misconduct include:

4.12.02.01. Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

4.12.02.01.01. A condition of instruction, employment, or participation in other University activity;

4.12.02.01.02. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual;

4.12.02.01.03. Such conduct is sufficiently severe or pervasive that it interferes with the individual's education, employment, or creates an intimidating, hostile, or offensive University environment

4.12.02.02. Non-Consensual Sexual Intercourse: Sexual penetration or contact with any object or body part without consent and/or by force or threat. Penetration includes anal, vaginal, and oral penetration

4.12.02.03. Non-Consensual Sexual Contact: Any intentional sexual touching without consent and/or by force or threat

4.12.02.04. Sexual Exploitation: Taking non-consensual advantage of an individual that benefits anyone other than the person being exploited. Examples of this behavior include: video or audio recording, knowingly transmitting a sexually transmitted infection (STI) or disease (STD), sexually-based stalking or bullying, or exposing one's genitals

4.12.02.05. Other Gender-Based Misconduct: Physical harm, extreme verbal abuse, or other conduct which threatens or endangers a person's health or safety on the basis of actual, expressed, or perceived gender identity, including:

4.12.02.05.01. Discrimination: any action that deprives another of access, benefits, or opportunities on the basis of irrelevant criteria

4.12.02.05.02. Hazing: acts that would intimidate, humiliate, or socially exclude based on actual, expressed, or perceived gender identity

4.12.02.05.03. Bullying: repeated and/or severe aggressive behavior likely to intimidate or intentionally harm, control or diminish another person, physically or mentally

4.12.02.05.04. Intimate partner violence: violence occurring between people who are, or have been, in a sexual and/or comparable personal or private relationship

4.12.02.05.05. Stalking: behavior in which an individual willfully, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress

4.12.02.06. Dating violence means violence committed by a person:

a. Who is or has been in a social relationship of a romantic and intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. the length of the relationship;
2. the type of relationship; and
3. the frequency of interaction between the persons involved in the relationship

4.12.02.07. Domestic violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the State.

4.12.03. Reporting Incidents of Gender-Based and Sexual Misconduct

4.12.03.01. TAMUCT prohibits the unlawful discrimination on the basis of sex, sexual orientation, gender, gender identity, and gender expression. Sexual harassment is a form of sex discrimination. We encourage our University community to report all alleged violations of the gender-based and sexual misconduct standards. Any member of the University community may report conduct that may constitute a violation of this rule. The Dean of Student Affairs and Associate Director of Student Conduct are designated officials within the Division of Student Affairs. If a formal report is submitted, complainants can expect to have their name and relevant information shared with the alleged respondent. Additionally, a formal report also requires that specific university administrators who need to know will be informed. Reports may proceed to a student conduct hearing.

4.12.03.01.01. Individuals should consider this option if they wish to have formal action taken or wish to inform the University of the situation in case it should happen again

4.12.03.01.01.01. Formal action may include, but is not limited to, a University no contact order, conduct proceeding, or employment action if the respondent is found responsible.

4.12.03.01.02. Confidential reporting is also available by speaking with a counselor in the TAMUCT Community Counseling and Family Therapy Center

4.13. Hazing

4.13.01. Any acts directed against a student by another student or by a group of students will be considered hazing if the intent or effect of such acts would intimidate the student or subject the student to indignity or humiliation. Voluntary submission to hazing is also prohibited

4.13.02. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization group, or University into disrepute (See hazing law summary on p. 12).

4.14. Alcohol

4.14.01. Possession, use, distribution, dispensing, sale, or manufacture of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations

#### 4.15. Drugs/Drug Paraphernalia

4.15.01. The possession, use, distribution, dispensing, sale, or manufacture, of illicit drugs\* is prohibited on University property or in connection with any University events and activities. Synthetic drugs that mimic the effects of illicit drugs are also prohibited. Prescription medications and over-the-counter medications are to be used as intended or as instructed. The distribution of prescription drugs without a prescription is prohibited. Drug paraphernalia, including but not limited to, bongs and vaporizers are not permitted on campus

\* "Illicit drugs" refers to "controlled substances" as defined in Schedules I through IV, Section 22 of the Controlled Substances Act (21 U.S.C. Section 812) and related regulations (21 C.F.R. 1308.11 through 1308.15) as amended. Additional guidance can be found in the TAMCUT Alcohol and Drug procedures.

#### 4.16. Collusion

4.16.01. Attempting, aiding, abetting, conspiring, hiring or being accessory to any act prohibited by this Code shall be considered to be the same as completed violations

#### 4.17. Abuse of the Campus Conduct System

4.17.01. Knowingly violating the terms of any disciplinary outcome imposed in accordance with University regulations

4.17.02. Retaliating against an individual or group for reporting information or participating in any manner in the student conduct process

4.17.03. Making false or misleading statements or withholding material information before a University conduct proceeding or a University official

### 5: DISCIPLINARY PROCEDURES

#### 5.01. Initiation of Disciplinary Procedures

5.01.01. The University Conduct Officer or designee shall investigate reported student or organizational misconduct. The investigator will gather evidence and evaluate the evidence for accuracy, credibility, and sufficiency. Investigations may be conducted regardless of whether actions of the student may also constitute civil or criminal violations of law

5.01.02. When a complaint is filed, the accused student or organization will be asked to meet with a conduct officer to discuss the allegations, the conduct process, the rights and responsibilities of parties, and possible outcomes and/or sanctions

5.01.02.01. The initial meeting is an opportunity for the respondent to discuss the allegations, ask questions about the Code, the conduct process, and the options that are available

#### 5.02. Notification

5.02.01. When a complaint is filed with the Office of Student Conduct, a notification is sent electronically to the respondent's TAMUCT MyCT email address. It is the responsibility of the respondent to regularly check the MyCT email account

5.02.01.01. The conduct notification shall include the following:

5.02.01.01.01. A description of the alleged misconduct;

5.02.01.01.02. A citation to the Code of Student Conduct standards in question

5.02.01.01.03. A copy of the Texas A&M University System Student Rights & Responsibilities

5.02.02. Notice that the respondent must schedule an initial meeting with the specified conduct officer within a specified time frame

5.02.03. If the conduct officer is unable to contact the respondent or organization representative, in person, via e-mail, or via telephone, within the specified time frame, the notice of disciplinary action and procedures will be mailed through post to the respondent's address of record maintained with the University

5.02.04. For cases in which a reasonable effort was made to notify the respondent(s) of the complaint and of the time and place of the hearing, the University may conduct a conduct hearing at which the respondent is not present. A conduct officer will hear the evidence, weigh the facts, and render an appropriate decision

#### 5.03. Due Process

5.03.01. The Division of Student Affairs and the Office of Student Conduct shall ensure that hearings comply with A&M System policies, and state and federal law

5.03.01.01. Respondents have the right to know the allegations with which they are charged and to respond to those charges

5.03.01.02. Respondents have the right to review all evidence against them

#### 5.04. Interim Disciplinary Action

5.04.01. The Dean of Student Affairs or designee may take immediate interim action when it is believed that the presence of a student on campus: poses a continuing danger to persons or property; presents a threat of disrupting the academic process; or, when required to ensure the student's own physical or emotional well being. An administrative hearing will be scheduled as soon thereafter as practical

5.04.02. Interim actions include, but are not limited to, interim restrictions and interim suspension

5.04.03. Interim disciplinary action will be considered in all alleged gender-based and sexual misconduct violations

5.04.04. A student who is part of an active conduct process may remain in good standing with the University at the discretion of the Office of Student Conduct

#### 5.05. Support Persons in the Conduct Process for Non Gender-Based or Sexual Misconduct

5.05.01. Respondents may have a support person attend all conduct hearings

5.05.01.01. A support person may provide advice to a respondent, but is not permitted to speak to a hearing body or act on behalf of a respondent. Failure to comply with this limitation may result in removal of the support person from a conduct hearing

5.05.01.01.01. Respondents may designate an attorney as a support person. Designation must be provided to the Associate Director of Student Conduct not less than 2 days prior to the conduct hearing. The University reserves the right to be represented by legal counsel when an attorney acts as a support person

#### 5.06. Administrative Disposition

5.06.01. Respondents may waive a formal hearing and attempt to resolve allegations of misconduct through an administrative disposition with the assigned conduct officer. The University reserves the right to forward any case to a formal hearing

5.06.02. Administrative dispositions apply to situations in which the respondent does not dispute the allegations and accepts responsibility for the behavior at issue. If a violation of the Code of Student Conduct is confirmed, the respondent will be found responsible and an outcome will be assigned

5.06.02.01. A respondent may be held responsible for additional violations that may arise during the administrative disposition

5.06.03. A respondent who resolves allegations of misconduct through an administrative disposition may only appeal the assigned sanction(s) or outcome(s) described in 6.02.04, 6.02.05, & 6.02.06 of this Code. The appeals procedure is set forth in Article 8 of this Code

5.06.04. Respondents who do not participate in an administrative disposition may resolve allegations of misconduct through a formal hearing as described in 5.08 & 5.09 of this Code.

#### 5.07. Formal Hearing & Disposition Procedures

5.07.01. In cases where a respondent disputes facts upon which the allegations of misconduct are based, or the respondent chooses not to waive the hearing procedure, a Student Conduct Panel will hear the charges of alleged misconduct

5.07.02. All practices as outlined in Article 5, Section 5.01 through 5.05 shall be observed

#### 5.08. Student Conduct Panel

5.08.01. Each member shall be appointed by the President of the University and be composed of two (2) student members, two (2) faculty members, and one (1) staff member, unless:

5.08.01.01. Violations alleged under 4.12 (Gender-Based & Sexual Misconduct. In such cases, the student members shall be recused from the Student Conduct Panel

5.08.02. The Associate Director of Student Conduct serves as the adviser to the Student Conduct Panel. The advisor may not attend deliberations of the Student Conduct Panel and shall only provide guidance to the panel on matters of procedure, process, and Code interpretation



## 5.09. General Rules for Student Conduct Panel Hearings

5.09.01. Not later than 3 days before a hearing, a respondent shall provide the Associate Director of Student Conduct the list of witnesses who may be called to provide material information

5.09.02. Witnesses will be notified promptly and will be asked to submit witness statements not less than two days before the hearing

5.09.03. Only members of the Student Conduct Panel, its advisor, the respondent(s), complainant(s), and witnesses being actively questioned by the Student Conduct Panel may attend a hearing

5.09.04. Only members of the Student Conduct Panel may question witnesses, complainants, or respondents

5.09.04.01. A respondent and complainant may submit questions, which may be posed by the panel, at the panel's discretion. Questions to the panel must be submitted two (2) days prior to the hearing

5.09.05. The Student Conduct Panel shall have access to all hearing materials no later than one day in advance of the hearing

5.09.06. Complainants and respondents may review all hearing evidence at the Office of Student Conduct at a reasonable time and at least two (2) days prior to the hearing

5.09.07. All parties must arrive at least 30 minutes prior to their hearing time

5.09.07.01. All parties, witnesses, and panel members must remain on campus and available to the Student Conduct Panel on the day of the hearing until excused by the Associate Director of Student Conduct

5.09.08. The Student Conduct Panel shall submit the body's decision to the Office of Student Conduct within two (2) days after the conclusion of the hearing

5.09.08.01. The Office of Student Conduct will notify the complainant and respondent within one (1) day, for cases involving gender-based or sexual misconduct

5.09.09. All hearing materials will remain in the hearing room in the custody of the Associate Director of Student Conduct to be shredded at the conclusion of the hearing

5.09.10. TAMUCT does not record conduct hearings. Recording devices are prohibited in a student conduct hearing

5.09.11. For hearings involving alleged violations of 4.12 (Gender-Based and Sexual Misconduct) complainants and respondents will attend in separate rooms

5.09.11.01. For hearings involving alleged violations of 4.12, both a respondent and complainant may appeal decisions of the Student Conduct Panel

5.09.11.01.01. All appeals must comply with the guidelines of Article 8 of this Code

## 6: CONDUCT OUTCOMES

### 6.01. Application of Sanction/Outcomes

6.01.01. Outcomes of violations of the Code of Student Conduct may be administered regardless of whether actions of the student are also civil or criminal law violations. Whenever disciplinary actions lead to the student leaving the University, grades will be assigned in accordance with the University grade policy and the academic calendar. One or more of the following conduct outcomes may be imposed by the University upon individuals, groups, or organizations

### 6.02. Possible Outcomes

6.02.01. Reprimand: an oral or written notice to the student or organization that the conduct in question violates University regulations. A reprimand becomes part of a student's or organization's disciplinary record in the Division of Student Affairs. Notification of reprimand is also sent to an organization's president and/or advisor, and to the chapter's national, international, or regional headquarters, when applicable

6.02.02. Loss of privileges: The University may take away certain privileges, when appropriate. Examples include prohibitions on: joining, maintaining membership, or holding leadership roles in an organization; denial of participation in extracurricular activities and social events; blocking enrollment for a specified period; withholding of a degree; and recommending a grade reduction or failing grade in a course

6.02.03. Imposition of tasks: The University may require performance of certain tasks. Examples include: making restitution, whether monetary or by specific duties; performing community service; attending educational seminars; performing additional academic work not required of other students in a specific course; moving to another residence hall or within the same hall; and paying special fees, fines, or service charges

6.02.04. Disciplinary probation: Disciplinary probation is levied for a specific period of time based upon the seriousness of the circumstances. Probation carries with it a warning that any further violation of University regulations may result in more serious consequences, including suspension or expulsion. Probation becomes part of a student's or organization's disciplinary record in the Division of Student Affairs

6.02.05. Suspension: A student may be suspended from the University for a definite period of time or until written specified conditions are met. In no case shall suspension be for less than the remainder of the semester in which the violation was committed. Students found responsible for violating any part of 4.12 and/or its subsections may receive suspension or expulsion. A student who is suspended must apply for readmission to the University. Upon request, eligibility for readmission will be considered by the University, but is not guaranteed. See also Article 7, Return from Suspension.

6.02.06. Expulsion: Permanent separation of the student from the University

## **7: RETURN FROM SUSPENSION**

7.01. A hold is placed on the records of all students who are placed on suspension. Students or organizations suspended from the University must qualify for readmission. Before applying for readmission, a suspended student or organization must request readmission clearance from the Office of Student Conduct at least three (3) weeks prior to the first day of classes for the semester or summer session in which registration is requested

7.02. Evidence supporting the ability to function properly in a University environment may be required

7.03. If readmission clearance is approved by the Office of Student Conduct, the student or organization must apply for readmission to the appropriate office

7.04. The Office of Student Conduct may deny a request for readmission if there is sufficient evidence that the student's or organization's conduct during the suspension would have warranted disciplinary action or if the student or organization has failed to complete tasks imposed in the student conduct process. The Office of Student Conduct shall set a new date at which another application for readmission may be made

7.04.01. Students may appeal a decision to deny readmission pursuant to Article 8 procedures

## **8: APPEALS**

8.01. Procedures

8.01.01. An appeal is not intended to afford a full rehearing of the case

8.01.02. Any respondent has the right to request an appeal of the final decision of the assigned hearing body after the adjudication of cases involving sanctions 6.02.4, 6.02.05, & 6.02.06

8.01.02.01. For violations of 4.12, both the complainant(s) and respondent(s) may appeal the decision of the Student Conduct Panel or administrative disposition

8.01.02.02. Respondents and complainants are limited to one (1) appeal per incident

8.01.03. In all appeals the burden of proof shall lie with the student requesting appeal

8.01.04. A student or organization shall request an appeal hearing to the Dean of Student Affairs not later than two days after a disciplinary decision has been rendered. The appeal must be in writing and shall state the following:

8.01.04.01. Name, address, telephone number, and University identification number of the appellant;

8.01.04.02. Nature of the disciplinary action against the appellant and the name of the assigned hearing body;

8.01.04.03. The grounds for appeal and any supporting documentation;

8.01.04.04. Signature of the appellant and date of submission

8.02. Appeals and Interim Suspension

8.02.01. Should a student who is on interim suspension be sanctioned to full suspension or expulsion wish to appeal the outcome of a conduct hearing, they shall remain on interim suspension and comply with all requirements of the interim action until the completion of their appellate process

8.03. Grounds for Appeal

8.03.01. All appeals must include one or more of the following grounds:

8.03.01.01. Violation of the student's rights - to determine whether the University failed to follow its published disciplinary procedures and if any such failures negatively affected the student's ability to rebut the conduct charges;



- 8.03.01.02. Severity of the sanction - to determine whether the sanction is too severe or not severe enough for the violation;
- 8.03.01.03. New information - to determine whether new information, not reasonably available at the time of the hearing, would result in a different outcome
- 8.04. Timeline for Appeals
  - 8.04.01. The Dean of Student Affairs or designee, upon receipt of the request for appeal, shall set the date, time, and place for the review and shall notify the appellant in writing within three (3) days after the request is submitted
- 8.05. An appellant, who fails to appear for the appeal, forfeits the right to present the appeal in person
  - 8.05.01. The University reserves the right to deviate from the timeframes above for extenuating circumstances. All appropriate parties will be notified when a deviation occurs.
- 8.06. Appellate Body
  - 8.06.01. The appellate body shall consist of the Dean of Student Affairs, as chair, and two University administrators who are lateral to and/or not supervised by the Dean of Student Affairs
  - 8.06.02. The appellate body is authorized to make the following decisions:
    - 8.06.02.01. A final decision regarding the outcome, or;
    - 8.06.02.02. Remand the case to the lower hearing body with instructions for further action

## **9: STUDENT CONDUCT/DISCIPLINARY RECORDS**

- 9.01. Record of Sanctions
  - 9.01.01. All outcomes in Article 6 become part of the student's educational record
  - 9.01.02. Outcomes 6.02.04, 6.02.05, and 6.02.05 shall be noted on the respondent's transcript. In cases of 6.02.04 and 6.02.05, notification will remain during the period the sanction is active. In cases of expulsion, notification shall remain permanent
  - 9.01.03. Notification of suspension shall indicate the date on which the suspension begins and the earliest date on which application may be made for readmission
- 9.02. Student conduct records shall be retained for six (6) years from the date of the final decision. Student conduct records may be retained for as long as deemed administratively valuable or permanently if the student was suspended, blocked from reenrollment, or expelled. Additionally, conduct records in cases involving gender-based and sexual misconduct shall be retained for as long as deemed administratively valuable or permanently
- 9.03. Expunging Student Records
  - 9.03.01. Student conduct records may be expunged for good cause by the Dean of Student Affairs and/or designee, upon receipt of a written request by the student. Expulsions and suspensions are not eligible to be expunged
  - 9.03.02. Factors considered in expunging records include, but are not limited to:
    - 9.03.02.01. Conduct of the respondent subsequent the violation;
    - 9.03.02.02. Nature of the violation and severity of any damage, injury, or harm resulting from the violation, and;
    - 9.03.02.03. The present demeanor of the requestor
  - 9.03.03. Decisions will be communicated to the student in writing

## **10: STUDENT PRIVACY**

- 10.01. Federal laws such as the Family Educational Rights and Privacy Act, FERPA, restrict what information from the student's educational record the university can release to persons other than the student. Generally, with certain exceptions regarding health and safety of the student, FERPA provides current, graduated, and former students with the right to review records pertaining to their time at A&M University-Central Texas, request explanations, obtain copies, and challenge records that they feel are inaccurate or misleading. Additionally, FERPA does allow university employees whom are deemed to have an "educational interest" and certain other governmental agencies the right to access student educational records

## **11: STANDING WITH THE UNIVERSITY**

11.01. A student is **not** in good standing with the University when they are placed on the following conduct outcomes: disciplinary probation, suspension, interim suspension, or are expelled. A student who is part of an active conduct process may remain in good standing with the university; however, at the discretion of the Office of Student Conduct, a student on interim suspension may be considered not in good standing

11.02. A student who is not in good standing is subject to the following sanctions:

11.02.01. Ineligibility to hold or run for an office/leadership role in any student organization that is officially recognized by the University or to hold any elected or appointed office/leadership role

11.02.02. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct

## **12: Interpretation and Revision**

12.01. Any question of interpretation or application of the Code of Student Conduct shall be referred to the Dean of Student Affairs or designee for final determination

12.02. The Code of Student Conduct shall be reviewed every two (2) years under the direction of the Associate Director of Student Conduct

12.02.01. The governing body of students at A&M University-Central Texas may be consulted to provide student input in to revisions of this Code

12.02.02. The respective governing bodies of both faculty and staff may be consulted to provide input in to revisions of this Code

12.02.03. Any changes to this Code to comply with federal, state, or local law, applicable System regulations, or University policy shall be made automatically by the Dean of Student Affairs and/or designee

12.02.04. Failure to review this Code of Student Conduct every two (2) years shall not invalidate any portion of this document

**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  
Texas A&M Health Science Center

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

Texas A&M AgriLife Research  
Texas A&M Engineering Experiment Station  
Texas A&M System Sponsored Research Services  
Texas A&M Engineering Extension Station  
Texas A&M AgriLife Extension Service  
Texas A&M Forest Service  
Texas A&M Transportation Institute  
Texas A&M Veterinary Medical Diagnostic Laboratory  
Texas A&M System Technology Commercialization

## BOARD OF REGENTS

Name	Location
Mr. Phil Adams (Chairman)	Bryan/College Station
Mr. Cliff Thomas (Vice Chairman)	Victoria
Mr. Anthony G. Buzbee	Friendswood
Mr. Morris Foster	Belton
Ms. Elaine Mendoza	San Antonio
Ms. Judy Morgan	Texarkana
Mr. Charles W. Schwartz	Houston
Mr. Jim Schwertner	Austin
Mr. John D. White	Houston
Mr. Nicholas Madere (student regent)	College Station

**PRINCIPLE OF EQUAL  
OPPORTUNITY**

Texas A&M University-Central Texas (TAMUCT) does not illegally discriminate against individuals in its recruitment, hiring, training, and promotional processes on the basis of race, color, sex, (except in rare occasions where sex is a bona fide occupational qualification), religion, age, national origin, disability, genetic information, or veteran status. Inquiries regarding faculty and staff compliance with this commitment may be directed to the Office of Human Resources, CTC Nursing Building, Room B238, (254) 519.8016.

**EQUAL EDUCATIONAL  
POLICY**

In compliance with Title VI of the Civil Rights Act of 1964 and other applicable federal and state laws, TAMUCT provides equal access to educational programs and activities without regard to race, color, sex, religion, age, national origin, disability, genetic information, or veteran status. Questions regarding equal educational access may be directed to the Office of Human Resources, CTC Nursing Building, Room B238 (254) 519-8016.

## **FERPA STATMENT**

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

#### **Student Records Policy for Texas A&M University–Central Texas**

Under the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), the following directory information may be made public unless the student desires to withhold any or all of this information: Name, Universal Identification Number (UIN), Local Address, Permanent Address, E-mail Address, Local Telephone Number, Permanent Telephone Number, Dates of Attendance, Program of Study (college, major, and campus), Classification, Previous Educational Agencies/Institutions Attended, Degrees, Honors and Awards Received, Participation in Officially Recognized Activities and Sports. Currently enrolled students wishing to withhold any or all directory information items may do so by completing the Information Release Form and turning it in to the Registrar's Office. After this information is entered, a message block will appear on the monitor screen and indicate that the student's records are confidential. "Confidential" will also appear in the top left hand corner of the screen when that student's records are pulled up.

Once information has been published in a printed publication, it cannot be removed from that publication. The campus directory is published once a year, and after it is compiled, no information can be removed before the next printing.

Only currently enrolled students are eligible to restrict directory information. Once a student has left the university, he/she can no longer set restrictions on directory information at the university. If a student restricts his/her directory information and leaves the university, the restriction continues until the student removes it.

#### **Statement of Rights**

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

1. The right to inspect and review, with certain limited exceptions, the student's educational records within 45 days of the day the University receives a request for access, including the right to receive explanations and interpretations of the records and to obtain copies of the records when such are needed to allow the student to effectively exercise his/her right of inspection and review;
2. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person or entity: (a) employed by the university or the university system in an administrative, supervisory, academic or research, or support staff position; (b) serving on a university governing body or duly authorized panel or committee; or (c) employed by or under contract to the university to perform a special task, function, or service for the university.

A school official has a legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his/her position description or in the performance of regularly assigned duties by a lawful supervisor; (b) fulfill the terms of a contractual agreement; (c) perform a task related to a student's education; (d) perform a task related to the discipline of a student; or (e) provide a service or benefit relating to the student or student's family, such as health care, financial aid, job placement, or former student-related activities.

Disclosure to a school official having a legitimate educational interest does not constitute university authorization to transmit, share, or disclose any or all information received to third parties unless such disclosure is permitted or required by law.

3. The right to correct a student's education records when the records are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA;
4. The right to report violations of FERPA to the Department of Education. ;
5. The right to be informed about FERPA rights.

All the rights and protections given students under FERPA belong to the student; however, information in student records may be provided to parents/legal guardians without the written consent of the student if the eligible student is a financial dependent of his or her parents/legal guardians as defined under Section 152 of the Internal Revenue Code of 1986.

### **Records Not Available Under FERPA**

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

1. A personal record kept by a University official which meets the following tests:
  - It is in the personal possession of the individual who made it.
  - Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the university, except where an individual in attendance at the university is employed as a result of his or her status as a student.
3. Records relating to a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, or assisting in that capacity, which are used in connection with providing treatment to a student, are not disclosed to anyone other than the individuals providing the treatment.
4. Financial records and statements of a student's parents/legal guardians.
5. Confidential letters and statements of recommendation which are placed in the education records of a student prior to January 1, 1975.
6. Confidential letter and statements of recommendation which are placed in the educational records of a student on or after January 1, 1975, if the student has waived his or her right to inspect and review the letters or statements.
7. Records concerning admissions to an academic component of the university which the student has never attended.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Compliance Officer.

### **Certification for Dependency**

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

### **Penalties for Violating FERPA**

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

**If you witness or commit what you believe to be a possible FERPA violation, please notify the Compliance Officer immediately at 254-519-5722. The Compliance Officer will investigate the matter and determine what action, if any, should be taken. If you have any questions about FERPA compliance or the release of student information, please contact the University Compliance Officer, at 254-519-5722.**



## **Hazing Law**

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

### **Education Code § 51.936 requirement to publish a summary of *Education Code Ch. 37, subchapter F. Hazing in the University Catalog***

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

#### **SUMMARY**

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

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

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

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

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

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

**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 TAMUCT, 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. TAMUCT 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 TAMUCT. The student should contact the Office of Undergraduate Admissions for more details.

## **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. TAMUCT 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

# Department of Public Safety

The TAMUCT University Police department is a service- and safety-oriented department with broad enforcement powers, dedicated to providing an atmosphere in which the mission of the university can be accomplished. Providing a safe and secure environment for TAMUCT students, faculty, and staff is a top priority at TAMUCT.

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

Emergency call boxes are strategically located throughout campus for students, faculty, and staff to summon assistance from the university police department. In addition, during an emergency the university police can be reached by dialing 911. All 911 calls will go to Bell County Communications Center and routed to the TAMUCT police department. Callers should let the 911 operator know the emergency is located on TAMUCT's campus.

Violations of university regulations are reported to the university's chief judicial officer for further action. Individuals arrested for violations of law are transported to the Bell County Jail for booking. University Police reports statistical to the U.S. Department of Justice and the Texas Department of Public Safety. Each report includes the number and types of crimes committed as is available on the web.

Each year, TAMUCT prepares a report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The report includes information regarding University rules, reported campus crime statistics, crime awareness and prevention, and important contact information. The most recent report is available on the TAMUCT website at <http://www.ct.tamus.edu/publicsafety>.

**Office:** University Police

**Location:** Founders Hall, Room 103

**Telephone:** 254-501-5800

**Fax:** 254-501-5806

**E-mail Address:** [htodd@ct.tamus.edu](mailto:htodd@ct.tamus.edu)

**Web Address:** <http://ct.tamus.edu/publicsafety>

**Director/Police Chief:** Harold P. Todd

**Other Key Personnel:**

Sergeant: Tanya Little-Salas

Parking Manager: Albert Galbreth

## **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.

## APPLICATION FEE

Undergraduate students applying for admission to TAMUCT 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. **TAMUCT does not accept fee waivers for the application fee.**

## 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 2<sup>nd</sup> week of classes to submit their official transcripts and will not be eligible to register for subsequent semesters until all official transcripts 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\*\**

## **NON-DEGREE SEEKING ADMISSIONS**

A prospective student not seeking a degree from TAMUCT, but intends to attend for more than one semester (Non-degree seeking statement required). The prospective student must meet the General Admissions Requirements. Non-degree seeking students are not eligible for financial assistance.



## **POST-BACCALAUREATE ADMISSIONS**

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 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.

## **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**.

## **TRANSIENT STUDENT ADMISSIONS**

A transient student is considered to be a student who is attending another college or university and seeks to enroll for one semester only with TAMUCT (Transient student statement required). The student must submit an official transcript from the institution they are currently attending. Transient students are not eligible for financial assistance.

## CREDIT BY EXAMINATION

TAMUCT students may earn course credit by demonstrated achievement on standardized tests. Students should check with the Admissions Office for subject areas in which TAMUCT 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 TAMUCT. A 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 the 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 the 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.

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 TAMUCT through the official census date. Students should consult the Admissions Office 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.

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

## **CORE CURRICULUM TRANSFER**

### **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 TAMUCT will generally be considered to have met general education requirements as outlined toward a degree at TAMUCT. 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 TAMUCT.

## 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.

### **MENINGITIS Requirement (for all new transfer students):**

**Beginning January 1, 2012, all new students 30 years old or younger must show evidence of receipt of an initial Bacterial Meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls. The student may contact the Office of Undergraduate Admissions for more details.**

### **Recommendations (for all students)**

**Measles** - All students enrolling in institutions of higher education should have two doses of the measles vaccine prior to the start of classes.

**Meningitis** - Recommended by the Center for Disease Control (CDC).

**Tetanus/Diphtheria** - Tetanus vaccines are effective for about 10 years and need to be boosted at that interval; they should be given in combination with the diphtheria vaccine.

## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM

Beginning applicants to TAMUCT 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 Assistant Director for Admissions and Records is aware of the IBD Program and may request from the Assistant Director for Admissions and Records the type and amount of credit TAMUCT is willing to grant, based on the IBD transcript.

TAMUCT 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 TAMUCT 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 69 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. The international English Language test (IELTS) is also accepted, and is administered at select U.S. locations and in over 125 countries. A minimum score of 6 on the academic module is required.

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 TAMUCT. TAMUCT 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 TAMUCT. All undergraduate students are required to meet Texas Success Initiative (TSI) assessment before registering for classes.

### Materials Needed for Application

1. The State of Texas Common Application for Public Universities,\* available at the following location: [www.applytexas.org](http://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 1 <sup>st</sup>
Spring Semester	January 1 <sup>st</sup>
Summer Semester	May 1 <sup>st</sup>

Materials submitted by applicants who do not enroll at TAMUCT 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 TAMUCT, he/she must provide final official transcripts and/or score reports.

## **MILITARY CREDIT EVALUATION**

The Admissions Office 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.
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 TAMUCT courses.

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

For information regarding military services and evaluation procedures, see our Military Services section.

## **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 TAMUCT, only those transcripts from institutions attended since the last enrollment at TAMUCT are required.

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

Foreign 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.

## **READMISSIONS**

Students who have previously attended TAMUCT 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 TAMUCT offices (Police, Business Office, Financial Aid, Academic Affairs, etc.).

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

## UNDERGRADUATE ADMISSION REQUIREMENTS

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 official 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) requirements, 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.

## 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) by taking the TSI examination and achieving the following scores:

Math: College Ready if  $\geq 350$ ,

Reading: College Ready if  $\geq 351$

Writing College Ready if 5 on essay, or 4 on essay with 363 on multiple choice

## **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 TAMUCT. 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 TAMUCT 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 TAMUCT. These courses must be approved by the appropriate academic departments and resubmitted for articulation to the Office of Undergraduate Admissions and Records. Students with a significant number of hours in a technical field and who wish to use those hours toward a TAMUCT 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.



## TEXAS COMMON COURSE NUMBERING SYSTEM

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 TAMUCT 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.

If TAMUCT does not accept lower-division course credit earned by a student at another public institution of higher education in Texas, TAMUCT 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 TAMUCT. It must be submitted within 15 days of the date the student received written notification of the denial of credit. TAMUCT 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.

TCCNS	TAMUCT	TCCNS	TAMUCT
ACCT 2301 <b>OR</b> ACCT 2401	ACC 203	FREN 1411	FREN 101
ACCT 2302 <b>OR</b> 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 <b>OR</b> GOVT 2305	POLS 201
AGRI 2330	WLDM 221	GOVT 2301 <b>OR</b> 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

## **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 TAMUCT 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 TAMUCT 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 TAMUCT 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 TAMUCT 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.

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

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

## GENERAL EDUCATION CORE REQUIREMENTS

All degree programs leading to the baccalaureate degree include the following University General Education Requirements: <sup>1,2</sup>

**Communication (010):** **6 hours**

ENGL 111-Introduction to College Composition

ENGL 112-College Composition & Research

**Communication (011):** **3 hours**

COMS 101-Fundamentals of Speech Communication

COMS 102-Public Speaking

COMK 301-Business and Professional Speech

**Mathematics (020):** **3 hours**

MATH 107-College Algebra or a course with a higher level of difficulty (i.e. Geometry, Trigonometry, Pre-Calculus, Calculus)

**Natural Science (030):** **7 hours**

Chemistry (CHEM), Biology (BIOL), Geology (GEOL) or Physics (PHYS)

**Humanities (040):** **3 hours**

English Literature or PHIL 101-Introduction to Philosophy

**Visual and Performing Arts<sup>3</sup> (050):** **3 hours**

ART 131-Art Appreciation

ART 231-Art History I

ART 232-Art History II

ART 331-Art History of America

F A 101-The Arts in History

F A 135-Visual and Theatre Arts

F A 160-The Art of Film

F A 401-Arts in Contemporary Society

I T 340-Ceramics and Jewelry

MUSC 213-Fundamentals of Music

MUSC 325-Jazz History

MUSC 326-History of Music I

MUSC 327-History of Music II

MUSC 328-History of Music III

MUSK 313-Music Appreciation

MUSK 324-Popular Music in America

THEA 105-Introduction to the Theatre

THEA 207-History of Theatre I

THEA 208-History of Theatre II

THEA 404-Theory and Criticism

**U.S. History (060): 6 hours**

HIST 201- U.S. History through 1877

HIST 202-U.S. History since Reconstruction

**Political Science (070): 6 hours**

POLS 201-American National Government

POLS 202-Texas Government

**Social/Behavioral Science (080): 3 hours**

SOC 101-Cultural Anthropology

SOC 201-Introduction to Sociology

SOCK 303-Race and Ethnic Relations

PSY 101-General Psychology

PHIL 201-Introduction to Logic

PHIL 301-Ethics in the Professions<sup>4</sup>

ECO 101-Introduction to Economics

ECO 201-Principles of Economics: Macroeconomics

A EC 105-Introductory to Agricultural Economics

ARCH 201-Archeology

ENGR 303-Engineering Economy<sup>4</sup>

GEOG 110-World Regional Geography

GEOG 120-Introduction to Human Geography

GEOG 201-Geography of Texas

HIST 101-World History to 1700

HIST 102-World History since 1700

**Institutionally Designated Option (090): 2 hours**

HLTH 101-Wellness for Life

P ED-Any Activity P ED

M S 101-Foundations of Leadership

M S 102-Basic Leadership

ANSC 150-Rodeo Techniques

MUSC 100-Marching Band

<sup>1</sup> General Education Requirements are subject to review and change by the Texas Higher Education Coordinating Board.

<sup>2</sup> Some degree programs specify the courses that satisfy these requirements. A student should consult with an academic advisor in selecting general education requirement courses.

<sup>3</sup> Visual and performing arts courses must be historical, appreciative, or theoretical in nature; it may not be an applied or performance course.

<sup>4</sup> Intended primarily to satisfy general education requirements for engineering and engineering related majors; advisor permission required.

## **MINORS**

### **Interdisciplinary Film Studies Minor**

The Interdisciplinary Film Studies Minor is an 18-hour minor that allows students to examine the cultural, political, and social implications of what is currently the most powerful, persuasive, and popular art form in society today.

Film Studies differs from film production. Courses in the Film Studies minor equip students to consider film as art and drama and to do so with a fuller understanding of the theoretical ideas that have shaped the world's seventh art. They also allow students to engage cinematic representations of history, crime, politics, gender and sexuality, and a host of other social constructions.

Those who complete the Interdisciplinary Film Studies Minor will be empowered to pursue graduate work in film and cultural studies and, more generally, to contribute to the social and cultural debates film initiates.

The Interdisciplinary Film Studies Minor is housed in English, but draws on contributing faculty from History, Political Science, Criminal Justice, Sociology, and Fine Arts. The minor is always looking to expand, so other areas may be included soon. The minor is flexible and open to all students in every discipline.

Students wanting to earn the Interdisciplinary Film Studies Minor must complete three courses in film specific English courses and film-specific courses in other areas:

#### **Film-specific English courses (9 hours):**

ENGL 435 Film Studies (the only required course in the minor)  
ENGL 436 Film History  
ENGL 437 Film Auteurs  
ENGL 438 Film Genres  
ENGL 439 Film Theory and Criticism

#### **Film-specific courses in other areas (9 hours):**

CJ 345 Criminal Justice in Film  
FA 485 The Art of Documentary Film  
HIST 361 History and Film  
HIST 486 Hollywood and the Western  
POL 350 Politics and Propaganda in Film  
SOC 485 Sociology in Film  
SOC 485 Gender, Sexuality, and Film

Those wanting more information about the Interdisciplinary Film Studies Minor should contact Dr. Allen Redmon.



## 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.

### MASTER'S GRADUATE

<b>Semester Hours</b>	<b>16 weeks (Fall and Spring)</b>	<b>10 weeks (Fall and Spring)</b>	<b>8week Session</b>	<b>5week Session</b>
Max Load	16 hours	12 hours	9 hours	6 hours
Full Load	9 hours	6 hours	5 hours	3 hours

## **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 and full admission is noted on the degree plan. 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.

## **APPLICATION FOR A DEGREE**

Candidates for a degree must complete the following, no later than dates specified by the University:

1. apply for the degree indicating fall, spring, or summer commencement; and
2. complete a "Graduation Application" 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.

## **CAMPUS AND OFF-CAMPUS ENROLLMENT**

Graduate courses are offered on the TAMUCT campus in Killeen, and in certain off-campus locations approved by the Texas Higher Education Coordinating Board. Graduate courses are also offered in multiple means including hybrid seated and online, and online only formats.

## **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.

## **THE COMPREHENSIVE EXAMINATION**

Candidates for any of the master's degrees at TAMUCT 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 of the student's major field of study. Early in their degree program graduate 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 Office of Graduate Studies.

The oral examination, when required, is conducted by the student's advisory committee. A representative of the Associate Vice President of Graduate Studies & Research office may be invited to participate in this examination.

Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the advisory committee and department chair involved, at an earlier date. Unless departmental requirements are more limiting, students who attempt the comprehensive examination three times and are not successful will be dropped from the graduate program. No appeal exists beyond the three attempts to pass the comprehensive examination as the degree determination is made by faculty.

## **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 or school director in which the course is offered, and the Associate Vice President of Graduate Studies & Research. Students taking undergraduate courses for graduate credit will be expected to complete course requirements at a higher level of cognitive and affective education from those ordinarily included for undergraduates, with a notation in the syllabus as to the specific differences in undergraduate versus graduate level coursework. The course must be one where graduate courses are not available for the respective semester. The number of individual graduate problems courses and approved undergraduate courses taken for credit toward the graduate degree 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.

## **DEGREE CONCENTRATION**

A graduate student may declare a concentration of 12 hours in a second field. It is possible to take a minor in any department that offers 12 hours of graduate courses.



## **DEGREE MAJOR**

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

## **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 Associate Vice President of Graduate Studies & Research, by the student's complete advisory committee and chair of his/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, chair of his/her major department or school director, and the Associate Vice President of Graduate Studies & Research.

## 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 concentration field, if one is selected.
4. as a cumulative GPA on all courses taken to graduate.
- 5.

Courses taken at TAMUCT may not be repeated at another institution for degree credit. If a course is repeated at TAMUCT, 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. Course may be repeated.
- I-In Progress (for thesis courses only)
- K-Incomplete
- S-Satisfactory (for completion of 6 hours of thesis 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 **Curriculum and Instruction**.

The K grade shall be recorded for a student only in cases of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department chair, or school director, 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.

## **GRADUATE ADVISOR AND STUDENT'S ADVISORY COMMITTEE**

The graduate advisor, designated by the graduate program, 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 Graduate Studies Program.

## **LIMITATIONS ON TRANSFER AND CORRESPONDENCE COURSES**

Upon the recommendation of the graduate student's advisory committee and the chair of the major department or school director, and the approval of the Associate Vice President of Graduate Studies & Research, the University may accept as much as 12 hours of graduate work completed at another regionally accredited institution, but a graduate degree has not been awarded for the hours transferred. 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. Only A, B, and C grades are transferred from uncompleted graduate degrees.

A maximum of 6 hours from courses that have been applied or counted toward a completed graduate degree program may be transferred into a TAMUCT master's degree program with the approval of the academic department chair or school director in which the degree is sought. A maximum of 6 hours from a completed master's degree from TAMUCT may be counted toward a second master's degree with the approval of the current academic department chair or school director. 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 TAMUCT. Only A, B, and C grades are transferred from completed graduate degrees.

No academic work completed by correspondence courses may be applied to graduate degree programs. Correspondence courses include those courses where faculty interaction is absent.

## **GRADUATE STUDENT PERFORMANCE AND PROGRESSION**

Every student enrolled in Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at TAMUCT. Graduate Studies reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

**Probation** – If in a particular semester a student's cumulative or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension for one long semester or the summer term.

**Suspension** – At the end of any grading period, if a student's semester or overall GPA falls below a 2.0 she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension a student will sign a contract with Graduate Studies stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created on a case by case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be permanently dismissed from the university, unless an appeal is approved.

**Suspension Appeal** – Under exceptional conditions, a student may write a letter of appeal to the Manager of Graduate Studies. Consideration for reinstatement will be on a case by case basis and approved only *one* time by the Associate Vice President of Graduate Studies and Research. There is no appeal beyond the Associate Vice President of Graduate Studies and Research.

## **RESEARCH REQUIREMENT**

All students seeking a master's degree must have at least 3 credits for an approved research course.

### **SEMESTER HOUR LIMIT**

The candidate for a master's degree must earn graduate credit amounting to a minimum of 30 semester hours.



## **THESIS**

Not every graduate program at TAMUCT 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 chair to enroll in a thesis course. A thesis will not be accepted unless a student has completed a minimum of six semester hours of thesis course work. The TAMUCT Thesis Manual, which contains details regarding the preparation and submission of a thesis for approval, is available on the graduate studies website and in hardcopy from the Office of Graduate Studies. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate programs.

### **Thesis Credit**

Students who start and 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 required hours.

### **Microfilming, Binding, and PDF Copies of Thesis with or without Thesis Copyright**

All theses completed by graduate students at TAMUCT are sent to UMI/ProQuest. Fees for a thesis submission are indicated in the Thesis Manual. The abstract of a given thesis is restricted to 150 words. Mathematical formulas and other illustrated materials in the abstract are equated to the number of words that will occupy the space in determining its length. An author wishing to register their thesis copyright must pay an additional cost. If the thesis contains extensive use of material copyrighted by another author, the author of the document must certify that the material is used with the written permission of the other copyrighted author.

## **ADMISSION TO THE GRADUATE STUDIES PROGRAM**

Admission to the Graduate Studies Program is administered by the Associate Vice President of Graduate Studies & Research in conjunction with the Graduate Council. Applicants seeking admission must present the following credentials and materials indicating they possess the ability to pursue graduate work successfully:

1. A formal application for admission. Application forms are available from the Office of Graduate Studies, Room 108-O, Founders Hall, at Apply Texas or online via the TAMUCT Graduate Studies website. For U.S. citizens, applications must be received by the deadlines indicated in the current University Calendar. Exceptions to the published deadlines are processed on a case by case basis. A \$30 application-processing fee must accompany applications of students who will be attending TAMUCT for the first time or who have not been enrolled at TAMUCT for one year.
2. Official transcript(s) showing degree conferral must be in a sealed envelope. The transcript must bear the date of bachelor's degree conferral or master's degree or higher if applicable, and indicate that the applicant was in good standing at the last institution attended.
3. Scores on the Aptitude Test of the Graduate Record Exam (GRE). These scores should be sent directly to the Graduate Office by the Educational Testing Service. Business students may take the GMAT exam.
4. A 200-300 word essay addressing career and academic goals.

Beyond general requirements for admission to Graduate Studies, departments may set additional standards for admission to degree programs, subject to administrative approval. Please contact the specific department for additional graduate admission requirements. Contact information is available in the departments listed below.

## **Full Admission**

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

- a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution;
- a minimum grade point average (GPA), based on a 4-point scale, of 3.0 GPA on the last 60 hours of credit completed;
- acceptable scores on the General 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;
- proof of bacterial meningitis shot for students aged 30 and under.

Completion of specific departmental admission requirements may be required for admission to the chosen field of study. Conditional Admission may be granted by the Graduate Studies Office until Full Admission is obtained due to completing department admission requirements. Please contact the specific department for additional graduate admission requirements. Contact information is available in the departments listed below.

Full Admission allows a graduate student to progress at maximum loads or lower (see below). All graduate students are encouraged to carry a full load or lower to support full retention of learned skills. Maximum loads are discouraged unless graduate students are not working.

## **Conditional Admission**

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

Conditional admission is awarded to applicants who meet the following requirements:

- all of the Full Admission requirements above, but does not meet department specific requirements; OR all of the following
- a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution;
- a minimum 2.5 GPA on the last 60 hours of course work completed;
- acceptable scores on the General Test of the GRE; (Master of Business Administration students may substitute acceptable scores on the GMAT). GRE or GMAT scores must be submitted prior to starting coursework if the GPA is less than 3.0;
- submission of a 200-300 word essay addressing professional and career goals;
- proof of bacterial meningitis shot for students aged 30 and under.

Conditional admission will not be granted to a student with a GPA less than 2.5 on the last 60 hours of course work completed. Students who know they have a GPA less than 2.5 on the last 60 hours of course work are encouraged to seek Special Admission status indicated below to improve their GPA. If significant GPA issues exist, potential graduate students may also use the Post-Baccalaureate option indicated below to improve their GPA.

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. The Office of Graduate Studies will inform the student that they have obtained Full Admission.

Applicants who for reasons beyond their control cannot provide official documents required for admission to Graduate Studies by the time of initial enrollment may be admitted as a Conditional Admission for one semester pending receipt of the required documents. If a graduate student does not submit all official documents within the first semester, he/she will not be allowed to continue until the documents are on file.

Conditional admission allows a student to proceed at full load or lower each semester (see below). All graduate students are encouraged to maintain a full load or lower to support full retention of learned skills.

### **Provisional Admission (TAMUCT Undergraduates only)**

An undergraduate enrolled in a bachelor's degree program at TAMUCT may be considered for Provisional Admission to the Graduate Studies Program. Provisional admission is awarded to applicants who meet all the following requirements:

- is within 12 hours of graduation;
- is recommended by his/her major department;
- has attained a minimum GPA of 3.0 on the last 60 hours of undergraduate course work;
- 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.

Provisional Admission allows undergraduate students to take up to 12 hours of graduate credits with no more than 6 graduate hours per semester (Provisional students are not full admission nor conditional admission graduate students and therefore cannot proceed at full time load). No graduate course work may be counted toward an undergraduate degree.

### **Special Admission (Non-Degree Seeking Graduate Student)**

Applicants who designate that they do not choose to seek a graduate degree but who hold a baccalaureate degree from an accredited college or higher may be enrolled for course work in the Graduate Studies Program as **Special Admission (Non-Degree Seeking Graduate Student)**. 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 TAMUCT if they proceed beyond the 6 hours. 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 reviewed for transfer. Special Admission also allows potential graduate students to improve their GPA.

Special Admission Graduate 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 or higher and good standing at the last college attended are required.

A Special Admission student has no assurance that work completed while in this classification will be applicable toward degree requirements should he or she subsequently gain admission to a degree program. All graduate courses are reviewed on a case by case basis for transfer.

## **ADMISSION AS A POST-BACCALAUREATE STUDENT**

An applicant who does not wish to pursue a graduate degree or graduate certification program but who has earned a bachelor's degree from an accredited U.S. institution and is in good standing at the last school attended, may apply for admission as a post-baccalaureate student. Post-Baccalaureate admission allows for potential graduate students to improve their GPA if significant GPA issues exist for admission to Graduate Studies. Post-Baccalaureate 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.



## **INTERNATIONAL STUDENT ADMISSION**

Admission of an international student to a graduate program will be based upon holding a valid U.S. equivalent bachelor's-level degree or higher from an accredited college or university. The quality of the applicant's college-level work is judged from the scores, grade point average and writing sample. A non-refundable processing fee of \$130 (US) made payable to TAMUCT 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, 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's 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 Department Chair or School Director, 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, TAMUCT 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.

## **UNITED STATES TRANSFER STUDENTS**

At the time of application, students who have attempted graduate level credit at a regionally accredited United States institution after graduation with a bachelor's 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 TAMUCT, transfer work and TAMUCT 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.

## **ABOUT US**

### **Vision:**

Graduate Studies and Research at Texas A&M University – Central Texas aspires to provide accessible and rigorous graduate programs and research within an applied framework. We are dedicated to providing the highest cognitive and affective education and research, while increasing regional, state, national and global connections for all scholars.

### **Mission:**

Graduate Studies and Research at Texas A&M University – Central Texas is a diverse mixture of educator-scholars and learners committed to accessibility and excellence in graduate education, service and research to enhance knowledge, skills and abilities. All graduate programs and research seek continuous improvement through benchmark assessments including internal and external peer-review.

### **Values:**

Graduate Studies and Research at Texas A&M University – Central Texas provide support to the university Core Values within a framework based on “Service of Excellence”,

#### **University Core Values:**

- Excellence & Achievement
- Compassion
- Integrity
- Knowledge
- Diversity
- Initiative
- Collaboration

## **GRADUATE STUDIES PROGRAM**

The Texas A&M University System Board of Directors approved graduate degree programs at the master's level for TAMUCT 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.

## **ADMINISTRATION**

Administration of the Graduate Studies Program is the responsibility of the department, school, and Associate Vice President of Graduate Studies & Research. The Graduate Council comprised of all Graduate Coordinators and Manager of Graduate Studies and Research, assists the Associate Vice President of Graduate Studies and Research in establishing graduate rules and standard administrative procedures. The department, school and Associate Vice President of Graduate Studies & Research promote the mission and goals of the Graduate Studies Program. The Associate Vice President of Graduate Studies and Research has the authority to act for the administration and Graduate Council within limits of policy.

## **GRADUATE STUDIES PROGRAM and ARTS & SCIENCES**

### **Master of Science In Liberal Studies**

The Graduate Studies Program, in conjunction with the School of Arts & Sciences, advises students seeking a Master of Science in Liberal Studies (MSLS). The MSLS is an interdisciplinary degree created for those who are seeking generalized graduate level education with one or two concentration areas, and designed for a wide spectrum of individuals.

The MSLS 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:

1. 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
2. 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 Studies Program.

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 and concentrations may not be available for reasons of licensure or certification. The Emphasis or Concentrations will be noted on the transcript.

#### **Emphasis Option Degree Requirements.**

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

#### **Dual Concentration Option.**

	<b>Hours</b>
Concentration 1 field of study	12
Concentration 2 field of study (different from first)	12
Electives (not from either concentration field)	9
Graduate Research	3
Total	36 hours

A student pursuing the MSLS 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.

## **GRADUATE PROGRAMS AND DEGREES**

TAMUCT offers the following graduate programs and degrees:

<u>School/Department(s):</u>	<u>Program:</u>	<u>Degree:</u>
<b>Arts &amp; Sciences/</b>		
Applied Sciences	Criminal Justice	MCJ
Humanities	History	M.A.
Humanities	Political Science	M.A.
Humanities	Mathematics	M.S.
<b>Business Administration/</b>		
Accounting, Finance, and Economics	Accounting	M.S.

Accounting, Finance, and Economics & Computer Information Sciences & Management and Marketing	Business Administration	M.B.A.
Accounting, Finance, and Economics & Computer Information Sciences & Management and Marketing	Management & Leadership	M.S.
Accounting, Finance, and Economics & Management and Marketing	Human Resource Management	M.S.
Computer Information Sciences	Computer Information Systems	M.S.
<b>Education</b>		
Professional Education and Policy Studies	Curriculum and Instruction*	M.Ed.
	*Note: Support Areas are Computer Information Systems, Elementary Education, History, Gifted and Talented, Mathematics, Professional Educational Diagnostician, Professional Reading Specialist, Secondary Education (Business), Special Education, Teaching Leadership, Technology Applications, Technology Director	
Professional Education and Policy Studies	Educational Administration	M.Ed.
Professional Education and Policy Studies	Educational Administration [Principal Certification]	M.Ed.
Professional Education and Policy Studies	Educational Administration [Superintendent Certification]	M.Ed.
Psychology and Counseling	Counseling	M.Ed.
Psychology and Counseling	Counseling Psychology [Licensed Marriage & Family Therapist]	M.S.
Psychology and Counseling	Counseling Psychology [Licensed Professional Counselor]	M.S.
Psychology and Counseling	Educational Psychology [Licensed Psychological Associate]	M.S.
Psychology and Counseling	Educational Psychology [Experimental Psychology]	M.S.
Psychology and Counseling	Specialist in School Psychology [Post Master's Program]	S.S.P.
<b>Graduate Studies and Arts &amp; Sciences</b>	Liberal Studies	M.S.

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## TEACHER EDUCATION PROGRAM

Teacher Education, one of the major programs at Texas A&M University-Central Texas (A&M-Central Texas), emphasizes broad general education as a foundation for mastery of teaching skills and specialized knowledge in academic discipline. The primary purpose of teacher education is to prepare highly qualified teachers for employment in 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 Stanford Achievement Test (for students who are deaf) requirements **prior to admission into the teacher education program**. Tarleton State University's Title II Institutional Report through 2011-2012 may be accessed at [www.tarleton.edu/coe](http://www.tarleton.edu/coe). A&M-Central Texas's Title II Institutional Report for 2011-2012 can be accessed at [www.ct.tamus.edu/departments/peps/index.php](http://www.ct.tamus.edu/departments/peps/index.php).

### ADMISSION TO THE TEACHER EDUCATION PROGRAM\*

[www.ct.tamus.edu/departments/curriculum/applications.php](http://www.ct.tamus.edu/departments/curriculum/applications.php)

#### 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 to the Admissions Officer in the Educator Preparation Services **no later than 5:00 p.m. on the application deadline date**:

- a. Completed Student Checklist for Application for admission to the Teacher Education Program;
- b. Completed application;
- c. \$35 application fee
- d. Acknowledgement/Responsibility Form (dated, with advisor and student's signatures)
- e. Substitution forms (if applicable) dated and with all required signatures
- f. Detailed degree evaluation

3. Only applicants who meet the following minimum academic standards will be considered for admission to the Teacher Education Program.

- a. Minimum 2.6 grade point average (GPA) in each of the following areas:
  - Professional Development
  - Emphasis/Supplemental coursework
  - Overall
- b. No grade lower than "C" in the following:
  - Professional education coursework
  - RDG 351
  - Emphasis/Supplemental coursework
  - 12 hours of university required English
  - Coursework in PSY 303 or 220 or HS 300
- c. Current enrollment in or completion of:
  - Professional Development I (EDU 320)
  - Educational Psychology (PSY 303, 220, or HS 300)
  - 12 hours of university required English
  - 60 semester hours of coursework (excluding developmental courses)
  - One full semester at TAMUCT
- d. Minimum requirements of the TASP/THEA test. (Minimum acceptable scores on ACCUPLACER, ASSET, or Compass will also be accepted.)
- e. Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom.
- f. Completion of Speech (COMS 101 or its equivalent) with a grade of "B" or better by the end of the application semester.
- g. Completion of a minimum of 15 semester hours in the major certificate area with a grade of "C" or better and a 2.6 GPA by the end of the application semester.
- h. A grade of "C" or better on all coursework in the major certificate area.
- i. Successful completion of the professional interview and writing sample.

- j. Successful completion of the departmental screening instrument.

The applicant will receive written notification from the chair of the Educator Preparation Council (EPC) regarding his/her acceptance into the Teacher Education Program. For the most current admission requirements, see online Handbook for Teacher Certification.

**\*Appeals of any admissions requirements must be made in writing to the Admissions Officer in the Educator Preparation Services Office. Appeals are reviewed by the EPC 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 2.6 grade point average (GPA) in each of the following areas:
    - Professional Development
    - Reading
    - Emphasis/Supplemental coursework
    - Overall
  - b. No grade lower than “C” in the following:
    - Professional education coursework
    - Reading
    - Emphasis/Supplemental coursework
    - 12 hours of university required English
    - Coursework in PSY 303 or 220 or HS 300
  - c. Current enrollment in or completion of:
    - Professional Development I (EDU 320)



- Educational Psychology (PSY 303, 220, or HS 300)
  - 12 hours of university required English
  - College Algebra (MATH 107 or above)
  - 60 semester hours of coursework (excluding developmental courses)
  - One full semester at TAMUCT
- d. Minimum requirements of the TASP/THEA test. (Minimum acceptable scores on ACCUPLACER, ASSET, or Compass will also be accepted.)
  - e. Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom.
  - f. Completion of Speech (COMS 101 or its equivalent) with a grade of “B” or better by the end of the application semester.
  - g. Completion of a minimum of 12 semester hours in the major certificate area with a grade of “C” or better and a 2.6 GPA by the end of the application semester.
  - h. A grade of “C” or better on all coursework in the major certificate area.
  - i. Successful completion of the professional interview and writing sample.

#### **Recommendation for Admission to Teacher Education:**

Interviews will be conducted by two-member teams comprised of A&M-Central Texas 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 Teacher Education Preparation Admissions Committee (TEPAC) 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 TEPAC 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 Certification Officer, 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.

A&M-Central Texas 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**

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 Coordinator of Field Placement 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 student 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 Educator Preparation Council
4. Removal of all incomplete grades prior to the first class day of the semester in which the student teaching is done.
5. Completion of any Growth Plan requirements.

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

### **Additional requirements for students (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 (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 (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, 320, 330, , 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 Educator Preparation Services Office.
5. A GPA of 2.6 on all course work that is listed and has been completed on the certificate plan;
6. Removal of all incomplete grades prior to the first day of class of the semester during which student teaching is done; and
7. 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 A&M-Central Texas in a school approved by the Coordinator of Field Placement.

## **OBTAINING A TEACHING CERTIFICATE**

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

- 1. Completion of all coursework on Certificate Plan**
- 2. Written documentation and advisor approval for course substitutions**
- 3. Minimum 2.6 GPA met in all required areas on certificate plan (professional development, certificate area, reading [if applicable], and overall).**
- 4. Minimum of 120 total semester hours**
- 5. Minimum of 30 semester hours at TAMUCT**
- 6. Degree Conferred**
- 7. Successful in passing all TExES/BTLPT/LOTE required exams for initial certification.**

**Students will receive information from the Educator Preparation Services Office personnel regarding the procedures for applying for a standard teaching certificate once verification of requirements has been completed.**

## **TESTING FOR CERTIFICATION**

Students must obtain a passing score on all required examinations prior to applying for certification. Depending on the certificate being sought, students may be required to take two or more examinations.

- Students do not begin testing until the semester prior to student teaching.
- Departmental approval must be granted in order for a student to be cleared to register.
- Students should contact their academic department to verify when they are eligible to begin taking content tests and the Coordinator for Certification Testing to verify when they are eligible to take the Pedagogy & Professional Responsibilities exam.
- Students must continue to retake a failed test at each subsequent test administration and continue to retake until successful.

Students are provided with certification test registration information during the semester prior to student teaching. The testing schedule is provided and registration for the applicable test is completed in accordance with that schedule. Test authorization must be given by the university testing coordinator before students can register for a test.

## **TRANSFER STUDENTS**

A&M-Central Texas 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 the Department of Professional Education and Policy Studies (PEPS); 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 PEPS; phone (254)-519-5485.

Policies that govern the acceptance of transfer credit toward teacher certification include the following:

1. All transfer students are required to submit official transcripts to the University Admissions Office for analysis.
2. Transfer students from other Texas institutions and institutions in other states are expected to meet A&M-Central Texas'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. Professional Development coursework will not be accepted for transfer credit or as a substitute for A&M-Central Texas teacher program requirements. All students must meet all institutional requirements for the degree and for certification.
5. A minimum of one-third of the semester hours required in each teaching field or area of specialization sought must be completed at A&M-Central Texas.

**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.**

#### **TEXAS A&M UNIVERSITY-CENTRAL TEXAS WARRANTY FOR FIRST-YEAR TEACHERS**

Because A&M-Central Texas 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 A&M-Central Texas graduates is warranted by the University. Should a graduate of A&M-Central Texas'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 A&M-Central Texas in the preceding 12 months.
2. To be eligible for the professional development remediation, the teacher must have received a domain rating(s) of "below expectations" or "unsatisfactory" on his/her first year annual appraisal.
3. All requests for services must be in writing from the superintendent of schools.
4. In cooperation with the school district, a professional growth plan will be developed and the professional development program will address those requirements. 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 will obtain a

broad-based content preparation with a strong emphasis on language arts and reading. At the middle school level, certification areas include Mathematics and English Language Arts/Reading/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.

**Prior to admission to the Teacher Education Program (TEP), students must pass all parts of the TASP/THEA test or other testing requirements and determined by the A&M-Central Texas Educator Preparation Council (EPC) and the Strategic Partners Education Advisory Committee (SPEAC). Information about the Interdisciplinary Studies Program can also be found in the Handbook for Teacher Certification.**

## **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 Professional Education and Policy Studies does offer the professional development courses required to obtain secondary certification.

Students obtain academic advisement for secondary certification programs in the department of their major. Prior to application for admission to the Teacher Education Program, secondary certificate candidates must also be in contact with an advisor in the Teacher Education Program. Application for admissions 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.

## **DEFICIENCY PLANS**

A&M-Central Texas 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.

# DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS

## B.B.A. Accounting

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### A. Common Business Lower Level Courses (9 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)
- 

#### B. Required Accounting Courses in the Major (36 hrs)

- ACCK 302 Cost Accounting (3)
- ACCK 303 Intermediate Accounting I (3)
- ACCK 304 Intermediate Accounting II (3)
- ACCK 305 Governmental and Institutional Accounting (3)
- ACCK 310 Accounting Information Systems (3)
- ACCK 401 Financial Accounting (3)
- ACCK 403 Advanced Accounting Principles (3)
- ACCK 405 Federal Tax Accounting (3)
- ACCK 406 Federal Tax Accounting-Advanced (3)
- ACCK 423 Ethics for Accountants (3)
- ACCK 424 Auditing Evidence (3)
- ACCK 450 Management Information Systems (3)

**C. Other Required Courses (27 hrs)**

- Select one of the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 432 Business Law I (3)
- G BK 433 Business Law II (3)
- G BK 459 Business Strategy (3)
- MGTK 301 Principles of Management (3)
- MKTK 314 Principles of Marketing (3)
- Select one of the following: (3)
  - G BK 444 International Business
  - FINK 401 International Financial Management
  - ECOK 401 International Economics
- Select one of the following: (3)
  - G BK 311 Business Statistics
  - MTHK 300 Principles of Statistics

**D. Additional Electives (6 hrs)**

- Any level electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



## **B.S. Applied Science**

TAMUCT offers degree programs that are interdisciplinary in nature: the Bachelor of Applied Science (BS APSC) allows the student to apply vocational or technical training to his/her degree program.

Students in this degree program must meet all TAMUCT 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 this degree program may not get a minor in any support area required for the degree. Degree plans must be reviewed by the Interdisciplinary Degree Program (IDP) Committee. To be eligible for consideration for this degree, a student must have completed at least 6 hours at TAMUCT.

The BS APSC is designed for the student with training in a technical area. This degree utilizes technical or vocational education received at technical schools, junior colleges, military schools, etc. A student must have completed at least 12 semester credit hours (or equivalent) in technical training, or 12 hours of military training, to be eligible for consideration. A student must have up to 36 semester credit hours (or equivalent) in the combination of technical and military training to be eligible for consideration. In all cases, the technical training and military training and proposed degree area must be directly related to each other.

### **Program Requirements**

#### **A. TAMUCT General Education Requirements (42 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)

- i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
- i. ECO 201
10. University Option-Wellness-090 (2 hrs)

**B. Common Business Lower Level Courses (6 hrs)**

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)

**C. Occupational Specialization and/or electives: (36 hrs)**

- Approved Technical / Military Training (12-36 )
- Any level electives (0-24)

**D. Required Courses in the Major (33 hrs)**

- G BK 311 Business Statistics (3)
- G BK 312 Business Correspondence (3)
- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resources Management (3)
- FINK 301 Principles of Financial Management (3)
- MKTK 314 Principles of Marketing (3)
- MGTK 304 Small Business Management or MGTK 412 Entrepreneurship (3)
- MGTK 350 Organization Behavior (3)
- G BK 432 Business Law I (3)
- MGTK 407 Business Ethics (3)
- G BK 459 Business Strategy (3)

**E. Additional Electives (3 hrs)**

- 300-400 level electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

**1. Occupational Specialization**

The occupational specialization is a maximum of 36 semester credit hours (or equivalent) directly related to the degree area. These credit hours may consist of technical/vocational or military training, and academic credit from a lower level institution. 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. The contact hours from technical training are converted to semester credit hours using the following formula: 15 contact hours = 1 semester credit hour.
- c. No student who has less than 12 semester credit hours of technical or military training (or a combination of both) will be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 36 hours of occupational specialization.
- d. No student will be considered for the Bachelor of Science of Applied Science who has less than 12 semester credit hours in the combination of technical/vocational or military training.

- e. The student is responsible to ensure any Occupational Specialization credit less than 36 credit hours are made up from lower level (100 – 200) academic or technical courses.
- f. TAMUCT does not offer course work in all occupational specializations.

# AVIATION SCIENCE PROGRAM

## B.S. Aviation Science-Aviation Management

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (15 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)
- Select one from the following: (3)
  - CIS 103 Computer Concepts and Applications
  - CISK 300 Computer Technology and Impact

#### C. Required Aviation Courses (18 hrs)

- ASCK 303 Air Traffic Control (3)
- ASCK 304 Airport Management (3)
- ASCK 307 Aviation History I (3)
- ASCK 308 Aviation History II (3)
- ASCK 401 Aviation Law (3)
- ASCK 408 Aviation Safety (3)

#### D. Required Management Courses (18 hrs)

- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resource Management (3)
- MGTK 350 Organizational Behavior (3)

- MGTK 406 Employee and Labor Relations (3)
- MGTK 407 Business Ethics (3)
- MGTK 421 Production and Operations Management (3)

**E. Other Required Courses (21 hrs)**

- ECOK 302 Intermediate Microeconomics (3)
- FINK 301 Principles of Financial Management (3)
- G BK 311 Business Statistics (3)
- G BK 312 Business Correspondence (3)
- G BK 432 Business Law I (3)
- G BK 433 Business Law II (3)
- G BK 444 International Business (3)

**F. Restricted Electives (7 hrs)**

- Any level Aviation elective (7)

**TOTAL SEMESTER HOURS REQUIRED: 121 HRS**

# AVIATION SCIENCE PROGRAM

## B.S. Aviation Science-Professional Pilot

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (3 hrs)

- CIS 103 Computer Concepts and Applications (3)

#### C. Required Lower Level Aviation Courses (32 hrs)

- ASCI courses as identified with TAMUCT Faculty Advisor

#### D. Required Aviation Courses (21 hrs)

- ASCK 301 Air Carrier Operations (3)
- ASCK 302 Techniques of Instruction (3)
- ASCK 303 Air Traffic Control (3)
- ASCK 304 Airport Management (3)
- ASCK 401 Aviation Law (3)
- ASCK 402 Advanced Aircraft Systems (3)
- ASCK 408 Aviation Safety (3)

#### E. Other Required Courses (12 hrs)

- Select one from the following: (3)
  - G BK 311 Business Statistics
  - MGTK 301 Principles of Management
- G BK 312 Business Correspondence (3)
- MGTK 406 Employee and Labor Relations (3)
- MGTK 407 Business Ethics (3)

**F. Additional Electives (10 hrs)**

- 300-400 level electives (10)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# Administration (B.S.) 2012-2013 Catalog Year

---

## Program Requirements

### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

### B. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

### C. Required Courses in the Major (36 hrs)

- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resource Management (3)
- Select one from the following: (3)



## Administration (B.S.) 2012-2013 Catalog Year

---

- ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 103 Business and Society (3)
- G BK 311 Business Statistics (3)
- G BK 312 Business Correspondence (3)
- G BK 432 Business Law I (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MKTK 314 Principles of Marketing (3)
- Select one from the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems

### **D. Selected Support Field (24 hrs)**

- Support Field electives (12)
- 300-400 level Support Field electives (12)

### **E. Additional Electives (6 hrs)**

- Any level electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

## **B.A.A.S. Business Occupations**

TAMUCT offers degree programs that are interdisciplinary in nature: the Bachelor of Applied Arts and Sciences (BAAS) allows the student to apply vocational or technical training to his/her degree program. Students in this degree program must meet all TAMUCT 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 this degree program may not get a minor in any support area required for the degree. Degree plans must be reviewed by the Interdisciplinary Degree Program (IDP) Committee. Students should understand that work experience credit only applies to this interdisciplinary degree. To be eligible for consideration for this degree, a student must have completed at least 6 hours at TAMUCT.

The Bachelor of Applied Arts and Sciences (BAAS) is designed for the student with training in a technical area. This degree utilizes technical or vocational education received at technical schools, junior colleges, military schools, etc. A student must have completed at least 12 semester credit hours (or equivalent) in technical training, or 12 hours of military 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. Work experience should be as a supervisor and/or manager. A student must have up to 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, military training work experience (if any), and proposed degree area must be directly related to each other.

### **Program Requirements**

#### **A. TAMUCT General Education Requirements (42 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201

- ii. HIST 202
- 8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
- 9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select ECO 201 Principles of Economics: Macroeconomics
- 10. University Option-Wellness-090 (2 hrs)

**A. Common Business Lower Level Courses (9 hrs)**

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 202 Principles of Economics: Microeconomics (3)

**B. Required Courses in the Major (30 hrs)**

- MGTK 301 Principles of Management (3)
- Select one from the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 311 Business Statistics (3)
- G BK 432 Business Law I (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MKTK 314 Principles of Marketing (3)
- Select one from the following: (3)
  - ENGK 309 Technical Writing and Document Design
  - G BK 312 Business Correspondence
- Select one from the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems

**C. Occupational Specialization: (33 hrs)**

- Approved Technical/Vocational or Military Training (12-33 )
- Approved Work Experience (Supervisor/Manager) (0-21)

**D. Additional Electives (6 hrs)**

- 300-400 level electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

**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/vocational or military training, academic credit from a lower level institution and work experience. 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. The contact hours from technical training are converted to semester credit hours using the following formula: 15 contact hours = 1 semester credit hour.
- c. No student who has less than 12 semester credit hours of technical or military training (or a combination of both) will be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 36 hours of occupational specialization.
- d. No student will be considered for the Bachelor of Applied Arts and Science who has less than 12 semester credit hours in the combination of technical/vocational or military training.
- e. Work experience is limited to a total of 21 semester credit hours. Acceptable work experience is limited to supervisory and managerial positions. One year of work experience as a supervisor or manager is equal to 4 semester credit hours.
- f. The student is responsible to ensure any Occupational Specialization credit less than 33 credit hours are made up from lower level (100 – 200) academic or technical courses.
- g. TAMUCT does not offer course work in all occupational specializations.

# DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

## B.B.A. Computer Information Systems

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### A. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

#### B. Required Computer Information Systems Courses (24 hrs)

- CISK 347 Data Communications (3)
- CISK 389 System Analysis and Design (3)
- CISK 401 Database Theory and Design (3)
- CISK 450 Management Information Systems (3)
- Select one from the following: (3)
  - CIS 110 Information to Programming Logic and Design
  - CISK 303 Programming Logic and Design
- Select one from the following: (3)
  - CIS 103 Computer Concepts and Applications
  - CISK 300 Computer Technology and Impact
- Select one from the following: (3)
  - CIS 240 Introduction to C++ Programming

- CIS 241 Introduction to Visual Basic Programming
- CIS 242 Introduction to Java Programming
- CISK 330 C++ Programming
- CISK 331 Visual Basic Programming
- CISK 332 Java Programming
- Select one from the following: (3)
  - CISK 340 Advanced C++ Programming
  - CISK 341 Advanced Visual Basic Programming
  - CISK 342 Advanced Java Programming

**C. Other Required Courses (30 hrs)**

- Select one from the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- ENGK 309 Technical Writing and Document Design (3)
- FINK 301 Principles of Financial Management (3)
- G BK 432 Business Law I (3)
- G BK 459 Business Strategy (3)
- MGTK 301 Principles of Management (3)
- MKTK 314 Principles of Marketing (3)
- Select one from the following: (3)
  - G BK 444 International Business
  - FINK 401 International Financial Management
  - ECOK 401 International Economics
- Select one from the following: (3)
  - G BK 311 Business Statistics
  - MTHK 300 Principles of Statistics
- Select one from the following: (3)
  - G BK 433 Business Law II
  - 300-400 level elective

**D. Restricted Electives (12 hrs)**

- Any level CISK or C SK electives (6)
- 300-400 level CISK or C SK electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

## B.S. Computer Information Systems-Management and Networking

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (3 hrs)

- ACC 203 Introduction to Financial Accounting (3)

#### C. Required Computer Information Systems Courses (39 hrs)

- CISK 346 Personal Computer Technology (3)
- CISK 347 Data Communications (3)
- CISK 348 Network Architecture and Design (3)
- CISK 389 System Analysis and Design (3)
- CISK 401 Database Theory and Design (3)
- CISK 445 Network and Systems Security (3)
- CISK 450 Management Information Systems (3)
- CISK 476 Network Administration (3)
- CISK 478 Comprehensive Networking (3)
- Select one from the following: (3)
  - CIS 110 Information to Programming Logic and Design
  - CISK 303 Programming Logic and Design
- Select one from the following: (3)
  - CIS 103 Computer Concepts and Applications



- CISK 300 Computer Technology and Impact
- Select one from the following: (3)
  - CIS 240 Introduction to C++ Programming
  - CIS 241 Introduction to Visual Basic Programming
  - CIS 242 Introduction to Java Programming
  - CISK 330 C++ Programming
  - CISK 331 Visual Basic Programming
  - CISK 332 Java Programming
- Select one from the following: (3)
  - CISK 340 Advanced C++ Programming
  - CISK 341 Advanced Visual Basic Programming
  - CISK 342 Advanced Java Programming
  - CISK 343 C# for Windows and Web Programming

**D. Other Required Courses (9 hrs)**

- ENGK 309 Technical Writing and Document Design (3)
- G BK 311 Business Statistics
- MGTK 301 Principles of Management (3)

**E. Restricted Electives (15 hrs)**

- Any level CISK electives (6)
- 300-400 level CISK electives (9)

**F. Additional Electives (12 hrs)**

- Any level electives (12)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

## B.S. Computer Information Systems-Software Engineering and Database Design

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (3 hrs)

- Select one from the following: (3)
  - ACC 203 Introduction to Financial Accounting

#### C. Required Computer Information Systems Courses (42 hrs)

- CISK 305 Operating Systems Theory and Practice (3)
- CISK 315 Web Site Development & Design (3)
- CISK 347 Data Communications (3)
- CISK 351 Data Structures (3)
- CISK 389 System Analysis and Design (3)
- CISK 401 Database Theory and Design (3)
- CISK 440 Algorithm Design and Analysis (3)
- CISK 450 Management Information Systems (3)
- CISK 452 Structured Query Language (3)
- CISK 480 Software Engineering (3)
- Select one from the following: (3)
  - CIS 110 Information to Programming Logic and Design
  - CISK 303 Programming Logic and Design

- Select one from the following: (3)
  - CIS 103 Computer Concepts and Applications
  - CISK 300 Computer Technology and Impact
- Select one from the following: (3)
  - CIS 240 Introduction to C++ Programming
  - CIS 241 Introduction to Visual Basic Programming
  - CIS 242 Introduction to Java Programming
  - CISK 330 C++ Programming
  - CISK 331 Visual Basic Programming
  - CISK 332 Java Programming
- Select one from the following: (3)
  - CISK 340 Advanced C++ Programming
  - CISK 341 Advanced Visual Basic Programming
  - CISK 342 Advanced Java Programming
  - CISK 343 C# for Windows and Web Programming

**D. Other Required Courses (9 hrs)**

- ENGK 309 Technical Writing and Document Design (3)
- G BK 311 Business Statistics
- MGTK 301 Principles of Management (3)

**E. Restricted Electives (12 hrs)**

- Any level CISK electives (6)
- 300-400 level CISK electives (6)

**F. Additional Electives (12 hrs)**

- Any level electives (12)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

## B.S. Computer Science

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 120 Calculus I
4. Natural Sciences-030 (7 hrs)
  - i. Select PHYS 122 University Physics I
  - ii. Select PHYS 242 University Physics II
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Lower Level Required Courses (24 hrs)

- C S 110 Procedural Programming (3)
- C S 221 Object Oriented Programming (3)
- C S 230 GUI Development (3)
- C S 241 Data Structures (3)
- C S 248 Introduction to Digital System Design (4)
- MATH 131 Elementary Statistical Methods (3)
- MATH 209 Calculus II (3)
- MATH 120 Calculus I lab (1)
- PHYS 242 University Physics II lab (1)

#### C. Required Computer Science Courses (18 hrs)

- C SK 343 Computer Architecture (3)
- C SK 380 Operating Systems (3)
- C SK 389 Introduction to Software Engineering (3)
- C SK 401 Database Theory and Practice (3)
- C SK 451 Distributed Applications (3)
- C SK 478 Computer Networks (3)

**D. Other Required Courses (15 hrs)**

- ENGK 309 Technical Writing and Document Design (3)
- MTHK 310 Discrete Mathematics (3)
- Select three from the following: (9)
  - 300-400 level Computer Science course
  - 300-400 level Math course
  - 300-400 level Computer Information Systems course
  - Applied Matrix Algebra
  - MTHK 332 Linear Algebra
  - MTHK 360 Numerical Analysis

**E. Selected Support Field (21 hrs)**

- Support Field electives (9)
- 300-400 level Support Field electives (12)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF APPLIED SCIENCES

## B.S. Criminal Justice

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Required Criminal Justice Courses in the Major (33 hrs)

- C J 131 Introduction to Criminal Justice (3)
- C J 232 Court Systems and Practices (3)
- C J 234 Police Systems and Practices (3)
- C J 237 Fundamentals of Criminal Law (3)
- C J 238 Correctional Systems and Practices (3)
- C JK 305 Criminology (3)
- C JK 310 Criminal Justice Supervision and Management (3)
- C JK 315 Criminal Evidence (3)
- C JK 412 Criminal Justice Ethics (3)
- C JK 416 Methods of Criminal Justice Research (3)
- C JK 498 Senior Seminar (3)

**Note: Must be taken during senior year**

#### C. Other Required Courses (9 hrs)

- ENGK 309 Technical Writing and Document Design (3)
- SOCK 303 Race and Ethnic Relations (3)
- Select one from the following: (3)
  - SOCK 330 Social Science Statistics
  - PSYK 330 Elementary Statistics for the Behavioral Sciences

**D. Restricted Electives (9)**

- 300-400 level Criminal Justice electives (9)

**E. Additional Electives (9 hrs)**

- Any level electives (6)
- Any 300-400 level elective (3)

**F. Minor Electives (18 hrs)**

- Any level minor electives from the selected minor discipline (12)
- 300-400 level minor electives from the selected minor discipline (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. English without certification

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
  - ii. Higher level math
4. Natural Sciences-030 (7 hrs)
  - i. CHEM
  - ii. BIOL
  - iii. GEOL
  - iv. PHYS
5. Humanities-040 (3 hrs)
  - i. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Prerequisites (15 hrs)

- LANG 101 Beginning foreign language I (3)
- LANG 102 Beginning foreign language II (3)
- LANG 201 Intermediate foreign language I (3)
- LANG 202 Intermediate foreign language II (3)
- Sophomore English (3)

**Note: 6 hours in upper-level linguistics can substitute for 6 hours of foreign language.**

#### C. Required Courses in the Major (15 hrs)

- ENGK 305 Critical Analysis of Literature (3)
- ENGK 330 Advanced Composition (3)
- ENGK 400 Shakespeare (3)
- ENGK 411 Studies in Rhetoric and Language (3)
- Choose one (3) from the following:
  - ENGK 416 Literary Authors
  - ENGK 417 Literary Themes
  - ENGK 418 Literary Periods



- ENGK 419 Literary Genres

**D. Restricted Electives (18 hrs)**

- Advanced English Electives (18)

**E. Additional Electives (30 hrs)**

- Electives (15)
- 300-400 level Electives (15)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. English with Technical Writing Emphasis

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
  - ii. Higher level Math
4. Natural Sciences-030 (7 hrs)
  - i. CHEM
  - ii. BIOL
  - iii. GEOL
  - iv. PHYS
5. Humanities-040 (3 hrs)
  - i. Select English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Prerequisites (15 hrs)

- LANG 101 Beginning foreign language I (3)
- LANG 102 Beginning foreign language II (3)
- LANG 201 Intermediate foreign language I (3)
- LANG 202 Intermediate foreign language II (3)
- Sophomore English (3)

**Note: 6 hours in upper-level linguistics can substitute for 6 hours of foreign language.**

#### C. Required Courses in the Major (18 hrs)

- ENGK 309 Technical Writing and Document Design (3)
- ENGK 310 Technical Writing and Editing (3)
- ENGK 312 Graphics and Technical Writing (3)
- ENGK 411 Studies in Rhetoric and Language (3)
- ENGK 413 Visual Communication (3)
- ENGK 420 Writing for Electronic Mediums (3)

#### D. Restricted Electives (12 hrs)

- Select four courses from the following:
  - ENGK 320 Advanced Grammars (3)
  - ENGK 330 Advanced Composition (3)
  - ENGK 370 An Introduction to Linguistics (3)
  - ENGK 372 Sociolinguistics (3)
  - ENGK 374 Psycholinguistics (3)
  - ENGK 376 Discourse Analysis (3)

**E. Additional Electives (33 hrs)**

- Electives (15)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. English with 8-12 certification

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 BA in English. In addition, the department offers course sequences leading to an academic minor in English and technical writing.

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)

- i. ENGL 111
- ii. ENGL 112

**NOTE: C or better required**

2. Communication-011 (3 hrs)

- i. COMS 101
- ii. COMS 102
- iii. COMS 301

**Note: B or better required**

3. Mathematics-020 (3 hrs)

- i. MATH 107

4. Natural Sciences-030 (7 hrs)

- i. CHEM
- ii. BIOL
- iii. GEOL
- iv. PHYS

5. Humanities-040 (3 hrs)

- i. Select English Literature

**Note: C or better required**

6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.

7. U.S. History-060 (6 hrs)

- i. HIST 201
- ii. HIST 202

8. Political Science-070 (6 hrs)

- i. POLS 201
- ii. POLS 202

9. Social and Behavioral Sciences-080 (3 hrs)

10. University Option-Wellness-090 (2 hrs)

#### B. Common Prerequisites (15 hrs)

- LANG 101 Beginning foreign language I (3)
- LANG 102 Beginning foreign language II (3)
- LANG 201 Intermediate foreign language I (3)
- LANG 202 Intermediate foreign language II (3)
- Sophomore English (3) (**NOTE: C or better required**)

**Note: 6 hours in upper-level linguistics can substitute for 6 hours of foreign language.**

#### C. Required Courses in the Major (27 hrs)

- ENGK 303 Western Literature I (3)
- ENGK 304 Western Literature II (3)
- ENGK 305 Critical Analysis of Literature (3)

- ENGK 320 Advanced Grammars (3)
- ENGK 330 Advanced Composition (3)
- ENGK 390 Adolescent Literature (3)
- ENGK 400 Shakespeare (3)
- ENGK 411 Studies in Rhetoric and Language (3)
- ENGK 460 Advanced Studies in Secondary English (3)

**D. Required Courses for Certification (24 hrs)**

- Select one from (3):
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**E. Restricted Electives (3 hrs)**

- Select one course from the following:
  - ENGK 416 Literary Authors
  - ENGK 417 Literary Themes
  - ENGK 418 Literary Periods
  - ENGK 419 Literary Genres

**F. Additional Electives (9 hrs)**

- Electives (9)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS

## B.B.A. Finance

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

#### C. Required Finance Courses in the Major (21 hrs)

- FINK 301 Principles of Financial Management (3)
- FINK 302 Financial Intermediaries (3)
- FINK 400 Advanced Financial Management (3)
- FINK 401 International Financial Management (3)
- FINK 402 Real Estate Finance (3)
- FINK 403 Case Studies in Finance (3)
- FINK 404 Investments (3)

#### D. Other Required Courses (42 hrs)

- MTHK 111 Mathematics for Business & Social Sciences II (3)
- ACCK 302 Cost Accounting (3)
- ACCK 303 Intermediate Accounting I (3)

- ECOK 303 Money and Banking (3)
- Select one from the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- ENGK 309 Technical Writing and Document Design (3)
- G BK 432 Business Law I (3)
- G BK 459 Business Strategy (3)
- MGTK 301 Principles of Management (3)
- MKTK 314 Principles of Marketing (3)
- Select one from the following: (3)
  - G B 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems
- Select one from the following: (3)
  - FINK 304 Economics of Financial Markets
  - ECOK 305 Economics of Financial Markets
- Select one from the following: (3)
  - FINK 405 Federal Tax Accounting
  - ACCK 405 Federal Tax Accounting
- Select one from the following: (3)
  - G BK 311 Business Statistics
  - MTHK 300 Principles of Statistics

**E. Additional Electives (3 hrs)**

- Any level electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. History

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs) **HIST 101 and 102 cannot count for this requirement!**
10. University Option-Wellness-090 (2 hrs)

#### A. Common courses required for degree (24 hrs)

- HIST 101 World History to 1700 (3)
- HIST 102 World History since 1700 (3)
- HIST 300 The Historian's Craft (3)
- HSTK 490 Historical Methods (3)
- LANG 101 Beginning Foreign Language I (3)
- LANG 102 Beginning Foreign Language II (3)
- LANG 201 Intermediate Foreign Language I (3)
- LANG 202 Intermediate Foreign Language II (3)

**Note: All 12 hours must be from the same language; CLEP, Defense Language Certification or departmental translation exams may be substituted for the Intermediate language courses.**

#### B. Required Courses in the Major (6 hrs)

- ENGK 330 Advanced Composition (3)
- HSTK 499 Senior Research Seminar (3)

#### C. Restricted Electives (21 hrs)

- 300-400 level History electives (21)

#### D. Additional Electives (27 hrs)

- Any level electives (9)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# DEPARTMENT OF HUMANITIES

History offers programs of study leading to a Bachelor of Arts degree in History with or without teacher certification. Additionally, the program offers an emphasis in National Security Studies and courses leading to an academic minor in History. For more information about the History program, please visit the program website at [www.ct.tamus.edu/departments/History](http://www.ct.tamus.edu/departments/History).

## B.A. History with 7-12 Certification

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112

**Note: C or better required for all 6 hours**

2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301

**Note: B or better required**

3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. English Literature

**Note: C or better required**

6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select HIST 101 World History to 1700
10. University Option-Wellness-090 (2 hrs)

#### B. Common courses required for degree (24 hrs)

- HIST 102 World History since 1700 (3)
- HSTK 300 The Historian's Craft (3)
- HSTK 322 History of Texas (3)
- HSTK 490 Historical Methods (3)
- LANG 101 Beginning Foreign Language I (3)
- LANG 102 Beginning Foreign Language II (3)
- LANG 201 Intermediate Foreign Language I (3)
- LANG 202 Intermediate Foreign Language II (3)

**Note: All 12 hours must be from the same language; CLEP, Defense Language Certification or departmental translation exams may be substituted for the Intermediate language courses.**

#### C. Required Courses in the Major (9 hrs)

- English Literature (3)
- Select one from the following: (3)
  - ECO 101 Introduction to Economics
  - ECO 201 Principles of Economics: Macroeconomics
  - SOC 101 Cultural Anthropology
  - SOC 201 Introduction to Sociology
  - SOCK 303 Race and Ethnic Relations
  - GEOG 110 World Regional Geography
  - GEOG 120 Introduction to Human Geography
  - GEOG 201 Geography of Texas
- Select one from the following: (3)
  - PHIL 101 Introduction to Philosophy
  - PHIL 201 Introduction to Logic
  - PHIL 301 Ethics in the Professions
  - PHIL 485 Philosophy Seminar
  - R S 101 Survey of the Old Testament
  - R S 102 Survey of the New Testament
  - R SK 304 World Religions

**D. Advanced Electives (21hrs)**

- 300-400 level History electives (18)
- 300-400 level Political Science electives (3)

**E. Courses Required for Certification (24 hrs)**

- Select one from the following: (3)
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. History with Social Studies composite certification

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112

**Note: C or better required for all 6 hours**

2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301

**Note: B or better required**

3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. English Literature

**Note: C or better required**

6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select HIST 101 World History to 1700
10. University Option-Wellness-090 (2 hrs)

#### A. Common courses required for degree (24 hrs)

- HIST 102 World History since 1700 (3)
- HIST 300 Historian's Craft (3)
- HIST 322 History of Texas (3)
- HSTK 490 Historical Methods (3)
- LANG 101 Beginning Foreign Language I (3)
- LANG 102 Beginning Foreign Language II (3)
- LANG 201 Intermediate Foreign Language I (3)
- LANG 202 Intermediate Foreign Language II (3)

**Note: All 12 hours must be from the same language; CLEP, Defense Language Certification or departmental translation exams may be substituted for the Intermediate language courses.**

#### B. Required Courses in the Major (15 hrs)

- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)
- English Literature (3)
- GEOG 110 World Regional Geography (3)

- Select one from the following: (3)
  - GEOG 120 Introduction to Human Geography
  - GEOG 201 Geography of Texas
  - GEOG 202 Economic Geography

**C. Restricted Electives (15 hrs)**

- 300-400 level History electives (12)
- 300-400 level Political Science elective (3)

**Courses Required for Certification (24 hrs)**

- Select one from (3):
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF MANAGEMENT AND MARKETING

## B.B.A. Human Resource Management

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select PSY 101 General Psychology
10. University Option-Wellness-090 (2 hrs)

#### A. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)
- 

#### B. Required Management Courses in the Major (24 hrs)

- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resource Management (3)
- MGTK 350 Organizational Behavior (3)
- MGTK 403 Wage and Salary Administration
- MGTK 404 Recruitment, Selection and Placement
- MGTK 405 Human Resource Development
- MGTK 406 Employee and Labor Relations
- Select one from the following: (3)
  - MGTK 303 Supervisory Management
  - MGTK 325 Advanced Leadership Applications
  - MGTK 402 Creating Productive Relationships
  - MGTK 484 Internship

**C. Other Required Courses (39 hrs)**

- Select one of the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 103 Business and Society (3)
- G BK 311 Business Statistics (3)
- G BK 432 Business Law I (3)
- G BK 434 Employment Law (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MKTK 314 Principles of Marketing (3)
- PSY 101 General Psychology (3)
- Select one of the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems
- Select one from the following: (3)
  - ENGK 309 Technical Writing and Document Design
  - G BK 312 Business Correspondence
- Select one from the following: (3)
  - COMK 304 Interpersonal Communications
  - COMK 404 Organizational Communication
  - COMK 406 Group Process and Decision Making
  - PSYK 410 Industrial/Organizational Psychology

**D. Additional Electives (3 hrs)**

- Any level electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF MANAGEMENT AND MARKETING

## B.B.A. Interdisciplinary Business

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### A. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

#### B. Required Courses in the Major (39 hrs)

- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resource Management (3)
- MGTK 407 Business Ethics (3)
- Select one of the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 103 Business and Society (3)
- G BK 311 Business Statistics (3)
- G BK 432 Business Law I (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MKTK 314 Principles of Marketing (3)
- Select one from the following: (3)
  - ENGL 309 Technical Writing and Document Design

- G BK 312 Business Correspondence
- Select one from the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems

**C. Selected Support Field (24 hrs)**

- Support Field electives (12)
- 300-400 level Support Field electives in ACCK, CISK, FINK, ECOK, G BK, MGTK, or MKTK (12)

**D. Additional Electives (3 hrs)**

- Any level electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## B.S. Interdisciplinary Studies All-Level Special Education with EC-6 Generalist Certification

### Program Requirements

#### A. TAMUCT General Education Requirements (41 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112**Note: C or better required**
2. Communication-011 (3 hrs)
  - i. COMS 101 (SPCH)**Note: B or better required**
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (6 hrs)
  - i. PHYS (4)
  - ii. CHEM (3)
5. Humanities-040 (3 hrs)
  - i. Select English Literature**Note: C or better required**
6. Visual and Performing Art-050 (3 hrs)
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. **World Regional Geography does not meet this requirement!**
10. University Option-Wellness-090 (2 hrs)

#### A. Common Degree Requirements (13 hrs)

- BIOL course (3) (Any Biology elective; excluding nutrition)
- EDU 130 Introduction to Teaching (1)
- English Sophomore Literature (3) (**C or better required**)
- E S 210 Physical Science (3)
- GEOG 110 World Regional Geography (3)

#### B. Required Courses for the Degree/Certificate (66 hrs)

- ESPK 361 Survey of Exceptional Learners (3)
- ESPK 462 Special Education Rules and Regulations for Teachers (3)
- ESPK 463 Teaching Learners with Learning Disabilities (3)
- ESPK 464 Teaching Learners with Developmental Disabilities (3)
- ESPK 465 Behavior Management for Exceptional Learners (3)
  
- MTHK 303 Concepts of Elementary Mathematics I (3)
- MTHK 305 Concepts of Elementary Mathematics II (3)
- HLTK 351 Principles of Health and Fitness for Children (3)

- Select one from the following: (3)
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/H S 300 Child Development
- RDGK 301 An Introduction to Children's Literature (3)
- RDGK 311 Reading I- Reading Acquisition and Development (3)
- RDGK 384 Reading II-Assessment and Instruction for the Developing Reader (3)
- EDUK 310 Foundations of Bilingual and English as a Second Language Education (3)
- RDGK 409 Reading and Writing Across the Curriculum (3)
- RDGK 410 Implementation of Classroom Reading Instruction (3)
  
- EDUK 320 Professional Development I-Understanding Learners (3)
- EDUK 330 Professional Development II-Effective Instruction (3)
- EDUK 415 Elementary Curriculum, Assessment and Instruction (3)
- EDUK 404 Early Childhood Environments (3)
- EDUK 435 Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## B.S. Interdisciplinary Studies EC-6 Generalist/ESL

### Program Requirements

#### A. TAMUCT General Education Requirements (41 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112**NOTE: C or better required**
2. Communication-011 (3 hrs)
  - i. COMS 101 (SPCH)**Note: B or better required**
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (3 hrs)
  - i. Physics
  - ii. Chemistry
5. Humanities-040 (3 hrs)
  - i. Select English Literature**Note: C or better required**
6. Visual and Performing Art-050 (3 hrs)
  - i. Select one of the following: (3)
    - a. Fundamentals of Music
    - b. Fine Arts Appreciation
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select GEOG 110 World Regional Geography
10. University Option-Wellness-090 (2 hrs)

#### B. Common Degree Requirements (7 hrs)

- EDU 130 Introduction to Teaching (1)
- SPAN 103 Beginning Spanish I (3)
- English Sophomore Literature (3) (**C or better required**)

#### C. Required Courses for the Degree/Certification (72 hrs)

- BIOL course (3) (Any Biology elective; excluding nutrition)
- Select one from the following: (3)
  - ECO 101 Introduction to Economics
  - ECO 201 Principles of Economics: Macroeconomics
- E S 210 Physical Science (3)
- HLTK 351 Principles of Health and Fitness for Children (3)
- MTHK 303 Concepts of Elementary Mathematics I (3)

- MTHK 305 Concepts of Elementary Mathematics II (3)
- MTHK 405 Concepts of Elementary Mathematics III (3)
  
- EDU 200 Families, School and Community (3)
- Select one from the following: (3)
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/H S 300 Child Development
- ESPK 361 Survey of Exceptional Learners (3)
  
- RDGK 351 Content Area Reading (3)
- RDGK 301 An Introduction to Children's Literature (3)
- RDGK 311 Reading I- Reading Acquisition and Development (3)
- EDUK 310 Foundations of Bilingual and English as a Second Language Education (3)
- RDGK 384 Reading II-Assessment and Instruction for the Developing Reader (3)
- RDGK 409 Reading and Writing Across the Curriculum (3)
- RDGK 410 Implementation of Classroom Reading Instruction (3)
  
- EDUK 320 Professional Development I-Understanding Learners (3)
- EDUK 330 Professional Development II-Effective Instruction (3)
- EDUK 404 Early Childhood Environments (3)
- EDUK 415 Elementary Curriculum, Assessment and Instruction (3)
- EDUK 435 Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## B.S. Interdisciplinary Studies 4-8 Middle School Math Certification

### Program Requirements

#### A. TAMUCT General Education Requirements (41 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112**Note: C or better required**
2. Communication-011 (3 hrs)
  - i. COMS 101 (SPCH)
  - ii. COMS 102
  - iii. COMS 301**Note: B or better required**
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (6 hrs)
  - i. PHYS (3)
  - ii. CHEM (3)
5. Humanities-040 (3 hrs)
  - i. Select English Literature**Note: C or better required**
6. Visual and Performing Art-050 (3 hrs)
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### A. Common Degree Requirements (10 hrs)

- BIOL 210 (3) (any Biology course excluding Nutrition)
- EDU 130 Introduction to Teaching (1)
- English Sophomore Literature (3) (**C or better required**)
- E S 210 Physical Science (3)

#### B. Required Courses for the Degree/Certification (70 hrs)

- Select one from the following: (3)
  - MATH 109 Trigonometry (if completed MATH 107) or;
  - MATH 118 Pre-calculus
- MATH 120 Calculus (4)
- MTHK 303 Concepts of Elementary Mathematics I (3)
- MTHK 305 Concepts of Elementary Mathematics II (3)
- MTHK 404 Survey of Mathematical Ideas (3)
- MTHK 405 Concepts of Elementary Mathematics III (3)
- MTHK 302 Principles of Geometry (3)

- Select one from the following: (3)
  - MATH 131 Introduction to Probability and Statistics
  - MTHK 300 Principles of Statistics
  - MTHK 350 Principles of Bio-Statistics
- 300-400 level Math elective (3)
- Select one from the following: (3)
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/H S 300 Child Development
- RDGK 351 Content Area Reading (3)
- Select one from the following: (3)
  - RDGK 301 Introduction to Children's Literature
  - ENGK 390 Readings in Adolescent Literature
- RDGK 311 Reading I- Reading Acquisition and Development (3)
- RDGK 384 Reading II-Assessment and Instruction for the Developing Reader (3)
- EDUK 310 Foundations of Bilingual and English as a Second Language Education (3)
- RDGK 409 Reading and Writing Across the Curriculum (3)
- RDGK 410 Implementation of Classroom Reading Instruction (3)
- EDUK 320 Professional Development I-Understanding Learners (3)
- EDUK 330 Professional Development II-Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**TOTAL SEMESTER HOURS REQUIRED: 121HRS**

# DEPARTMENT OF HUMANITIES

## B.S. Liberal Studies Option 1

The 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.

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
  - i. CHEM
  - ii. BIOL
  - iii. GEOL
  - iv. PHYS
5. Humanities-040 (3 hrs)
  - i. English Literature
  - ii. PHIL 101
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Primary Concentration (18 hrs)

- At least 12 hours advanced (300-400) level courses from the selected discipline
- 6 hours from the same selected discipline; any level

#### C. Secondary Concentration (9 hrs)

- At least 6 hours advanced (300-400) level courses from a discipline different from the primary concentration
- 3 hours from the same selected discipline; any level

#### D. Other Required Courses (12 hrs)

- Select one of the following (3):
  - CIS 103 Computer Concepts and Applications

- CISK 300 Computer Technology and Impact
- ENGK 309 Technical Writing and Document Design (3)
- L SK 300 Introduction to Liberal Studies (3)
- L SK 498 Liberal Studies Capstone (3)

**E. Additional Electives (39 hrs)**

- Electives (21)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# DEPARTMENT OF HUMANITIES

## B.S. Liberal Studies Option 2

The 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.

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
  - i. CHEM
  - ii. BIOL
  - iii. GEOL
  - iv. PHYS
5. Humanities-040 (3 hrs)
  - i. English Literature
  - ii. PHIL 101
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Concentration # 1 (9 hrs)

- At least 6 hours advanced (300-400) level courses from the selected discipline
- 3 hours from the same selected discipline; any level

#### C. Concentration # 2 (9 hrs)

- At least 6 hours advanced (300-400) level courses from a discipline different from the other concentrations
- 3 hours from the same selected discipline; any level

#### D. Concentration # 3 (9 hrs)

- At least 6 hours advanced (300-400) level courses from a discipline different from the other concentrations

- 3 hours from the same selected discipline; any level

**E. Other Required Courses (12 hrs)**

- Select one of the following (3):
  - CIS 103 Computer Concepts and Applications
  - CISK 300 Computer Technology and Impact
- ENGK 309 Technical Writing and Document Design (3)
- L SK 300 Introduction to Liberal Studies (3)
- L SK 498 Liberal Studies Capstone (3)

**F. Additional Electives (39 hrs)**

- Electives (21)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF MANAGEMENT AND MARKETING

## B.B.A. Management

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### A. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

#### B. Required Management Courses in the Major (24 hrs)

- MGTK 301 Principles of Management (3)
- MGTK 302 Personnel/Human Resource Management (3)
- MGTK 350 Organizational Behavior (3)
- MGTK 407 Business Ethics (3)
- MGTK 421 Production and Operations Management (3)
- Select one from the following: (3)
  - MGTK 320 Industrial Safety
  - MGTK 402 Creating Productive Relationships
  - MGTK 403 Wage and Salary Administration
  - MGTK 404 Recruitment, Selection and Placement
  - MGTK 405 Human Resource Development
  - MGTK 406 Employee and Labor Relations
  - MGTK 422 Management Science
  - MGTK 454 International Management

- MGTK 484 Internship
  - MGTK 485 Seminar in Management
  - MGTK 489 Problems
- Select two from the following: (6)
  - MGTK 303 Supervisory Management
  - MGTK 304 Small Business Management
  - MGTK 325 Advanced Leadership Applications
  - MGTK 412 Entrepreneurship

**C. Other Required Courses (36 hrs)**

- Select one of the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 103 Business and Society (3)
- G BK 311 Business Statistics (3)
- G BK 432 Business Law I (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MKTK 314 Principles of Marketing (3)
- PSY 101 General Psychology (3)
- Select one of the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems
- Select one from the following: (3)
  - ENGK 309 Technical Writing and Document Design
  - G BK 312 Business Correspondence
- Select one from the following: (3)
  - COMK 304 Interpersonal Communications
  - COMK 404 Organizational Communication
  - COMK 406 Group Process and Decision Making

**D. Restricted Electives (3 hrs)**

- Select one from the following: (3)
  - 300-400 level Economics
  - 300-400 level Accounting
  - 300-400 level Finance

**E. Additional Electives (3 hrs)**

- Any level electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF MANAGEMENT AND MARKETING

## B.B.A. Marketing

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### B. Common Business Lower Level Courses (12 hrs)

- ACC 203 Introduction to Financial Accounting (3)
- ACC 204 Introduction to Managerial Accounting (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)

#### C. Required Marketing Courses in the Major (24 hrs)

- MKTK 314 Principles of Marketing (3)
- MKTK 316 Consumer Behavior (3)
- MKTK 415 Marketing Research (3)
- MKTK 416 Marketing Management (3)
- Select four from the following: (12)
  - MKTK 312 Public Relations
  - MKTK 315 Personal Selling
  - MKTK 317 Retailing
  - MKTK 318 Promotional Strategy
  - MKTK 401 Advertising
  - MKTK 402 Services Marketing
  - MKTK 412 Sales Management
  - MKTK 454 International Marketing
  - MKTK 479 The Technology of E-Business

- MKTK 484 Internship
- MKTK 486 Problems
- MKTK 489 Global Marketing Practices
- MKTK 490 Special Topics in Marketing

**D. Other Required Courses (36 hrs)**

- Select one of the following: (3)
  - ACCK 301 Business Analysis Using Spreadsheets
  - CISK 301 Business Analysis Using Spreadsheets
- FINK 301 Principles of Financial Management (3)
- G BK 103 Business and Society (3)
- G BK 311 Business Statistics (3)
- G BK 432 Business Law I (3)
- G BK 444 International Business (3)
- G BK 459 Business Strategy (3)
- MGTK 301 Principles of Management (3)
- MGTK 407 Business Ethics (3)
- Select one from the following: (3)
  - PSY 101 General Psychology (3)
  - SOC 201 Introduction to Sociology (3)
- Select one of the following: (3)
  - G BK 433 Business Law II
  - ACCK 450 Management Information Systems
  - MGTK 450 Management Information Systems
  - CISK 450 Management Information Systems
- Select one from the following: (3)
  - ENGK 309 Technical Writing and Document Design
  - G BK 312 Business Correspondence

**E. Additional Electives (6 hrs)**

- Any level electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

## **B.S. 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.

### **Program Requirements**

#### **A. TAMUCT General Education Requirements (42 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
  - i. Select PHYS 122 Principles of Physics (4)
  - ii. Select from CHEM, BIOL, GEOL, or PHYS (3)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### **B. Common math degree requirements (36 hrs)**

- MATH 120 Calculus I (4)
  - MATH 131 Introduction to Probability and Statistics (3)
  - MATH 209 Calculus II (4)
  - MTHK 306 Differential Equations (3)
  - MTHK 309 Algebraic Functions (3)
  - MTHK 310 Discrete Mathematics (3)
  - MTHK 311 Probability and Statistics I (3)
  - MTHK 332 Linear Algebra (3)
  - MTHK 333 Calculus III (4)
- Note: MATH 2415 may be taken at a local community college**
- MTHK 409 Advanced Analysis (3)
  - MTHK 432 Abstract Algebra (3)

#### **C. Required Courses in the Major (9 hrs)**

- Select 3 from the following:
  - MTHK 301 Number Theory (3)
  - MTHK 360 Numerical Analysis (3)
  - MTHK 411 Probability and Statistics II (3)
  - MTHK 420 Mathematical Modeling (3)
  - MTHK 488 Undergraduate Research Project (3)
  - MTHK 490 Math Topics (3)

**D. Supporting Field (24 hrs)**

- 12 hours any level courses within the selected support field
- 12 hours 300-400 level courses within the selected support field

**Note: Courses for the support field should be chosen from an academic area in which mathematics is applicable and must be selected in consultation with the program coordinator or department chair.**

**E. Restricted Electives (6 hrs)**

- Computer Science elective (3)
- 300-400 level Computer Science elective (3)

**F. Additional Electives (3 hrs)**

- Electives (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



## **B.S. Mathematics with 7-12 Certification**

### **Program Requirements**

#### **A. TAMUCT General Education Requirements (42 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)

- i. ENGL 111
- ii. ENGL 112

**Note: C or better required on all 6 hours**

2. Communication-011 (3 hrs)

- i. COMS 101
- ii. COMS 102
- iii. COMS 301

**Note: B or better required**

3. Mathematics-020 (3 hrs)

- i. MATH 107

4. Natural Sciences-030 (7 hrs)

- i. Select PHYS 2425 University Physics (4) (TCCNS)
- ii. Select from CHEM, BIOL, GEOL, or PHYS (3) (University Physics II recommended)

5. Humanities-040 (3 hrs)

- i. English Literature

**Note: C or better required**

6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.

7. U.S. History-060 (6 hrs)

- i. HIST 201
- ii. HIST 202

8. Political Science-070 (6 hrs)

- i. POLS 201
- ii. POLS 202

9. Social and Behavioral Sciences-080 (3 hrs)

10. University Option-Wellness-090 (2 hrs)

#### **B. Common math degree requirements (39 hrs)**

- MATH 120 Calculus I (4)
- MATH 131 Introduction to Probability and Statistics (3)
- MATH 209 Calculus II (4)
- MTHK 306 Differential Equations (3)
- MTHK 309 Algebraic Functions (3)
- MTHK 310 Discrete Mathematics (3)
- MTHK 311 Probability and Statistics I (3)
- MTHK 332 Linear Algebra (3)
- MTHK 333 Calculus III (4)

**Note: MATH 2415 may be taken at a local community college**

- MTHK 405 Concepts of Elementary Mathematics III (3)
- MTHK 409 Advanced Analysis (3)
- MTHK 432 Abstract Algebra (3)

#### **C. Additional Required Courses (36 hrs)**

- MTHK 301 Number Theory (3)
- MTHK 402 College Geometry (3)
- MTHK 404 Survey of Mathematical Ideas (3)
- ENGK 309 Technical Writing and Document Design (3)

**Note: C or better required**

- Select from one of the following (3):
  - PSY 200 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**D. Restricted Electives (3 hrs)**

- Computer Science elective (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

## **B.S. Mathematics with 7-12 Math/Physics Certification**

### **Program Requirements**

#### **A. TAMUCT General Education Requirements (42 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112**Note: C or better required on all 6 hours**
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301**Note: B or better required**
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (8 hrs)
  - i. Select PHYS 122 Principles of Physics (4)
  - ii. Select PHYS 242 Principles of Physics II (4)
5. Humanities-040 (3 hrs)
  - i. English Literature**Note: C or better required**
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
10. University Option-Wellness-090 (2 hrs)

#### **B. Common math degree requirements (36 hrs)**

- MATH 120 Calculus I (4)
  - MATH 131 Introduction to Probability and Statistics (3)
  - MATH 209 Calculus II (4)
  - MTHK 306 Differential Equations (3)
  - MTHK 309 Algebraic Functions (3)
  - MTHK 310 Discrete Mathematics (3)
  - MTHK 311 Probability and Statistics I (3)
  - MTHK 332 Linear Algebra (3)
  - MTHK 333 Calculus III (4)
- Note: MATH 2415 may be taken at a local community college**
- MTHK 409 Advanced Analysis (3)
  - MTHK 411 Probability and Statistics II (3)
  - MTHK 432 Abstract Algebra (3)

#### **C. Additional Required Courses (42 hrs)**

- MTHK 301 Number Theory (3)
- MTHK 402 College Geometry (3)
- MTHK 404 Survey of Mathematical Ideas (3)
- PHYK 334 Modern Physics I (3)

- PHYK 435 Quantum Physics (3)
- ENGK 309 Technical Writing and Document Design (3)

**Note: C or better required**

- Select from one of the following (3):
  - PSY 200 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**D. Restricted Electives (9 hrs)**

- Computer Science elective (3)
- 300-400 level Computer Science elective (3)
- 300-400 level Physics elective

**TOTAL SEMESTER HOURS REQUIRED: 130 HRS**

# DEPARTMENT OF HUMANITIES

## B.A. Political Science

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs) **HIST 101 and 102 cannot count for this requirement!**
10. University Option-Wellness-090 (2 hrs)

#### A. Required Course for degree (35 hrs)

- HIST 101 World History to 1700 (3)
- HIST 102 World History since 1700 (3)
- Select one American Political Institutions course from the following: (3)
  - PLSK 302, 303, 304, 305, 307, 401, 402, or 480
- Select one Comparative/International Politics course from the following: (3)
  - PLSK 301, 306, 308, 405, 416, or 417
- PLSK 440 Political Ethics (3)
- PLSK 441 Freedom and Authority (3)
- PLSK 490 Political Science Capstone (3)

**Note: Should be taken during final semester**

- LANG 101 Beginning Foreign Language I (4)
- LANG 102 Beginning Foreign Language II (4)
- LANG 201 Intermediate Foreign Language I (3)
- LANG 202 Intermediate Foreign Language II (3)

**Note: All 14 hours must be from the same language; CLEP, Defense Language Certification, departmental translation exams, or linguistics courses may be substituted for the Intermediate language courses.**

#### B. Restricted Electives (12 hrs)

- 300-400 level Political Science electives (12)

#### C. Additional Electives (31 hrs)

- Any level electives (13)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF HUMANITIES

## B.S. Political Science

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112

**Note: C or better required for all 6 hours**

1. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301

**Note: B or better required**

2. Mathematics-020 (3 hrs)
  - i. MATH 107
3. Natural Sciences-030 (7 hrs)
4. Humanities-040 (3 hrs)
  - i. English Literature

**Note: C or better required**

5. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
6. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
7. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
8. Social and Behavioral Sciences-080 (3 hrs) **HIST 101 and 102 cannot count for this requirement!**
9. University Option-Wellness-090 (2 hrs)

#### B. Courses required for degree (9 hrs)

- HIST 101 World History to 1700 (3)
- HIST 102 World History since 1700 (3)
- PLSK 330 or SOCK 330 Social Science Statistics (3)

#### A. Courses required for major (21 hrs)

- Select one from the following: (3)
  - PLSK 440 Political Ethics
  - PLSK 441 Freedom and Authority
- Select one American Political Institutions course from the following: (3)
  - PLSK 302, 303, 304, 305, 307, 401, 402, or 480
- Select one Comparative/International Politics course from the following: (3)
  - PLSK 301, 306, 308, 405, 416, or 417
- PLSK 490 Political Science Capstone (3)
- 300-400 level Political Science electives (9)

#### E. Additional Electives (48 hrs)

- Any elective (27)
- 300-400 level Electives (21)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# DEPARTMENT OF HUMANITIES

## B.S. Political Science with Social Studies Composite Certification

The Political Science program offers study leading to the Bachelor of Arts and the Bachelor of Science with or without Social Studies Composite Certification. The Bachelor's degrees in Political Science provide a program of study that prepares students who are:

1. seeking to teach social studies or American Government at the secondary level;
2. seeking skilled employment after graduation, particularly in fields related to politics; or
3. seeking to pursue graduate study in Political Science or Law.

For more information about the Political Science program, visit the program website at [www.ct.tamus.edu/departments/politicalscience/index](http://www.ct.tamus.edu/departments/politicalscience/index)

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112

**Note: C or better required for all 6 hours**

1. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301

**Note: B or better required**

2. Mathematics-020 (3 hrs)
  - i. MATH 107
3. Natural Sciences-030 (7 hrs)
4. Humanities-040 (3 hrs)
  - i. English Literature

**Note: C or better required**

5. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
6. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
7. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
8. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select HIST 101 World History to 1700
9. University Option-Wellness-090 (2 hrs)

#### B. Common courses required for degree (39 hrs)

- HIST 102 World History since 1700 (3)
- HSTK 322 History of Texas (3)
- ECO 201 Principles of Economics: Macroeconomics (3)
- ECO 202 Principles of Economics: Microeconomics (3)
- English Literature (3)
- GEOG 110 World Regional Geography (3)

- Select one from the following: (3)
  - GEOG 120 Introduction to Human Geography
  - GEOG 201 Geography of Texas
  - GEOG 202 Economic Geography
- PLSK 330 or SOCK 330 Social Science Statistics (3)
- HSTK 490 Historical Methods (3)
- Select one American Political Institutions course from the following: (3)
  - PLSK 302, 303, 304, 305, 307, 401, 402, or 480
- Select one Comparative/International Politics course from the following: (3)
  - PLSK 301, 306, 308, 405, 416, or 417
- Select one from the following: (3)
  - PLSK 440 Political Ethics
  - PLSK 441 Freedom and Authority
- PLSK 490 Political Science Capstone (3)

**Note: Should be taken during the final semester**

**C. Restricted Electives (9 hrs)**

- Any level ECO elective (3)
- 300-400 level Political Science electives (9)

**D. Courses Required for Certification (24 hrs)**

- Select one from (3):
  - PSY 220 Child and Adolescent Psychology
  - PSYK 330 Educational Psychology
  - FCS/HS 300 Family and Consumer Sciences
- RDGK 351 Content Area Reading (3)
- EDUK 320 Professional Development I: Understanding Learners (3)
- EDUK 330 Professional Development II: Effective Instruction (3)
- EDUK 430 Professional Development III: Application of Effective Teaching Practices (3)
- EDUK 435 Professional Development IV: Issues in Professional Development (3)
- EDUK 490 Practicum in Teaching (6)

**D. Additional Electives (3 hrs)**

- Any elective (3)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

# DEPARTMENT OF PSYCHOLOGY AND COUNSELING

## B.S. Psychology

### Program Requirements

#### A. TAMUCT General Education Requirements (43 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
1. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
2. Mathematics-020 (3 hrs)
  - i. MATH 107
3. Natural Sciences-030 (8 hrs)
4. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
5. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
6. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
7. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
8. Social and Behavioral Sciences-080 (3 hrs)
9. University Option-Wellness-090 (2 hrs)

#### B. Required Lower Level Courses (6 hrs)

- PSY 101 General Psychology (3)
- Select one from the following: (3)
  - PHIL 101 Introduction to Philosophy
  - PHIL 201 Introduction to Logic

#### C. Required Psychology Courses (37 hrs)

- PSYK 301 Psychology of Learning (3)
- PSYK 309 Writing In Psychology (3)
- PSYK 330 Elementary Statistics for the Behavioral Sciences (3)
- PSYK 335 Principles of Research for the Behavioral Sciences (4)
- PSYK 420 History of Psychology (3)
- Select one from the following: (3)
  - PSY 201 Psychology of Human Development
  - PSY 220 Child and Adolescent Psychology
  - PSYK 307 The Human Lifespan
- Select one from the following: (3)
  - PSYK 303 Educational Psychology
  - PSYK 305 Human Cognitive Processes
  - PSYK 311 Behavior Analysis & Behavior Management

- PSYK 320 Psycholinguistics
- Select two from the following: (6)
  - PSY 102 Psychology of Adjustment
  - PSYK 310 Abnormal Psychology
  - PSYK 350 Personality
  - PSYK 401 Psychological Tests & Measurements
- Select two from the following: (6)
  - PSYK 360 Sport Psychology
  - PSYK 402 Adaptive Psychology
  - PSYK 405 Social Psychology
  - PSYK 410 Industrial/Organizational Psychology
- Select one from the following: (3)
  - PSYK 332 Psychopharmacology
  - PSYK 403 Animal Behavior
  - PSYK 412 Biological Foundations of Behavior

**D. Restricted Electives (6 hrs)**

- Any level CISK elective (3)
- 300-400 level Psychology Elective (3)

**E. Additional Electives (28 hrs)**

- Any level electives (10)
- 300-400 level electives (18)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

## **BSW Social Work**

### **Program Requirements**

#### **A. General Education Requirements (43 hrs)**

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
  - ii. MATH 108
4. Natural Sciences-030 (8 hrs)
  - i. Select one from the following (4):
    - i. BIOL 120 General Biology
    - ii. BIOL 121 General Biology Animal Emphasis
  - ii. Select one from the following (4):
    - iii. BIOL 219 Human Anatomy and Physiology I
    - iv. BIOL 220 Human Anatomy and Physiology II
5. Humanities-040 (3 hrs)
  - i. English Sophomore Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course. (ART, FA, MUSC, THEA)
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. SOC 201 Introduction to Sociology
10. University Option-Wellness-090 (2 hrs)

#### **B. Required Social Work Courses in the Major (48 hrs)**

- SWK 207 Social Welfare In America (3)
- SWK 208 Introduction to Social Work (3)
- SWKK 300 Methods Skills of Social Work (3)
- SWKK 303 Social Work with Diverse Populations (3)
- SWKK 306 Social Welfare Policy (3)
- SWKK 314 Methods of Social Work Research (3)
- SWKK 316 Practice I (3)
- SWKK 320 Service Learning (3)
- SWKK 329 Human Behavior and Social Environment I (3)
- SWKK 339 Human Behavior and Social Environment II (3)
- SWKK 412 Practice II (3)
- SWKK 422 Field Placement I (6)
- SWKK 423 Field Placement II (6)
- SWKK 485 Social Work Seminar-Ethics (3)

#### **C. Other Required Courses (9 hrs)**

- PSY 101 General Psychology (3)
- SPAN 103 Basic Spanish for Vocations (3)
- SPAN 104 Intermediate Spanish for Vocations (3)

**D. Restricted Electives (12 hrs)**

- 300-400 level Social Work electives (6)
- Any level SOCK, SWKK, or C JK electives (6)

**E. Additional Electives (8 hrs)**

- Any level electives (8)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**

**PLEASE MAKE AN ADVISING APPOINTMENT WITH A SOCIAL WORK ADVISOR TO UNDERSTAND HOW TO COMPLETE THE PROGRAM AT THE KILLEEN CAMPUS. CALL (254) 519-5406 TO SCHEDULE AN APPOINTMENT.**

# DEPARTMENT OF APPLIED SCIENCES

## B.S. Sociology

### Program Requirements

#### A. TAMUCT General Education Requirements (42 hrs)

Refer to the General Education Requirements for more information

1. Communication-010 (6 hrs)
  - i. ENGL 111
  - ii. ENGL 112
2. Communication-011 (3 hrs)
  - i. COMS 101
  - ii. COMS 102
  - iii. COMS 301
3. Mathematics-020 (3 hrs)
  - i. MATH 107
4. Natural Sciences-030 (7 hrs)
5. Humanities-040 (3 hrs)
  - i. PHIL 101
  - ii. English Literature
6. Visual and Performing Art-050 (3 hrs)

Note: Visual and performing art must be historical or appreciative in nature; it may not be an applied or performance course.
7. U.S. History-060 (6 hrs)
  - i. HIST 201
  - ii. HIST 202
8. Political Science-070 (6 hrs)
  - i. POLS 201
  - ii. POLS 202
9. Social and Behavioral Sciences-080 (3 hrs)
  - i. Select ECO 201 Principles of Economics: Macroeconomics
10. University Option-Wellness-090 (2 hrs)

#### B. Required Sociology Courses in the Major (18 hrs)

- SOC 101 Cultural Anthropology (3)
- SOC 201 Introduction to Sociology (3)
- SOCK 330 Social Science Statistics (3)
- SOCK 402 Methods of Social Research (3)
- SOCK 403 Sociological Theory (3)
- SOCK 499 Sociology Internship/Capstone (3)

#### C. Other Required Courses (9 hrs)

- Select one from the following: (3)
  - PHIL 101 Introduction to Philosophy
  - PHIL 201 Introduction to Logic
- Select one from the following: (3)
  - HIST 101 World History to 1700
  - HIST 102 World History Since 1700
- Select one from the following: (3)
  - ENGK 412 Technical Writing with Computer Applications
  - ENGK 420 Writing for Electronic Mediums
  - CISK 300 Computer Technology and Impact
  - CISK 345 Topics in PC Software & Applications

**D. Restricted Electives (24 hrs)**

- 300-400 level Sociology electives (18)
- Any level SOCK, SWKK, or C JK elective (3)
- 300-400 level SOCK, SWKK, or C JK elective (3)

**E. Additional Electives (9 hrs)**

- Any level electives (6)
- Any 300-400 level elective (3)

**F. Minor Electives (18 hrs)**

- Any level minor electives from the selected minor discipline (12)
- 300-400 level minor electives from the selected minor discipline (6)

**TOTAL SEMESTER HOURS REQUIRED: 120 HRS**



# **DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS**

## **M.S. Accounting**

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

### **Program Requirements**

#### **A. Required Courses (27 hrs)**

- FINK 507 Financial Management (3)
- MGTK 554 International Management (3)
- ACCK 505 Accounting Theory (3)
- ACCK 515 Business Law for Accountants (3)
- ACCK 525 Current Topics in Accounting (3)
- ACCK 540 Ethics in Accounting (3)
- ACCK 545 Financial Statement Analysis (3)
- ACCK 570 Seminar in Auditing (3)
- ACCK 586 Seminar in Accounting Research (3)

#### **B. Approved Electives (9 hrs)**

- Approved graduate level Accounting electives

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For more detailed information about the MS Accounting degree see the department website at <http://www.ct.tamus.edu/departments/accounting/index.php>.

# **DEPARTMENT OF MANAGEMENT AND MARKETING**

## **MBA 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.

### **Program Requirements**

#### **A. Required Courses (21 hrs)**

- ACCK 503 Accounting for Management (3)
- FINK 507 Financial Management (3)
- G BK 588 Seminar on Business Strategy (3)
- G BK 598 Business Research Methods (3)
- MKTK 508 Marketing Management (3)
- CISK 511 Managing Information Systems (3)
- Select one from the following: (3)
  - MGTK 568 Organizational Development and Change
  - MGTK 511 Managing Operations and Services

#### **B. Approved Electives (15 hrs)**

- Approved graduate level electives

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For additional information about the MBA see the departmental website at <http://www.ct.tamus.edu/departments/management/index.php>.

# DEPARTMENT OF PSYCHOLOGY AND COUNSELING

## MEd Counseling-School Counselor Option

### Program Requirements

#### A. Required Courses (42 hrs)

- CNSK 552 Seminar in School Counseling (3)
- CNSK 591 Ethical Foundations of Counseling (3)
- CNSK 595 Internship in Counseling I (3)
- CNSK 596 Internship in Counseling II (3)
- CPSK 550 Foundations of Counseling and Psychology (3)
- CPSK 551 Career Counseling & Guidance (3)
- CPSK 553 Personality & Counseling Theories & Applications (3)
- CPSK 554 Group Procedures for Counselors (3)
- CPSK 556 Introduction to Family Counseling (3)
- CPSK 557 Methods & Practices in Counseling & Psychology (3)
- PSYK 504 Human Development (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)
- Select one from the following: (3)
  - PSYK 511 Cultural, Minority & Gender Issues
  - EDUK 502 Cultural Diversity in Schools & Communities
- EDUK 598 Techniques of Research (3)

#### B. Approved Electives (6 hrs)

- Graduate level Counseling, Counseling Psychology or Psychology electives

**TOTAL SEMESTER HOURS REQUIRED: 48 HRS**

### REQUIREMENTS FOR SCHOOL COUNSELOR CERTIFICATION ONLY:

#### Required Courses (36 hrs)

- CNSK 552 Seminar in School Counseling (3)
- CNSK 595 Internship in Counseling I (3)
- CNSK 596 Internship in Counseling II (3)
- CPSK 550 Foundations of Counseling and Psychology (3)
- CPSK 551 Career Counseling & Guidance (3)
- CPSK 553 Personality & Counseling Theories & Applications (3)
- CPSK 554 Group Procedures for Counselors (3)
- CPSK 557 Methods & Practices in Counseling & Psychology (3)
- PSYK 504 Human Development (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)
- Select one from the following: (3)
  - PSYK 511 Cultural, Minority & Gender Issues
  - EDUK 502 Cultural Diversity in Schools & Communities
- CNSK, CPSK, or PSYK elective (3)

For more detailed information about the MEd in Counseling see the departmental website at <http://www.ct.tamus.edu/departments/psychology/index.php>.

# **DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

## **MS Counseling Psychology-Licensed Marriage & Family Therapist (Being Phased Out Beginning Fall 2014)**

### **Program Requirements**

#### **A. Required Core Courses (27 hrs)**

- CPSK 550 Foundations of Counseling and Psychology (3)
- CPSK 553 Personality & Counseling Theories & Applications (3)
- CPSK 557 Methods & Practices in Counseling & Psychology (3)
- CPSK 558 Psychopathology (3)
- PSYK 500 Behavioral Statistics (3)
- PSYK 501 Research Methods (3)
- PSYK 504 Human Development (3)
- PSYK 505 Practicum I: Field Experience (3)
- PSYK 584 Practicum II: Field Experience (3)

#### **B. Counseling Psychology Required Courses (21 hrs)**

- CPSK 509 Assessment & Treatment in Marriage & Family Therapy (3)
- CPSK 510 Family Relations and Development (3)
- CPSK 520 Advanced Family Systems Theory & Interventions (3)
- CPSK 524 Human Sexuality & Sexual Dysfunction (3)
- CPSK 556 Introduction to Family Counseling (3)
- PSYK 513 Crisis Intervention and Management of Individual Families (3)
- PSYK 587 Practicum III: Field Experience (3)

**TOTAL SEMESTER HOURS REQUIRED: 48 HRS**

**For more detailed information about the MS in Counseling Psychology see the departmental website at <http://www.ct.tamus.edu/departments/psychology/index.php>.**

# **DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

## **MS Counseling Psychology-Licensed Professional Counselor (Being Phased Out Beginning Fall 2014)**

### **Program Requirements**

#### **A. Required Core Courses (27 hrs)**

- CPSK 550 Foundations of Counseling and Psychology (3)
- CPSK 553 Personality & Counseling Theories & Applications (3)
- CPSK 557 Methods & Practices in Counseling & Psychology (3)
- CPSK 558 Psychopathology (3)
- PSYK 500 Behavioral Statistics (3)
- PSYK 501 Research Methods (3)
- PSYK 504 Human Development (3)
- PSYK 505 Practicum I: Field Experience (3)
- PSYK 584 Practicum II: Field Experience (3)

#### **B. Counseling Psychology Required Courses (21 hrs)**

- PSYK 511 Cultural, Minority and Gender Issues (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)
- CPSK 551 Career Counseling and Guidance (3)
- CPSK 554 Group Procedures for Counselors (3)
- Select two from the following: (6)
  - PSYK 513 Crisis Intervention and Management of Individual & Families
  - PSYK 582 Behavior Management & Therapy
  - CPSK 524 Human Sexuality & Sexual Dysfunction
  - CPSK 556 Introduction to Family Counseling
  - CPSK 594 Substance Abuse
  - CNSK 559 Brief Therapy
  - CNSK 593 Play Therapy
- CNSK, CPSK, or PSYK elective (3)

**TOTAL SEMESTER HOURS REQUIRED: 48 HRS**

For more detailed information about the MS in Counseling Psychology see the departmental website at <http://www.ct.tamus.edu/departments/psychology/index.php>.

# DEPARTMENT OF APPLIED SCIENCES

## MCJ 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.

### Program Requirements

#### A. Required Courses (21 hrs)

- C JK 500 Statistical Methods for Criminal Justice (3)
- C JK 501 Theories of Criminology and Deviancy (3)
- C JK 510 The Criminal Justice System (3)
- C JK 521 Management of Criminal Justice Personnel (3)
- C JK 522 Advanced Criminal Justice Ethics (3)
- C JK 540 Legal Aspects of Criminal Justice Administration (3)
- C JK 598 Research Methods for Criminal Justice (3)

#### B. Other Degree Requirements (9 hrs)

- Select one from the following: (3)
  - C JK 504 The American Judiciary
  - C JK 508 Analysis of Correctional Procedures
  - C JK 520 Policing
- Select two from the following: (6)
  - C JK 504 The American Judiciary
  - C JK 505 The Juvenile Justice System
  - C JK 508 Analysis of Correctional Procedures
  - C JK 514 Directed Study of Criminal Justice
  - C JK 515 Special Topics in Criminal Justice
  - C JK 520 Policing

#### C. Additional Electives for Non-Thesis Track Student Only (6 hrs)

- 500 level Electives (6) + **Comprehensive Exam**

#### D. Thesis for Thesis Track Student Only (6 hrs)

### TOTAL SEMESTER HOURS REQUIRED: 36 HRs

For more detailed information about the MCJ in Criminal Justice see the department website at <http://www.ct.tamus.edu/departments/criminaljustice/index.php>.

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & Instruction-Educational Diagnostician

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Educational Diagnostician (27 hrs)

- ESPK 505 Introduction to Exceptional Learners (3)
- ESPK 515 Teaching Students with Severe/Profound Disabilities (3)
- ESPK 525 Appraisal of Exceptional Learners (3)
- ESPK 528 Case Management (3)
- ESPK 529 Assessing Cognitive Abilities of Exceptional Learners (3)
- ESPK 599 Internship for Educational Diagnosticians (3)
- ESPK 575 Reading Research and Assessment (3)
- PSYK 581 Assessment and Evaluation Fundamentals (3)
- RDGK 575 Reading Research and Assessment (3)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & Instruction-Elementary Education

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Elementary Education (24 hrs)

- Select one from the following: (3)
  - EDUK 504 Human Development
  - PSYK 504 Human Development
- Select one from the following: (3)
  - EDUK 522 Teaching Math and Science in the Elementary School
  - EDUK 512 Seminar in Teaching and Language Arts and Social Studies
- EDUK 538 Curriculum Design and Implementation (3)
- EDUK 545 Advanced Instructional Strategies (3)
- EDUK 550 Assessment Issues for Educational Leaders (3)
- RDGK 573 Foundations of Reading (3)
- RDGK 574 Reading Resources and Materials (3)
- EDTK 549 Educational Media & Technology (3)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.



# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & Instruction-Reading Specialist

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Reading Specialist (24 hrs)

- Select one from the following: (3)
  - EDUK 504 Human Development
  - PSYK 504 Human Development
- EDUK 538 Curriculum Design and Implementation (3)
- EDTK 549 Educational Media & Technology (3)
- RDGK 573 Foundations of Reading (3)
- RDGK 574 Reading Resources and Materials (3)
- RDGK 575 Reading Research and Assessment (3)
- RDGK 576 Organization and Administration of Reading Programs (3)
- PSYK 590 Advanced Psycholinguistics (3)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & Instruction-Secondary Education

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Secondary Education (24 hrs)

- Select two from the following: (6)
  - EDUK 504/PSYK 504 Human Development
  - EDUK 538 Curriculum Design and Implementation
  - EDUK 550 Assessment Issues for Educational Leaders
  - EDTK 549 Educational Media & Technology
- Content Area Graduate Coursework (18)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

## **MEd Curriculum & instruction-Special Education**

### **Program Requirements**

#### **A. Required Core Courses (12 hrs)**

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### **B. Courses required for Special Education (24 hrs)**

- EDUK 538 Curriculum Design and Implementation (3)
- Select one from the following: (3)
  - EDUK 550 Assessment Issues for Educational Leaders
  - RDGK 573 Foundations of Reading
- EDTK 549 Educational Media & Technology (3)
- ESPK 505 Introduction to Exceptional Learners (3)
- ESPK 511 Behavior Management in Special Education Environments (3)
- ESPK 513 Advanced Study in Learning Disabilities (3)
- ESPK 515 Advanced Study in Developmental Disabilities (3)
- RDGK 575 Reading Research and Assessment (3)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

## **MEd Curriculum & Instruction-Technology Applications**

### **Program Requirements**

#### **A. Required Core Courses (12 hrs)**

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### **B. Courses required for Technology Applications (21 hrs)**

- EDUK 538 Curriculum Design and Implementation (3)
- EDTK 549 Educational Media & Technology (3)
- EDTK 550 Teaching Desktop Publishing (3)
- EDTK 551 Multimedia and Animation for K-12 Instruction (3)
- EDTK 552 Teaching K-12 Video Technology (3)
- EDTK 558 Web Mastering for K-12 Instruction (3)
- EDTK 559 Leading and Learning with Technology (3)

**TOTAL SEMESTER HOURS REQUIRED: 33-36 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

## **Educational Leadership Degree and Certification Programs**

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, students 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 School 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 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 with artifacts 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 with artifacts 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 Master's degree/Principal's Certificate (33 semester hours), and the post-masters 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.

<b>Test Date</b>	<b>Application Deadline</b>
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.

### **Med Educational Administration-Principal Certification**

#### **Program Requirements**

##### **A. Required Courses for MEd (30 hrs)**

- EDAK 500 Foundations of Educational Leadership (3)
- EDAK 501 Research in Educational Leadership (3)
- EDAK 539 Processes of Educational Leadership (3)
- EDAK 545 Leadership of Curriculum Systems (3)
- EDAK 555 Leadership of Diverse Learning Communities (3)
- EDAK 509 Legal Issues in School Leadership (3)
- EDAK 507 Leadership of Programs and Procedures in Supervision (3)
- EDAK 542 Leadership of Campus Resources (3)
- EDAK 516 Instructional Leadership (3)
- EDAK 560 Educational Leadership Applications (3)

##### **B. Additional Requirement for Principal Certification (3-6 hrs)**

- EDAK 599 Internship for Principalship (3)
- EDAK 590 PDA's Appraiser Training (optional) (3)

**TOTAL SEMESTER HOURS REQUIRED: 30-33 HRS**

### **Superintendent Certification**

#### **Program Requirements**

##### **A. Additional Requirements for Superintendent Certification (18 hrs.)**

- EDAK 517 Public School Finance and Physical Management (3)
- EDAK 518 Administrative Law and Personnel Administration (3)
- EDAK 519 The School Superintendency (3)
- EDAK 535 Educational Planning and Facility Development (3)
- EDAK 536 Instructional Development and School Improvement (3)
- EDAK 597 Internship for the Superintendent (3)

For more detailed information about the MEd in Educational Administration see the departmental website at <http://www.ct.tamus.edu/departments/educationleadership/index.php>.



# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & instruction-Special Education

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Special Education (24 hrs)

- EDUK 538 Curriculum Design and Implementation (3)
- Select one from the following: (3)
  - EDUK 550 Assessment Issues for Educational Leaders
  - RDGK 573 Foundations of Reading
- EDTK 549 Educational Media & Technology (3)
- ESPK 505 Introduction to Exceptional Learners (3)
- ESPK 511 Behavior Management in Special Education Environments (3)
- ESPK 513 Advanced Study in Learning Disabilities (3)
- ESPK 515 Advanced Study in Developmental Disabilities (3)
- RDGK 575 Reading Research and Assessment (3)

**TOTAL SEMESTER HOURS REQUIRED: 36-39 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

# DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES

## MEd Curriculum & Instruction-Technology Applications

### Program Requirements

#### A. Required Core Courses (12 hrs)

- EDUK 501 Readings in Professional Development (3)
- EDUK 502 Educational Sociology (3)
- EDUK 598 Techniques of Research (3)
- Select one option from the following if **non-thesis**: (3)
  - EDUK 586 Special Problems (3 semesters)
  - EDUK 586 Special Problems (1 semester) and EDUK 585 Education Seminar (2 semesters)
- Select this course is **thesis track**: (3)
  - EDUK 588 Thesis

#### B. Courses required for Technology Applications (21 hrs)

- EDUK 538 Curriculum Design and Implementation (3)
- EDTK 549 Educational Media & Technology (3)
- EDTK 550 Teaching Desktop Publishing (3)
- EDTK 551 Multimedia and Animation for K-12 Instruction (3)
- EDTK 552 Teaching K-12 Video Technology (3)
- EDTK 558 Web Mastering for K-12 Instruction (3)
- EDTK 559 Leading and Learning with Technology (3)

**TOTAL SEMESTER HOURS REQUIRED: 33-36 HRS**

For more detailed information about the MEd in Curriculum and Instruction see the departmental website at <http://www.ct.tamus.edu/departments/curriculum/index.php>.

# **DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES**

## **Educational Leadership Degree with Principal Certification and Superintendent Certification Programs**

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, students 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 School 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 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 with artifacts 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 with artifacts 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 Master's degree/Principal's Certificate (33 semester hours), and the post-masters 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.

## **Med Educational Administration-Principal Certification**

### **Program Requirements**

#### **A. Required Courses for MEd (30 hrs)**

- EDAK 500 Foundations of Educational Leadership (3)
- EDAK 501 Research in Educational Leadership (3)
- EDAK 539 Processes of Educational Leadership (3)
- EDAK 545 Leadership of Curriculum Systems (3)
- EDAK 555 Leadership of Diverse Learning Communities (3)
- EDAK 509 Legal Issues in School Leadership (3)
- EDAK 507 Leadership of Programs and Procedures in Supervision (3)
- EDAK 542 Leadership of Campus Resources (3)
- EDAK 516 Instructional Leadership (3)
- EDAK 560 Educational Leadership Applications (3)

#### **B. Additional Requirement for Principal Certification (3-6 hrs)**

- EDAK 599 Internship for Principalship (3)
- EDAK 590 PDA's Appraiser Training (optional) (3)

**TOTAL SEMESTER HOURS REQUIRED: 30-33 HRS**

#### **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.

## **Superintendent Certification**

### **Program Requirements**

#### **A. Additional Requirements for Superintendent Certification (18 hrs.)**

- EDAK 517 Public School Finance and Physical Management (3)
- EDAK 518 Administrative Law and Personnel Administration (3)
- EDAK 519 The School Superintendency (3)
- EDAK 535 Educational Planning and Facility Development (3)
- EDAK 536 Instructional Development and School Improvement (3)
- EDAK 597 Internship for the Superintendent (3)

For more detailed information about the MEd in Educational Administration see the departmental website at <http://www.ct.tamus.edu/departments/educationleadership/index.php>.

# **DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES**

## **Med Educational Administration-Principal Certification**

### **Program Requirements**

#### **A. Required Courses for MEd (30 hrs)**

- EDAK 500 Foundations of Educational Leadership (3)
- EDAK 501 Research in Educational Leadership (3)
- EDAK 539 Processes of Educational Leadership (3)
- EDAK 545 Leadership of Curriculum Systems (3)
- EDAK 555 Leadership of Diverse Learning Communities (3)
- EDAK 509 Legal Issues in School Leadership (3)
- EDAK 507 Leadership of Programs and Procedures in Supervision (3)
- EDAK 542 Leadership of Campus Resources (3)
- EDAK 516 Instructional Leadership (3)
- EDAK 560 Educational Leadership Applications (3)

#### **B. Additional Requirement for Principal Certification (3-6 hrs)**

- EDAK 599 Internship for Principalship (3)
- EDAK 590 PDA's Appraiser Training (optional) (3)

**TOTAL SEMESTER HOURS REQUIRED: 30-33 HRS**

# **DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

## **MS Educational Psychology-Licensed Professional Associate**

### **Program Requirements**

#### **A. Required Core Courses (12 hrs)**

- PSYK 500 Behavioral Statistics (3)
- PSYK 501 Research Methods (3)
- PSYK 504 Human Development (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)

#### **B. Required Courses for Licensed Professional Associate (33 hrs)**

- CPSK 550 Foundations of Counseling and Psychology (3)
- CPSK 553 Personality and Counseling Theories & Applications (3)
- CPSK 554 Group Procedures for Counselors (3)
- CPSK 557 Methods and Practices in Counseling & Psychology (3)
- CPSK 558 Psychopathology (3)
- PSYK 505 Practicum I: Field Experience (3)
- PSYK 514 Assessment of Intelligence & Achievement (3)
- PSYK 580 Personality & Social Assessment (3)
- PSYK 584 Practicum II: Field Experience (3)
- CNSK, CPSK, or PSYK elective (6)

**TOTAL SEMESTER HOURS REQUIRED: 45 HRS**



# **DEPARTMENT OF PSYCHOLOGY AND COUNSELING**

## **MS Educational Psychology-Experimental Psychology**

### **Program Requirements**

#### **A. Required Core Courses (12 hrs)**

- PSYK 500 Behavioral Statistics (3)
- PSYK 501 Research Methods (3)
- PSYK 504 Human Development (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)

#### **B. Required Courses for Licensed Professional Associate (24 hrs)**

- PSYK 502 Social Psychological Processes (3)
- PSYK 503 Theories of Learning (3)
- PSYK 515 Physiological Psychology (3)
- PSYK 516 Advanced Quantitative Methods & Experimental Design (3)
- PSYK 520 History and Systems (3)
- PSYK 521 Evolutionary Psychology (3)
- PSYK 588 Thesis (6)

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

# DEPARTMENT OF HUMANITIES

## M.A. History Non-thesis

The Master of Arts (MA) in History is offered by the Humanities Department. 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.

### Program Requirements

#### A. Required Courses (9 hrs)

- HSTK 500 Elements of Historical Inquiry (3)
- HSTK 598 Historiography and Historical Method (3)
- Select one from the following: (3)
  - HSTK 520 State and Local History
  - HSTK 532 Selected Topics in American History
  - HSTK 542 Selected Topics in European History

#### B. Other Degree Requirements (15-27 hrs)

- Approved graduate level History electives

#### C. Optional Support Field (12 hrs)

- Optional support field selected in consultation with graduate advisor

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

# DEPARTMENT OF HUMANITIES

## M.A. History Thesis Option

### Program Requirements

#### A. Required Courses (15 hrs)

- HSTK 500 Elements of Historical Inquiry (3)
- HSTK 588 Thesis (6)
- HSTK 598 Historiography and Historical Method (3)
- Select one from the following: (3)
  - HSTK 520 State and Local History
  - HSTK 532 Selected Topics in American History
  - HSTK 542 Selected Topics in European History

#### B. Other Degree Requirements (9-21 hrs)

- Approved graduate level History electives

#### C. Optional Support Field (12 hrs)

- Optional support field selected in consultation with graduate advisor

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For more detailed information about the MA in History see the department website at <http://www.ct.tamus.edu/departments/history/index.php>.

# **DEPARTMENT OF MANAGEMENT AND MARKETING**

## **MS Human Resource Management**

The primary goal of the Human Resource Management (MS-HRM) graduate 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.

Since people are the most important part of any organization, those 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 informed Human Resource staff to keep these organizations at the top of their game. Changing demographics, laws and regulations and a continuing need to keep the existing workforce challenged and motivated establishes a 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 knowledge and skills in areas such as strategy, research, workforce planning and employment, human resource development, compensation and benefits, labor relations and organizational effectiveness. Students gain competencies that are applicable in business and not-for-profit entities including federal, state and local governments and military organizations.

### **Program Requirements**

#### **A. Required Courses (24 hrs)**

- G BK 565 Managerial Statistics (3)
- G BK 598 Business Research Methods (3)
- HRMK 501 Law and Regulation in Human Resources (3)
- HRMK 503 Managing Human Resource Development (3)
- HRMK 514 Workforce Planning and Employment (3)
- HRMK 516 Compensation Management (3)
- HRMK 524 Employment and Labor Relations (3)
- HRMK 595 Professional Issues in Human Resources (3)

#### **B. Approved Electives (12 hrs)**

- Approved graduate level electives

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For additional information about the MS in Human Resource Management see the departmental website at <http://www.ct.tamus.edu/departments/management/index.php>.

# DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

## M.S. Information Systems

The Master of Science in Information Systems program (MS-IS) 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>.

### Program Requirements

#### A. Required Courses (18 hrs)

- CISK 504 Telecommunications for Managers (3)
- CISK 507 Systems Analysis for Managers (3)
- CISK 511 Managing Information Systems (3)
- CISK 516 Applied Database Management (3)
- CISK 518 Quantitative Concepts in Computing (3)
- CISK 593 Comprehensive Exam (0)
- CISK 598 Research Methods in Information Systems (3)

#### B. Approved Electives (18 hrs)

- Approved graduate level CIS electives (12)
- Approved graduate level electives (6)

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For more detailed information about the MS in Information Systems see the department website at <http://www.ct.tamus.edu/departments/computer/index.php>.

# **DEPARTMENT OF HUMANITIES**

## **M.S. Liberal Studies Emphasis Option**

### **Program Requirements**

#### **A. Emphasis (18 hrs)**

- Graduate hours in the selected field of emphasis (18)

#### **B. Other Degree Requirements (6 hrs)**

- Research Course at graduate level (must be approved by department) (3)
- L SK 500 Interdisciplinarity (3)

#### **C. Additional Electives (12 hrs)**

- Graduate hours outside the emphasis area (12)

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For more information about the MS in Liberal Studies, see the Graduate Studies website at <http://www.ct.tamus.edu/departments/graduatestudies/index.php>.

# **DEPARTMENT OF HUMANITIES**

## **M.S. Liberal Studies Dual Concentration Option**

The Graduate Studies Program, in conjunction with the School of Arts & Sciences, advises students seeking a Master of Science in Liberal Studies (MSLS). The MSLS is an interdisciplinary degree created for those who are seeking generalized graduate level education with one or two concentration areas, and designed for a wide spectrum of individuals.

### **Program Requirements**

#### **A. Concentration 1 (12 hrs)**

- Graduate hours in the selected concentration area (12)

#### **B. Concentration 2 (12 hrs)**

- Graduate hours in the selected concentration area different from concentration 1 (12)

#### **C. Other Degree Requirements (6 hrs)**

- Research Course at graduate level (must be approved by department) (3)
- L SK 500 Interdisciplinarity (3)

#### **D. Additional Electives (6 hrs)**

- Graduate hours outside the concentration areas (12)

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

# **DEPARTMENT OF MANAGEMENT AND MARKETING**

## **MS 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.

### **Program Requirements**

#### **A. Required Courses (21 hrs)**

- G BK 565 Managerial Statistics (3)
- G BK 598 Business Research Methods (3)
- MGTK 501 Organizational Behavior (3)
- MGTK 508 Analysis & Design of Organizations (3)
- MGTK 509 Seminar on Management and Leadership (3)
- MGTK 511 Managing Operations and Services (3)
- MGTK 568 Organizational Development and Change (3)
- Select one from the following: (3)
  - CISK 511 Managing Information Systems
  - MGTK 513 Strategic Impact of Technology

#### **B. Approved Electives (12 hrs)**

- Approved graduate level electives

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For additional information about the MS in Management and Leadership see the departmental website at <http://www.ct.tamus.edu/departments/management/index.php>.



# DEPARTMENT OF HUMANITIES

## M.S. Mathematics Non-Thesis

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.

### Program Requirements

#### A. Required Courses (12 hrs)

- MTHK 505 Probability and Statistics (3)
- MTHK 508 Abstract Algebra (3)
- MTHK 520 Real Analysis (3)
- MTHK 550 Linear Algebra (3)

#### B. Other Degree Requirements (12 hrs)

- Approved graduate level Mathematics electives

#### C. Additional Electives (12 hrs)

- Approved mathematics or other supporting field courses

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

# DEPARTMENT OF HUMANITIES

## M.S. Mathematics Thesis Track

### Program Requirements

#### A. Required Courses (18 hrs)

- MTHK 505 Probability and Statistics (3)
- MTHK 508 Abstract Algebra (3)
- MTHK 520 Real Analysis (3)
- MTHK 550 Linear Algebra (3)
- MTHK 588 Thesis (6)

#### B. Other Degree Requirements (12 hrs)

- Approved graduate level Mathematics electives

#### C. Additional Electives (6 hrs)

- Approved mathematics or other supporting field courses

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For more information about the MS in Mathematics see the department website at <http://www.ct.tamus.edu/departments/math/index.php>.

# **DEPARTMENT OF HUMANITIES**

## **M.A. Political Science Non-Thesis Option**

The Master of Arts (MA) in Political Science is offered by the Humanities Department. 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.

### **Program Requirements**

#### **A. Required Courses (15 hrs)**

- PLSK 500 Political Science Research Methods (3)
- PLSK 501 Political Decision Making (3)
- PLSK 505 American Politics (3)
- PLSK 506 Comparative Politics (3)
- PLSK 507 International Relations (3)

#### **B. Other Degree Requirements (21 hrs)**

- Approved graduate level Political Science electives and/or optional support field selected in consultation with graduate advisor

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

# DEPARTMENT OF HUMANITIES

## M.A. Political Science Thesis Option

### Program Requirements

#### A. Required Courses (21 hrs)

- PLSK 500 Political Science Research Methods (3)
- PLSK 501 Political Decision Making (3)
- PLSK 505 American Politics (3)
- PLSK 506 Comparative Politics (3)
- PLSK 507 International Relations (3)
- PLSK 588 Thesis (6)

#### B. Other Degree Requirements (15 hrs)

- Approved graduate level Political Science electives and/or optional support field selected in consultation with graduate advisor

**TOTAL SEMESTER HOURS REQUIRED: 36 HRS**

For additional information about the MA in Political Science see the department website at <http://www.ct.tamus.edu/departments/politicalscience/index.php>.

# DEPARTMENT OF PSYCHOLOGY AND COUNSELING

## SSP School Psychology

### Program Requirements

#### A. Required Core Courses (18 hrs)

- CPSK 553 Personality and Counseling Theories & Applications (3)
- PSYK 500 Behavioral Statistics (3)
- PSYK 501 Research Methods (3)
- PSYK 504 Human Development (3)
- PSYK 560 Foundations of School Psychology (3)
- PSYK 581 Assessment & Evaluation Fundamentals (3)

#### B. Educational Psychology Required Courses (45 hrs)

- PSYK 502 Social Psychological Processes (3)
- PSYK 503 Theories of Learning (3)
- PSYK 505 Practicum I: Field Experience (3)
- PSYK 511 Cultural, Minority & Gender Issues (3)
- PSYK 514 Assessment of Intelligence & Achievement (3)
- PSYK 515 Physiological Psychology (3)
- PSYK 580 Personality & Social Assessment (3)
- PSYK 582 Behavior Management & Therapy (3)
- PSYK 583 Consultation & Supervision (3)
- PSYK 595 Internship I (3)
- PSYK 596 Internship II (3)
- CPSK 557 Methods & Practices in Counseling & Psychology (3)
- Select one from the following: (3)
  - CPSK 558 Psychopathology
  - ESPK 505 Introduction to Exceptional Learners
- EDUK 538 Curriculum Design & Implementation (3)
- EDAK 512 Administration of Elementary and Secondary Schools & Special Services (3)

#### C. Optional Elective: (3)

- PSYK 588 Thesis (3)

**TOTAL SEMESTER HOURS REQUIRED: 63-66 HRS**

For more detailed information about the SSP in School Psychology see the departmental website at <http://www.ct.tamus.edu/departments/psychology/index.php>.

# **DEPARTMENT OF PROFESSIONAL EDUCATION AND POLICY STUDIES**

## **Superintendent Certification**

### **Program Requirements**

#### **A. Additional Requirements for Superintendent Certification (18 hrs.)**

- EDAK 517 Public School Finance and Physical Management (3)
- EDAK 518 Administrative Law and Personnel Administration (3)
- EDAK 519 The School Superintendency (3)
- EDAK 535 Educational Planning and Facility Development (3)
- EDAK 536 Instructional Development and School Improvement (3)
- EDAK 597 Internship for the Superintendent (3)

**For more detailed information about the MEd in Educational Administration see the departmental website at <http://www.ct.tamus.edu/departments/educationleadership/index.php>.**

## **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.

## **ACCOUNTING (ACC)**

### **ACC 203. Introduction to Financial Accounting. 3 Hours.**

An introduction to financial accounting concepts and their application in the accounting process for business organizations. Includes financial statement preparation and analysis and communication of financial information. No previous knowledge of accounting required.

### **ACC 204. Introduction to Managerial Accounting. 3 Hours.**

An introduction to the use of accounting information as an aid to management decision making. Includes budgeting, the control process, the classification of costs, and financial modeling.

Prerequisite: [ACC 203](#).

## **AGRICULTURAL ECONOMICS (A EC)**

### **A EC 105. Introductory to Agricultural Economics. 3 Hours.**

An introduction to economics principles and concepts in agriculture today as they relate to the American economic system. Emphasis will be on management problem-solving techniques under various situations, especially those agricultural in nature, including producing, processing, distributing, and consuming farm and ranch products.

## **ANIMAL SCIENCE (ANSC)**

### **ANSC 150. Rodeo Techniques. 2 Hours.**

Skill development in all standard events will be emphasized, with special attention to student needs. Students must be members of the Tarleton varsity rodeo team. Credits may substitute for required P ED only and may be repeated. Prerequisite: approval of rodeo coach.

## **ARCHEOLOGY (ARCH)**

### **ARCH 201. Archeology. 3 Hours.**

A survey of human prehistory and the origins of civilization. Topics covered include archeological theory and methodology, the evolution of humans, the origins of culture, development of agriculture, and the early history of world civilizations. Theory reinforced by field experience.

## **ART (ART)**

### **ART 131. Art Appreciation. 3 Hours.**

A theory course designed to introduce the trends, techniques, styles, and major personalities of the visual arts.

### **ART 231. Art History I. 3 Hours.**

A chronological examination of Western painting, sculpture, architecture and related visual arts from prehistoric times to the end of the Gothic Period.

### **ART 232. Art History II. 3 Hours.**

A chronological examination of painting, sculpture, architecture and related visual arts from the early Renaissance to the present.

### **ART 331. Art History of America. 3 Hours.**

A study of the art of America from pre-Columbian periods to the present.



## **COMMUNICATION (COMS)**

### **COMS 101. Fundamentals of Speech Communications. 3 Hours.**

This course is designed to improve the individual's understanding of the human communication process. Classroom exercises involve the student in interpersonal, small group, and presentational speaking situations. Special emphasis on developing communication skills needed to check and validate perceptions, control language usage, and analyze and improve reasoning processes.

### **COMS 102. Public Speaking. 3 Hours.**

An introduction to the principles and practice of presentational communication. Methods of topic analysis, research, evidence evaluation, organization, and delivery are covered. Students participate in several classroom presentations.

### **COMS 201. Voice And Performance. 3 Hours.**

Oral presentation of literary forms with emphasis on the vocal mechanism and phonetics. Interpretative readings in prose, poetry, and drama are directed to help students gain a sensitivity to literary genre and develop effective speech habits through vocal analysis, guided practice, and class drills emphasizing pronunciation, enunciation, and articulation. Credit for both [COMS 201](#) and [THEA 201](#) will not be awarded.

## **COMPUTER INFORMATIN SYSTEMS (CIS)**

### **CIS 103. Computer Concepts and Applications. 3 Hours.**

An overview of computer concepts and applications, including popular productivity software. Students will acquire skills in the use of personal computers and software applicable to the management of information and delivery of services in a wide variety of fields.

### **CIS 110. Introduction to Programming Logic and Design. 3 Hours.**

Introduction to theory and practice of programming logic and design, development, and problem-solving. Emphasis will be on typical business processing. The utilization of logic and design tools, including but not limited to, flowcharts and pseudocode. This course will be centered primarily on problem-solving using the tools and techniques learned. Prerequisite: [MATH 107](#) or higher or concurrent enrollment or approval of department head.

### **CIS 240. Introduction to C++ Programming. 3 Hours.**

A first course in the C++ programming language. Covers the basic structure of C++, all standard features, data representation, procedures, simple I/O. Students will analyze and program several representative problems. [CIS 110](#) or approval of department head.

### **CIS 241. Introduction to Visual Basic Programming. 3 Hours.**

An introduction to event-driven, visual application development using Visual Basic. Covers the fundamental structure of Visual Basic and its standard features. Students will analyze and program several representative problems. Prerequisite: [CIS 110](#) or approval of department head.

### **CIS 242. Introduction to Java Programming. 3 Hours.**

A first course in the Java programming language. Covers the basic structure of Java, all standard features, data representation, and simple I/O. Students will analyze and program several representative programs.

## **COMPUTER SCIENCE (C S)**

### **C S 110. Procedural Programming. 3 Hours.**

Introduces the fundamental concepts of structured programming. Topics include software development and methodology, data types, control structures, functions, arrays, and the

mechanics of running, testing, and debugging. Prerequisite: two years of high school algebra or [MATH 107](#).

**C S 221. Object Oriented Programming. 3 Hours.**

Applies the object-oriented programming paradigm using one or more object oriented programming languages, focusing on the definition and use of classes, interfaces, data encapsulation, inheritance, and polymorphism. An introduction to object-oriented design is presented. Prerequisite: C S 110.

**C S 230. GUI Development. 3 Hours.**

The principles and techniques used to develop GUI based applications are covered. These include such topics as window creation, dialog boxes, menus, and the use of controls. An introduction to basic graphic techniques will be presented. Prerequisites: C S 221

**C S 241. Data Structures. 3 Hours.**

Application of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisites: 3 hours of programming language and concurrent enrollment in [MATH 310](#).

**C S 248. Introduction Digital System Design. 4 Hours.**

Combinational and sequential digital system design techniques; design of practical digital systems. Prerequisite: [PHYS 242](#) or concurrent registration. Credit for both C S 248 and [ENPH 248](#) will not be awarded.

**CRIMINAL JUSTICE ( C J )**

**C J 131. Introduction to Criminal Justice. 3 Hours.**

A survey of the history, philosophy, and operations of the American criminal justice system. Topics include the nature of crime and justice, the history and development of the modern criminal justice system and the role of police, judiciary, and corrections in society.

**C J 232. Criminal Procedure. 3 Hours.**

This course is an introduction to the role of the judiciary in the criminal justice system. Topics include right to counsel, pre-trial release, grand juries, adjudication process, and sentencing. Prerequisites: CJ 131 or approval of department head.

**C J 234. Police Systems and Practices. 3 Hours.**

This course is an introduction to the police profession. Topics include organization of law enforcement agencies, the police role in society, police operations, discretion, corruption, and current and emerging issues. Prerequisite: CJ 131 or.

**C J 237. Fundamentals of Criminal Law. 3 Hours.**

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. Prerequisites: C J 131 and 133, or approval of department head.

**C J 238. Correctional Systems and Practices. 3 Hours.**

An introduction to corrections as a profession. Topics include organization of correctional agencies, the role of corrections in society, correctional philosophies and agency operations, and current and emerging issues. Prerequisite: CJ 131 or approval of instructor.

## **EARTH SCIENCE (E S)**

### **E S 210. Earth Systems Science. 3 Hours.**

Introduction to the nature and evolution of the Earth, hydrosphere, atmosphere and Solar System.

Prerequisite: Physics 102 and [CHEM 102](#). Enrollment in this course is restricted to

Interdisciplinary Studies majors.

## **ECONOMICS (ECO)**

### **ECO 101. Introduction To Economics. 3 Hours.**

In this course students are encouraged to use their common sense to understand economic principles and applications. Topics include scarcity, markets, economic goals, government policy, and international trade. This course is designed for students majoring in fields other than business or economics and for students who need a basic review prior to taking [ECO 201](#) or 202. Course cannot be counted toward a degree in economics.

### **ECO 201. Principles Of Economics: Macroeconomics. 3 Hours.**

This course focuses on the aggregate or overall economy. Topics include the description and measurement of economic aggregates; the basic theories of output, employment and prices; the monetary economy and the role of government.

### **ECO 202. Principles Of Economics: Microeconomics. 3 Hours.**

The major emphasis of this course is on the understanding of markets. Topics include an in-depth study of supply and demand, cost theory, economic resource markets, international trade, and the determination of foreign exchange rates. Prerequisite: [ECO 201](#) or instructor's approval.

## **EDUCATION (EDU)**

### **EDU 130. Introduction to the Teaching Profession. 1 Hour.**

An introduction to and analysis of the culture of schooling and classrooms. Students will examine teaching as a profession through directed field experiences.

### **EDU 200. Families, School, and Community. 3 Hours.**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The course includes a service learning component to meet the field experiences requirement.

## **ENGINEERING (ENGR)**

### **ENGR 303. Engineering Economy. 3 Hours.**

Principles of economics equivalence; time value of money, analysis of single and multiple investments; comparison of alternatives; capital recovery and tax implications; certainty; uncertainty; risk analysis; public sector analysis; and break-even concepts. Prerequisite: [MATH 120](#) or concurrent registration.

## **ENGLISH (ENGL)**

### **ENGL 111. Introduction to College Composition. 3 Hours. [WI]**

A prerequisite to English 112, the course introduces students to the diverse characteristics of writing for academic contexts. Students in English 111 write about ideas, in particular responding analytically and critically to written sources. The course helps students become familiar with academic audiences, situations, purposes, genres, and some primary conventions (style, arrangement) of those genres. Moreover, students work to develop their own composing processes, particularly for ways of inventing ideas, planning, and revising their texts.

**ENGL 112. College Composition and Research. 3 Hours. [\[WI\]](#)**

A sequel to English 111, this course introduces students to research in academic contexts.

Students address questions such as What is it for? What are its limitations? What are some of its shapes? How does one go about it? The course introduces students to a variety of research methods, systems of documentation, contemporary library resources, and research genres. Among other writing tasks for the course, each student is expected to carry out his/her own research study for possible publication in The Tarleton Freshman Writer. Prerequisite: [ENGL 111](#).

## **GENERAL BUSINESS (G B)**

### **G B 103. Business And Society. 3 Hours.**

Business as an integral part of society. Emphasis on ethics, social responsibility, the legal environment, and global perspectives.

## **GEOGRAPHY (GEOG)**

### **GEOG 110. World Regional Geography. 3 Hours.**

Introduction to the basic concepts of geography through a study of the major regions of the world. This course enhances the understanding of world events, lifestyles, environments, cultures, and conflicts and emphasizes thinking spatially to study human-land relationships.

### **GEOG 120. Introduction Human Geography. 3 Hours.**

This course is an introduction to geography as a social science, emphasizing the relevance of geographic concepts to human problems.

### **GEOG 201. Geography Of Texas. 3 Hours.**

This course uses the key concepts of regional geography to study the evolving character and nature of the different areas of Texas. The interaction of people and environment is used to study the economic development, social and political issues, urbanization, and other changes in Texas in the past and present.

### **GEOG 202. Economic Geography. 3 Hours.**

This course examines economic activity and production as a function of geographic location. Introduces the basic concepts related to the advance, spread, and distribution of economic activity around the planet and considers the forces that are reshaping the global economy, the fundamentals of spatial economics, and classical location theories. Prerequisite: [GEOG 110](#) or permission of instructor.

## **HEALTH (HLTH)**

### **HLTH 101. Wellness for Life. 2 Hours.**

The study of principles and techniques needed to promote human health and hygiene. Topics will include, but not limited to: fitness assessment and skills; personal awareness and management techniques, self-motivation, proper nutrition, responsibility, and health choices as related to wellness. Health-related physical fitness laboratories for skills and strategies will be conducted.

## **HISTORY (HIST)**

### **HIST 101. World History To 1700. 3 Hours.**

A survey of world history from prehistoric times to the beginning of the 18th century. Special attention will be given to the origins of civilization in Africa, Asia, and the Middle East and its development through the ancient, medieval, and early modern eras.

### **HIST 102. World History Since 1700. 3 Hours.**

A survey of world history from the beginning of the 18th century to the present. Special emphasis will be placed on the rise and fall of Western global influence between the 18th and 20th centuries, and the numerous repercussions of this development.

### **HIST 201. United States History through 1877. 3 Hours.**

This course is a survey of United States history from the first European contacts through the end of the Reconstruction Period. It is designed to cover the broad sweep of United States political, cultural, social, and economic history with emphasis on those periods that have helped to shape a distinctive American character. This course with [HIST 202](#) will fulfill the legislative requirement of two semesters of United States history.

### **HIST 202. United States History Since Reconstruction. 3 Hours.**

This course continues the survey of United States history to present times. The emphasis is on the developments that contributed to the growth of modern America. This course with [HIST 201](#) will fulfill the legislative requirement of two semesters of United States history.

## **INDUSTRIAL TECHNOLOGY (I T)**

### **I T 340. Ceramics and Jewelry. 3 Hours.**

A study of the history, media, and processes used in the design and creation of jewelry, ceramics, and pottery. Other three-dimensional media may also be studied. Emphasis is on the historical significance of three-dimensional artifacts as an expression of cultural advancement. Principles and techniques of investment casting, sculpting in wax, slip casting, and other methods of creating three-dimensional art will be emphasized.

## **MATHEMATICS (MATH)**

### **MATH 107. College Algebra. 3 Hours.**

The study of quadratic, polynomial, exponential, and logarithmic functions and equations; conic sections; sequences and series; and the Binomial Theorem. Additional topics may include: mathematical induction and matrices. Approved graphing calculator required. Prerequisite: Enrollment in this course will be in accordance with the Mathematics Placement and Continuing Enrollment Rules

### **MATH 109. Plane Trigonometry. 3 Hours.**

Angles and coordinates, trigonometric functions, solutions of triangles and applications, reduction theorems and formulas, identities and conditional equations, addition formulas and derived relations, angular and linear speed, logarithms, and radian measure. Prerequisite: [MATH 107](#) or concurrent registration.

### **MATH 111. Mathematics For Business II. 3 Hours.**

Application of mathematical concepts to topics from finance, management science, marketing, and economics. Concepts addressed include linear models, exponential functions, probability and statistics, and introductory calculus concepts. This course cannot be counted on a degree program for a mathematics major.

### **MATH 118. Precalculus. 4 Hours.**

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Additional topics will be chosen from analytical geometry, mathematical induction, sequences, and series. Prerequisite: Enrollment in this course will be in accordance with the Mathematics Placement and Continuing Enrollment Rules.

### **MATH 120. Calculus I. 4 Hours.**

Algebraic and transcendental functions, limits, continuity, derivatives and related applications, an introduction to the definite integral, integration, and the Fundamental Theorem of Calculus. Use of computer technology and laboratory assignments will be required in this course. Prerequisite: [MATH 109](#) or [MATH 118](#).

### **MATH 131. Introductory to Probability and Statistics. 3 Hours.**

Data collection and analysis, elementary probability, discrete and continuous distributions, regression, correlation, estimation, and nonparametric methods. Credit cannot be awarded for both [MATH 131](#) and [MATH 350](#). Prerequisite: [MATH 107](#) or satisfactory performance on College-Level Mathematics Placement Examination or approval of Freshman Mathematics Coordinator .

### **MATH 209. Calculus II. 4 Hours.**

Applications of integration, integration techniques, sequences and infinite series, power series, parametric and polar curves. Use of computer technology and laboratory assignments will be required in this course. Prerequisite: [MATH 120](#).

### **MATH 232. Applied Matrix Algebra. 3 Hours.**

An introduction to matrix and vector arithmetic, Gaussian Elimination, matrix factorization, determinant, matrix inverse, eigenvalues and eigenvectors. Applications to be chosen from linear models, linear optimization and the Simplex Method, orthogonal projections and least-square problems, matrix diagonalization, discrete dynamical systems, cryptology and computer graphics. Technology will be emphasized. Prerequisite Course(s): [MATH 120](#).



## **MILITARY SCIENCE (M S)**

### **M S 101. Foundations of Leadership. 2 Hours.**

The purpose of this course is to introduce issues and competencies that are central to a commissioned officers responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the course addresses life skills including fitness and time management. This course is designed to provide accurate insights into the army profession and the officers role within the Army.

### **M S 102. Basic Leadership. 2 Hours.**

This course expands upon the fundamentals introduced in the previous course by focusing on communications, leadership, and problem solving. Life skills lessons include: problem solving, goal setting, and interpersonal communication skills. The course also provides current information about life in the Army, the organizations of the Army, employment benefits, and work experiences expected of junior officers.

### **M S 201. Leadership Studies. 3 Hours.**

The first semester of the M S II year is designed to develop cadets knowledge of self, self-confidence, and individual leadership skills. Through experiential learning activities, cadets develop problem solving and critical thinking skills, and apply communication, feedback and conflict resolution skills.

### **M S 202. Leadership and Teamwork. 3 Hours.**

The second semester of the M S II year focuses on self-development, guided by knowledge of self and group processes. Experiential learning activities are designed to challenge cadet's current beliefs, knowledge and skills. This course also prepares enrolled students for the ROTC Advanced Course, as well as the summer Leaders Training Course.

## **MUSIC (MUSC)**

### **MUSC 100. Marching Band. 1 Hour.**

Marching Band membership is open to all students of the University with approval of the director. Activities include half-time performances, pep rallies, parades, and other concerts. Prerequisites: Prior marching band experience in high school or junior college or approval of department head. Credits may substitute for required P ED and may be repeated.

### **MUSC 213. Fundamentals of Music. 3 Hours.**

Development of music reading, performance, and listening skills. May be taken by all who desire to develop basic music skills. Lab fee \$10.

### **MUSC 325. Jazz History. 3 Hours.**

An in-depth study of the recordings, history, major figures, musical forms and social importance of an original American art form. Principal styles to be covered include ragtime, blues, Dixieland, big band swing, bop, cool, hard bop, free, fusion and funk. This course fulfills the core visual and performing arts requirement.

### **MUSC 326. History of Music I. 2 Hours.**

Study of history, social setting, and style of Western art music from Greek antiquity to the end of the Renaissance period. [MUSC 247](#) or approval of department head.

### **MUSC 327. History of Music II. 3 Hours. [WI]**

Study of the history, social setting and style of Western art music in the Baroque and Classical periods. Prerequisite: [MUSC 326](#) or approval of department head.

**MUSC 328. History of Music III. 3 Hours. [\[WI\]](#)**

Study of the history, social setting and style of Western art music during the Romantic and 20th century periods. Prerequisite: [MUSC 327](#) or approval of department head.

## **PHILOSOPHY (PHIL)**

### **PHIL 101. Introduction to Philosophy. 3 Hours.**

A study of the writings of major philosophical authors.

### **PHIL 201. Introduction to Logic. 3 Hours.**

This course will introduce the student to the basic principles and concepts of formal logic, formal and informal fallacies, deductive and inductive reasoning, truth tables, symbolic notation, Venn diagrams, and the logic of scientific method. It will also include consideration of the philosophical foundations of logic.

### **PHIL 301. Ethics in the Professions. 3 Hours.**

This course will consider both the responsibilities inherent in a profession as such and some of the specific ethical dilemmas that arise in particular professions: business, science, engineering, military, education, medicine, etc. Prerequisite: Junior classification.

## **PHYSICS (PHYS)**

### **PHYS 122. Principles of Physics. 4 Hours.**

An introduction to electricity and magnetism, light, and modern physics. This is a trigonometry-based physics course. Prerequisite: [PHYS 104](#). A student cannot get credit for [PHYS 105](#) if credit has previously been received for [PHYS 242](#).

### **PHYS 242. Principles of Physics II. 4 Hours.**

This is an introduction to electricity, magnetism, optics, and modern physics.  
Prerequisites: [PHYS 122](#) and [MATH 209](#) or concurrent registration.

## **POLITICAL SCIENCE (POLS)**

### **POLS 201. American National Government. 3 Hours.**

A study of the American national governmental system. This course with [POLS 202](#) satisfies the legal requirement for graduation from state colleges and universities.

### **POLS 202. Texas Government. 3 Hours.**

A study of the constitution of the state of Texas and of the state and local governmental units created by the constitution. This course satisfies the TEA requirement for out-of-state teacher certification and, when taken with [POLS 201](#), the legal requirement for graduation from state colleges and universities.

## **PSYCHOLOGY (PSY)**

### **PSY 101. General Psychology. 3 Hours.**

An overview of psychology, the scientific study of human behavior and mental processes and the variables that influence these processes. Topics covered in the course include motivation, emotions, intelligence, sensory processes, perception, learning, thinking, mental health, and psychotherapy.

### **PSY 102. Psychology Of Adjustment. 3 Hours.**

A study of human behavioral and mental processes that permit us to adjust or to meet the demands of a changing physical or psychological environment with an emphasis upon effective personal-social adjustment. Topics covered include social influence, stress, psychological factors and physical health, health-enhancing behaviors, addictive behaviors, methods of coping, gender roles and differences, and interpersonal attraction.

**PSY 201. Psychology Of Human Development. 3 Hours.**

A lifespan study of the development of human beings from conception to death. The growth and developmental patterns of the eight age groups are studied with attention directed to experimental evidence, case studies, and contemporary theories. May not be counted as part of the professional education component for teacher certification.

**PSY 220. Child and Adolescent Psychology. 3 Hours.**

A study of children from infancy through adolescence with emphasis on the analysis of behavior based on experimental evidence and contemporary theory.

**RELIGION STUDIES (R S)****R S 101. Survey of the Old Testament. 3 Hours.**

A survey of the historical background and basic teachings of the Old Testament and its influence in the ancient world.

**R S 102. Survey of the New Testament. 3 Hours.**

A survey of the historical background and basic teachings of the New Testament and its influence in the ancient world.

**SOCIOLOGY (SOC)****SOC 101. Cultural Anthropology. 3 Hours.**

A comparative study of culture, cultural patterns, and sociocultural change with the emphasis on preliterate societies.

**SOC 201. Introduction To Sociology. 3 Hours.**

A general introduction to the concepts and elementary methods used in the study of society. Special attention is given to social organization, social stratification, social institutions, formal organizations, small groups, and social change.

**SPANISH (SPAN)****SPAN 103. Basic Spanish For Vocations. 3 Hours.**

Instruction and practice in understanding and speaking basic colloquial Spanish encountered in a particular occupational context such as farming, ranching, or law enforcement. May be taken for elective credit and may also satisfy specified program requirements.

## **THEATRE (THEA)**

### **THEA 105. Introduction to the Theatre. 3 Hours.**

A beginning theatre course providing a survey of the fields of theatre activity. The course provides an introductory knowledge of all phases of drama: literature, Performance, theatre plants, design, costuming, and types of drama. Participation in a college theatre production is encouraged.

### **THEA 207. History of Theatre I. 3 Hours.**

Theatre from its origins to 1750; plays, playwrights, actors, costumes, scenic arts of each period as related to events of period and to contemporary theatre.

### **THEA 208. History of Theatre II. 3 Hours.**

Theatre since 1750; plays, playwrights, actors, costumes, scenic arts of each period as related to events of period and to contemporary theatre. Prerequisite: [THEA 207](#) or approval of department head.

### **THEA 404. Theory and Criticism. 3 Hours. [WI]**

A study of the philosophy of aesthetics in theatre and the arts. From the works of various philosophers, directors and actors beginning with Aristotle to contemporary writers.

## ACCOUNTING (ACCK)

- 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 CISK 301 and ACCK301 will not be awarded. Prerequisite: ACCK203. 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 will be given to distribution of service department cost and costing of byproducts and joint products. Prerequisite: ACCK203.
- 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: ACCK203 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: ACCK303 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: ACCK303 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: ACCK203 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)** A specific study of the 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: ACCK203. 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: ACCK304 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: ACCK401 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: ACCK203 and junior classification. Credit for both ACCK405 and FINK 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: ACCK405 or approval of School Director. Credit for both ACCK406 and FINK 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: ACCK304
- 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: ACCK423.
- 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: ACCK303 (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: CISK 405, ACCK450, CISK 450, or MGTK 450. Prerequisite: CISK 103 or 3 hours Advanced CISK or ACCK/CISK 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: ACCK303 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.
- 500-1 Foundations of Accounting. (1-0)** This course prepares student in the MBA program with the basic knowledge of accounting necessary to begin the program. The course is a leveling course for students who have not had prior accounting coursework or who need a refresher course in preparation for their MBA studies. This course is the entry level accounting course to prepare students for their MBA studies. The course examines the accounting process including the accounting cycle and the preparation of the basic financial statements found in corporate annual reports. The course will also examine the analysis of corporate financial statements using ratio analysis. The final part of the course will examine the use of accounting information for basic decision making through the study of cost behavior and cost-volume-profit analysis. Course fee: \$8.33.
- 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: Required accounting leveling, such as ACCK 500 or approval of instructor.
- 505-3 Accounting Theory (3-0)** The theory of accounting as it has developed in the economy of the United States. Particular emphasis is on concepts, income measurement, and valuation of assets, including valuation and measurement of equities. Application of accounting theory to contemporary problems is analyzed with cases and research papers on selected areas.
- 510-3 Advanced Accounting Information Systems (3-0)** Comprehensive study of computerized accounting systems. Major topics include: design, implementation, operation, control and audit techniques of accounting information.
- 515-3 Business Law for Accountants (3-0)** Current business law topics which concern accountants in governing their practice and working with clients.
- 520-3 Corporate Tax (3-0)** Formation and capital structures, partial liquidations, S Corporations, accumulated earnings tax, personal holding companies and other topics will be studied.
- 525-3 Current Topics in Accounting (3-0)** Seminar in new topics and areas of current interest to students of financial accounting.
- 530-3 Current Topics in Auditing (3-0)** Seminar in new topics and areas of current interest to students of auditing.
- 535-3 Estate Planning (3-0)** Comprehensive study of federal estate and gift taxation, as well as advanced family tax planning issues to include taxation of decedent's estate and lifetime gifts, valuation of properties subject to gift and estate taxes.
- 540-3 Ethics in Accounting (3-0)** A study of ethics as it relates to problems in business and economic decisions. An integration of ethical reasoning, objectivity, independence, and other core values important for the development of a professional accountant. Critical analysis of ethical lapses that

have occurred in business and the accounting profession, with readings, problems, and cases requiring use of business and accounting data to evaluate the ethical decision process.

**545-3 Financial Statement Analysis (3-0)** Analytical Approach to financial statements: application of finance and accounting principles relevant to the analysis of financial statements.

**550-3 Forensic and Investigative Accounting (3-0)** The complete cycle of the investigative process known as auditing is covered from evaluation of the business, through study and evaluation of internal control, to corroborative evidence on the details of account balances. Topics include flow- charting, test planning, use of statistical sampling, computer controls and management audits. Actual experience is gained through student teams performing an audit on an extended case.

**555-3 International Accounting (3-0)** Introduction and examination of accounting issues unique to multinational enterprises and international business activities.

**560-3 IT Systems Audit (3-0)** Use of the computer to process transactions imposes a new environment and a new set of problems for the auditors, independent and internal. Controls and audit techniques to evaluate these controls are emphasized. The use of the computer as an audit tool is introduced through actual operation of Generalized Audit Software currently used in practice. Additional topics covered include computer fraud, security measures and controls in advanced online, teleprocessing systems.

**565-3 Seminar in Accounting Research (3-0)** Research of accounting topics in an online environment will be covered and practiced. Emphasis is on basic accounting research in the areas of accounting theory, accounting practice, and other accounting topics which will prepare the student for research needs encountered in the business environment and on the CPA exam. Intended to stimulate creative initiative in performing accounting tasks and to develop basic skills necessary to efficiently and effectively research accounting and other topics which may be encountered in a business environment.

**570-3 Seminar in Auditing (3-0)** Current issues and research in auditing, attestation, and financial disclosures.

**575-3 Tax Research (3-0)** Objectives are to develop the technical and research skills needed to address contemporary tax issues. Students learn to identify tax issues, formulate research questions and develop the research skills needed to address them. Upon completion, students will be able to use the major tax services, evaluate the relevant authorities and communicate their findings in a professionally written research memorandum. Familiarize students with federal tax policies and procedures, and the authorities that govern tax practice.

**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 (ASCK)

- 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, ASCK 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.

## COMMUNICATIONS (COMK)

- 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 prelaw. 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: COMK 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.

## COMPUTER INFORMATION SYSTEMS (CISK)

- 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. (3-2)** 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 CISK 301 and ACCK301 will not be awarded. Prerequisite: ACCK203. 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: CISK 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: CISK 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 CISK 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 correct 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 CISK 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: CISK 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: CISK 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++. Prerequisite: CISK 241 or CISK 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. Prerequisite: CISK 103 or 300, and CISK 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. Prerequisite: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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. Prerequisite: CISK 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: CISK 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: CISK 347 or the combination of CISK 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: CISK 340 or 3 hours from 331, 332, and CISK 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 CISK 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 CISK concepts in an actual work environment. The student must be employed in an approved professional CISK 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 CISK 313, 330, 331, 332, 340, 341, 342, 343, C SK241 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. (3-2)** 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. (3-2)** 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: CISK 103 or 300, ACCK204, MGTK 301, FINK 301, MKTK 314, G BK 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: CISK 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: CISK 305 or 12 hours CISK 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: CISK 351 or approval of School Director. Lab fee \$15.
- 441-3 IT Security and Risk Management. (3-2)** This course provides an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop and perform security tasks. The course will address hardware, software, processes, communications, applications and policies and procedures with respect to organizational IT Security and Risk Management. Lab fee \$15.
- 442-3 Computer Security Principles and Practices. (3-2)** This course introduces the current principles and theory in the area of security. It examines the basic methods and practices of security as it affects modern business operations. This is an overview course of the concepts behind computer security. Course material will be supplemented with hands on exercises in the security laboratory. Topics covered include cryptography, authentication, access control, database security, malware, intrusion detection, firewalls, security policy and management, software and operating system security, auditing and legal aspects of cyber security. Prerequisite: CISK 441 or approval of Instructor. 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: CISK 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 CISK student. Prerequisite: CISK 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: CISK 107 or 347 or approval of School Director. Lab fee \$15.
- 446-3 Applied Security. (3-2)** This course will validate and develop in depth hands on knowledge about the operation and defense from malware attacks. It builds on previous course work to understand

rapid recovery and defense of systems from attack. Students develop knowledge about system vulnerabilities and the process of penetration of systems as a way to evaluate the security of systems. Specific topics investigated include social engineering, malware usage and identification, network tool familiarization and system hardening. Prerequisite: CISK 442 or approval of the instructor. 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: CISK 401 or approval of School Director. Course fee \$30. Lab fee \$15.
- 448-3 Security Trends and Malware Analysis. (3-2)** This course analyzes and investigates security threats and ethical hacking methods. It takes a detailed examination of malware and virus operation. The course will also examine in detail current trends in the threat environment and the most current attack exploits. Student use a variety of methods to investigate current security threat and their mitigation. Topics include malware morphology, disassembly of malware, ethical hacking methods on systems including penetration, trends in the threatscape and methods to harden and protect systems. Student will learn research skills as they apply to the area of security. Prerequisite: CISK 446 or approval of the instructor. 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: CISK 405, ACCK450, CISK 450, or MGTK 450. Prerequisite: CISK 103 or 3 hours Advanced CISK or ACC/CISK 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: CISK 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 administering a network. Prerequisites: CISK 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 user 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: CISK 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 CISK 479 and MKTK 479 will not be awarded. Prerequisites: CISK 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: CISK 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 CISK 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 CISK 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 pseudo code. A standard modular design becomes the crux of the programming experience. Topics include comparison, data validation, control breaks, and tables. Prerequisite: CISK 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: CISK 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: CISK 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 needs 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: CISK 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: CISK 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: CISK 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: CISK 501 or 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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. (3-2)** 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): CISK 511 Managing Information Systems or approval of Department Chair.
- 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 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: CISK 560 and six hours from CISK 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: CISK 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: CISK 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: CISK 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: CISK 503 and 516 or approval of School Director. Lab fee \$15.
- 586-v Problems. (Credit variable)** This course offers students the opportunity to study CISK 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: CISK 518, 598, consent of major advisor or approval of School Director.
- 590-v Selected Topics in CISK. (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.
- 593-3 Comprehensive Exam. (0-0)** This is the sign up for the CIS comprehensive exam. Students should take this exam in their last semester, their second to last semester, or when all the core classes have been taken. Students taking the thesis option do not need to take this exam.

- 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: CISK 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 CISK courses or equivalent and approval of internship coordinator or department coordinator.

## COMPUTER SCIENCE (C SK)

- 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 SK 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 SK343 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): MTHK 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): C SK 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 CISK 401 and C SK401 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 SK441 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): C SK 389: Introduction to Software Engineering; C SK 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.

## **COUNSELING PSYCHOLOGY (CPSK)**

- 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: CPSK 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: CPSK 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: CPSK 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: CPSK 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: CPSK 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: CPSK 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: CPSK 550 or PSYK 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: CPSK 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: CPSK 550 or approval of School Director.

## COUNSELING (CNSK)

- 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: CPSK 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: CPSK 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: CNSK 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: CPSK 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: CPSK 550, 551, 553, 554, 557, and PSYK 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: CNSK 595 and the application for internship. Field experience fee \$75.



## **CRIMINAL JUSTICE (C JK)**

- 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: CJ 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 JK 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.
- 325-3 Institutional Corrections. (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.
- 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, tool marks, 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 Medico legal 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 medico legal 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.
- 405-3 Organized Crime. (3-0)** This course examines international organized crime, past and present, offering an analysis of various views on organized crime, the controversies surrounding the phenomenon, and efforts to control it around the world.
- 406-3 Female Offenders. (3-0)** A study of female offenders in the Criminal Justice System. Topics include, but are not limited to, historical perspectives, juvenile offenders, programming and treatment, prison and community corrections and special issues.
- 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, and 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.
- 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: CJ 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 JK 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: CJ 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.
- 597-3 Thesis. (3-0).** This course represents a student's initial and continuing thesis enrollment. At least six total hours is required to complete the thesis requirement. The student continues to enroll in this course until the thesis is submitted and the thesis is successfully defended.
- 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.

## ECONOMICS (ECOK)

- 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 FINK 304 and ECOK 305 will not be awarded. Prerequisites: FINK 301, ECOK 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 PLSK 306 and ECOK 306 will not be awarded. Prerequisite: 3 hours of ECOK 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 ECOK 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 ECOK 402 and HSTK 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 ECOK 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 MTHK 309, or permission to enroll.

- 486-v Problems.** Independent reading, research and discussion. Entry into this course will be arranged with the Economics counselor.
- 500-1 Foundations of Economics. (1-0)** This course prepares students for the MBA program with the basic knowledge of economics necessary to begin the program. The course is a leveling course for students who have not had prior economics coursework or who need a refresher course in preparation for their MBA studies. This course is an entry-level economics course to prepare students for their MBA studies. The course examines the principles of economics as applied to the contemporary business organization operating in a global market place. The course focuses on the integration of theory and practice to develop a framework for measuring, analyzing, and improving financial performance. Course Fee: \$8.33.
- 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 FINK 508 and ECOK 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.

## **EDUCATION (EDUK)**

**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.
- 315-3 Literacy Instruction for Bilingual Classrooms. (3-0)** An examination of the knowledge and skills required to teach limited English language learners, with an emphasis on program implementation, curriculum, materials, oral language, literacy development and assessment strategies. Course will be delivered in Spanish and English. Prerequisites: Passing scores on the BTLPT – Spanish (Bilingual Target Language Proficiency Test) – Spanish, EDU 310, 320 and RDG 311.
- 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 TAMUCT 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 or EDU 335; 330, and RDG 384. Concurrent enrollment in EDU 415, RDG 409 and 410. Field experience fee \$75.
- 405-3 Content Area Instruction in Bilingual Classrooms. (3-0)** An examination of curriculum requirements as applicable to bilingual education, language concepts and proficiencies needed for teaching language arts, math, science, and social studies I bilingual classrooms. Student will evaluate commercial and research-based programs in order to adapt materials for students with varying degrees of language and literacy proficiency. Field experiences required. Prerequisites: Passing scores on the BTLPT – Spanish (Bilingual Target Language Proficiency Test-Spanish), EDU 310, 315 and RDG 311, 351.
- 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 or EDU 335; 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.
- 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.



- 511-3      Methods of Effective Teaching. (3-2)** A study of the research on effective teaching practices with an emphasis on direct instruction. Additional topics of study include mastery learning, assessment of learning and use of assessment to guide instruction. Students will apply technology and effective teaching practices to the design and delivery of instruction. Technology lab is required.
- 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.
- 514-3      Creating and Managing the Learning Environment. (2-3)** A study of the research on creating and maintaining a positive learning environment. Additional topics for study include: cultural dimensions of classroom management; motivating student achievement; fostering cooperation among students; reinforcing appropriate behavior; ethics and law governing teacher-student relations. Students will apply teaching and classroom management practices in a clinical laboratory setting.
- 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 TAMUCT 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 TAMUCT; satisfactory performance in the professional development courses preceding the internship. May be repeated for credit. Field experience fee \$75.

## **EDUCATIONAL ADMINISTRATION (EDAK)**

- 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 EDAK 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: EDAK 500, EDAK 501, EDAK 539, EDAK 545, EDAK 509, and EDAK 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: EDAK 500, EDAK 501, EDAK 539, and EDAK 555 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 EDAK 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: EDAK 500 and EDAK 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: EDAK 500, EDAK 501, EDAK 539, EDAK 545, EDAK 509, and EDAK 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: EDAK 500 and EDAK 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: EDAK 500, EDAK 501, EDAK 539, and EDAK 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 EDAK 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 Superintendency Program. Prerequisite: Completion of the professional courses in the Superintendency 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. Students must complete the educational administration core prior to enrolling in the internship. 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.

## EDUCATIONAL TECHNOLOGY (EDTK)

- 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: EDTK 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: EDTK 305 and EDUK 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: EDTK 315, EDUK 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: EDUK 330 and EDTK 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: EDUK 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) Examination** of the role of technology in school settings. Focus is on systematic planning of instruction. Students will be expected to incorporate the effective use of technology to plan, organize, deliver, and evaluate instruction for all learners. Lab fee \$15.
- 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: EDTK 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: EDTK 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: EDTK 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 video technology and will use technology in communicating, collaborating, conducting research, and solving problems that typically arise in learning environments. Prerequisite: EDTK 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.



## ENGLISH (ENGK)

- 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.
- 303-3 Western Literature I. (3-0).** A survey of Western Literature from ancient times through the Renaissance. Prerequisites: ENGL 111, 112, and 3 hours of sophomore literature. [WI]
- 304-3 Western Literature II. (3-0).** A survey of Western Literature from the Enlightenment to the present. Prerequisites: ENGL 111, 112, and 3 hours of sophomore literature. [WI]
- 305-3 Critical Analysis of Literature. (3-0).** A study of contemporary criticism as it relates to the study of form, theory, and content of fiction, nonfiction, drama, poetry, and other artistic expressions. Prerequisites: ENGL 111, 112, and 3 hours of sophomore literature. [WI]
- 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, ENGK 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, ENGK 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 ENGK 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. [WI]
- 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, ENGK 309, ENGK 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. [WI]
- 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.
- 416-3 Literary Authors. (3-0)** An in-depth study of a single major author or a single group of closely related writers. Topic will vary and course can be repeated for credit if taken under a different emphasis. Prerequisites: ENGL 111, 112, 3 hours of sophomore literature, and 3 ENGK 305. [WI]
- 417-3 Literary Themes. (3-0).** An in-depth study of one major theme in literary history. Topic will vary and course can be repeated for credit if taken under a different emphasis. Prerequisites: ENGL 111, 112, 3 hours of sophomore literature, and 3 ENGK 305. [WI]
- 418-3 Literary Period. (3-0).** An in-depth study of one major literary period in literary history. Topic will vary and course can be repeated for credit if taken under a different emphasis. Prerequisites: ENGL 111, 112, 3 hours of sophomore literature, and 3 ENGK 305. [WI]
- 419-3 Literary Genres. (3-0).** An in-depth study of one major literary genre. Topic will vary and course can be repeated for credit if taken under a different emphasis. Prerequisites: ENGL 111, 112, 3 hours of sophomore literature, and 3 ENGK 305. [WI]
- 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, ENGK 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. [WI]
- 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): ENGK 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.

## **FINANCE (FINK)**

- 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: ACCK204 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: FINK 301, ECOK 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 FINK 304 and ECOK 305 will not be awarded. Prerequisites: FINK 301, ECOK 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, dividend policy, the use of leverage, working capital management, and corporate governance. Prerequisites: FINK 301, ACCK303 and G BK 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: FINK 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 BK 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: FINK 303 and ACCK303.
- 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: ACCK204, FINK 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: ACCK204 and junior classification. Credit for both ACCK405 and FINK 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: FINK 405 or approval of School Director. Credit for both ACCK406 and FINK 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: FINK 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.
- 500-1 Foundations of Financial Systems. (1-0)** This course prepares students in School of Business Administration graduate programs with the basic knowledge of finance necessary to begin the program. The course is a leveling course for students who have not had prior finance coursework or who need a refresher course in preparation for their graduate studies and examines time value of money analysis and its uses, capital budgeting, corporate financing decisions, and dividend policies. Fees: \$8.33
- 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 FINK 501 and G BK 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: FINK 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 FINK 508 and ECOK 508 will not be awarded.
- 560-3 Finance Theory. (3-0)** This course provides a general survey of selected theoretical models used in finance. Student should complete the course with an understanding of the seminal theories that make up modern finance and form the basis for current research.
- 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 FINK 585 and HRMK 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 as investments, corporate financial management, and financial markets and institutions. This course may be repeated for credit as the topic changes. Prerequisites: Graduate standing and FINK 301 or FINK 507 or approval of instructor.



## **FINE ARTS (FAK)**

- 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.

## **GENERAL BUSINESS (G BK)**

- 311-3 Business Statistics. (3-0)** Descriptive statistics and the foundations of inferential statistics, including statistical methods of sampling, classifying, analyzing, and presenting numerical data; frequency and sampling distributions, averages, dispersion, hypothesis testing and analyzing up to two populations and population proportions will be the focus of this course. Additionally, students will be introduced to ANOVA, correlations, regression and Chi-Square analyses. Prerequisite: MATH 1324 or higher.
- 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 BK 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 BK 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: ACCK204, FINK 301, G BK 311, MGTK 301, MKTK 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 (CISKG), 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. G BK 489, MGTK 489, or MKTK 489 may not be taken concurrently. Field assignment fee of \$75.

- 500-1 Foundations of Statistics. (1-0)** Review of descriptive statistics including tabular, graphical, and numerical methods; review of discrete, continuous, and sampling distributions, confidence intervals, hypothesis testing for up to two population means and proportions. Course fee: \$8.33.
- 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 FINK 501 and G BK 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, HRMK majors must have completed G BK 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 (CISKG), 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: FINK 503 and MKTK 508. Pre- or co-requisites: 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 (GEOK)**

- 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, GEOK 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.

## **HEALTH (HLTK)**

- 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.

## **HEALTH ADMINISTRATION (HAMK)**

- 511-3 Health Administration and Strategy. (3-0)** This course provides the foundation for strategically leading the complex industry of health organizations. Theoretical frameworks and empirical analyses are used to emphasize the health services administrator's role in health care. The course demonstrates how health administrators help both the providers and recipients of health care. A focal point is to create a deep understanding of competitive advantage in the market and in government operations.
- 512-3 Health Economics, Finance and Accounting. (3-0)** This course provides for the highest cognitive and affective understanding of applied health care economics, finance and accounting in health services organizations. Theoretical frameworks and empirical analyses will be used to emphasize organizational and provider services. These services will be assessed in relation to capacities and competencies within the health care industry and patient/client needs and wants.
- 513-3 Health Policy and Law. (3-0)** This course focuses on the current policy and future political ideology as both impact care in health organizations. A clinical framework is used to present issues and policy outcomes. It also examines the basic principles and practices of law affecting health facilities and medical practice, patient care and treatment and medical and health employment.
- 514-3 Health Informatics and Trends. (3-0)** This course is a survey of the Management Information Systems (MIS) needs in healthcare organizations. An introduction is presented on the hardware, software and human systems requirements for operational support. The course provides a foundation for those individuals who are interested in becoming certified as computer systems managers in healthcare organizations.
- 515-3 Health Ethics and Internship. (3-0)** The historical, present and future ethical issues in health administration are examined. Specific domains covered are decision ethics, professional ethics, clinical ethics, business ethics, organizational ethics and social ethics.



## **HISTORY (HSTK)**

- 300-3 Historians Craft. (3-0)** This course is the gateway to the major in History. It introduces students to the practice and methods of the study of history. Students will learn (1) to think historically; (2) to understand how historians construct and write about the past through narratives, theory and analytical discussion; (3) to critically evaluate historical arguments and the material used to substantiate those arguments, including an introduction to the process of peer review; (4) to develop writing and research skills including the interpretation of primary sources; and (5) to master professional standards of presenting their findings. This course is required of all history majors, is a prerequisite for upper level History courses, and must be taken during their first semester at TAMUCT. Prerequisite: Open only to declared History majors or by consent of instructor.
- 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.
- 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 Social History of the U.S. until 1877. (3-0)** The social, cultural, and economic development of the United States from colonial times to the end of Reconstruction. Prerequisites: 6 hours of HIST or approval of Department Chair.

- 321-3 Social History of the U.S. since 1877. (3-0)** The social, cultural, and economic development of the United States since the end of Reconstruction. Prerequisites: 6 hours of HIST or approval of Department Chair.
- 322-3 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 modern state.
- 324-3 Hollywood Westerns & the American West. (3-0)** This course examines 20<sup>th</sup> century American Western history through an examination of Western films, from the early twentieth century to the present day. Through film screenings and course readings, we will survey the genre from dime novels, B-westerns, and major Hollywood films. Special emphasis will be placed on themes of race, class, gender, ethnicity, American identity, and mythology. We will explore the unique influence of the American West on Native American and immigrant cultures. We will examine the mythic interpretations and historical realities of the American West, and analyze the role of the Western in shaping perceptions of the West.
- 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.
- 332-3 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 of HIST or approval of the Department Chair.
- 339-3 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. The course examines the political, economic and social changes underlying the formation and development of medieval civilization. Prerequisite: 6 hours of HIST or permission of the Department Chair.
- 341-3 Europe 1814-1919. (3-0)** An analytical survey of important developments in the political, diplomatic, social, economic, and intellectual history of Europe between the Congress of Vienna and the first World War. Topics include the Revolution of 1848, the Industrial Revolution, and

European diplomatic events leading to the Great War. Prerequisite: 6 hours of HIST or permission of the Department Chair.

- 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.
- 370-3 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: 6 hours of HIST or approval of the Department Chair.
- 371-3 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.
- 372-3 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 20<sup>th</sup> century. Prerequisite: 6 hours of HIST or approval of the Department Chair.
- 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 Topics in Women's History. (3-0)** This is an advanced course on the history of American women. May be repeated when the topic varies.
- 413-3 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.

- 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 19<sup>th</sup> and 20<sup>th</sup> centuries. Prerequisite: 6 hours of HIST or permission of department coordinator.
- 417-3 Topics in Native American History. (3-0)** This is an advanced course on Native American history. May be repeated when the specific topic varies. Topics may include the examination of specific regions, groups, periods, and/or conflicts.
- 418-3 Topics in Oral History. (3-0)** This is an advanced course on Oral History. It includes instruction in the history, methodology, and analysis of Oral history. May be repeated when the specific topic varies. Topics may include emphasis on individuals from specific regions, members of specific groups, certain periods of the recent past, and/or participants in particular events.
- 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 Greco-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.

- 432-3 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 of HIST or approval of the Department Chair.
- 433-3 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 of HIST or approval of the Department Chair.
- 437-3 Europe, 1919-1945. (3-0)** This course examines the period from the Paris Peace conference in 1919 to the end of the Second World War in Europe. Emphasis is on political and economic instability, the rise of the dictatorships, and European diplomatic crises leading to war.
- 441-3 Revolutionary Europe, 1789-1814. (3-0)** An examination of the political, social, economic, and intellectual forces unleashed in the French Revolution and Napoleonic era. The course begins with a study of the Old Regime and ends with the Congress of Vienna in 1814. Topics include the rise of liberalism and nationalism in Europe. 6 hours of HIST or approval of the Department Chair.
- 445-3 World War II and the Holocaust. (3-0)** An examination of European history between the rise of Fascism and Communism after the Great War to the end of World War II in 1945. Topics include European diplomacy in the inter-war year, the conduct of the Second World War, and the Holocaust. Prerequisite: 6 hours of HIST or permission of the department chair.
- 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.
- 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.
- 490-3 Historical Method. (3-0) (WI)** 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, 201, 202. [WI]
- 500-3 Elements of Historical Inquiry. (3-0)** Introduces graduate students to the profession of history, including how historians read sources, pose 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.
- 515-3 U.S. Foreign Policy since 1945. (3-0).** This course explores U.S. national security and foreign policy since 1945, including the factors affecting policy decisions, the influences on decision makers including history, domestic and bureaucratic processes, and allies, challenges in foreign and security policy, the historical antecedents of contemporary foreign policy challenges, the role of intelligence, intellectuals, the use of force, and diplomacy.
- 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.
- 535-3 Europe since 1945. (3-0).** Includes an overview of the main turning points in the history of postwar Europe, with an emphasis on the European integration movement. Other themes include theories of integration, the democratic deficit, the transparency, accountability, and legitimacy of European policy processes, the Common Market, monetary integration and the Euro, common foreign, security, and defense policy, social and immigration policy, issues of enlargement, and relations between the European Union and non-EU entities.

- 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.

## **HUMAN RESOURCE MANAGEMENT (HRMK)**

- 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.
- 502-3 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.
- 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: HRMK 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: HRMK 501 and HRMK 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: HRMK 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: HRMK 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: HRMK 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: HRMK 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 Human Resource Management Seminar. (3-0)** Selected topics of current importance to human resource management professionals. May be repeated once for credit when topics vary.
- 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 SK)**

- 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 SK)**

- 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: CISK 103 or 300; ENGK 309; senior standing, approved degree plan for Bachelor of Science in Liberal Studies program.
- 300-3 Introduction to Liberal Studies. (3-0)** Students will be introduced to the major issues in interdisciplinarity. Students will research how their academic concentrations emerged as distinct disciplines and produce a research paper and presentation of their findings. Prerequisite: Junior standing.
- 500-3 Interdisciplinarity. (3-0).** Interdisciplinarity is a course in which students research, write, and present about how paradigm shifts and paradigm development contribute to the emergence of disciplines and the creation of knowledge. Prerequisite: Graduate standing.

## MANAGEMENT (MGTK)

- 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: MGTK 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: MGTK 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: MGTK 301, ACCK204, MKTK 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 MGTK 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: MGTK 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: MGTK 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: MGTK 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: MGTK 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: MGTK 301, FINK 301, G BK 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: CISK 104, G BK 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: CISK 405, ACCK450, CISK 450, or MGTK 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 MGTK 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. G BK 489, MGTK 489, or MKTK 489 may not be taken concurrently. Field assignment fee of \$75.
- 500-1 Foundations of Management. (1-0)** This course is intended to be a leveling course in the principles of management for students entering graduate business programs. Emphasis will be on fundamental frameworks and terminology related to the roles and functions of managers in organizations, how organizations function in the broader environment, and strategies for managerial problem-solving. Case analysis techniques are a component of the course. Course Fee: \$8.33.
- 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 BK 311 or MTHK 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.
- 515-3 International Management. (3-0)** This course will focus on the culture aspects of managing organizations. Research, synthesis, and presentation of current and seminal research on the subject of global business cultures and their management will be dominant components. Cross-cultural issues and their impact on leadership and organizational performance will also be addressed. Course Fee: \$25.00.
- 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.



## **MARKETING (MKTK)**

- 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 COMK 312 and MKTK 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: MKTK 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: MKTK 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: MKTK 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: MKTK 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: MKTK 314 and CISK 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 COMK 401 and MKTK 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: MKTK 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: MKTK 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 BK 311, MKTK 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 MKTK.
- 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: MKTK 314 and G BK 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 CISK 479 and MKTK 479 will not be awarded. Prerequisites: CISK 103 or CISK 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 (MKTK 314), Junior or senior status and permission of instructor. G BK 489, MGTK 489, or MKTK 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 MKTK
- 500-1 Foundations of Marketing. (1-0)** This course is intended to be a leveling course in the principles of marketing for students entering graduate business programs. The focus will be on marketing terminology, theory, and application. Special emphasis in the course will focus on the 4P's of marketing, the role of demographics, consumer behavior, product planning and the product life cycle, pricing objectives and pricing techniques, retailing, product distribution, and product promotion. Course fee: \$8.33.
- 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: Completion of the required leveling in marketing, such as MKTK 500, if applicable or approval by the Graduate Coordinator.

- 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 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. Prerequisite Course: Admission into a SOBA graduate program and permission of the instructor.

## **MARRIAGE AND FAMILY THERAPY (MFTK)**

- 501-3 Introduction to Marriage and Family Therapy Theory. (3-0)** An introduction to historical development, theoretical and empirical foundations of systems theory including a survey of the major models of marriage, couple and family therapy.
- 502-3 Advanced Marriage and Family Therapy Theory. (3-0)** An overview of the contemporary therapeutic directions in the field of marriage and family therapy. This course also includes an in-depth examination of the core competencies for marriage and family therapists. Prerequisites: MFTK 501.
- 507-3 Marriage and Family Therapy Ethics. (3-0)** Provides an overview of ethical issues related to the profession and practice of Marriage and Family Therapy including the AAMFT Code of Ethics, professional identity, professional organizations and state licensure.
- 509-3 The Assessment and Treatment of Diverse Families. (3-0)** An overview of the impact of diversity, power and privilege as related to culture, class, ethnicity, gender, sexual identity and spirituality in families and the influence of context on couple and family treatment. Assessment will focus on the use of genograms and treatment will focus on effectively helping multi-stressed families.
- 513-3 Person of the Therapist Issues in Marriage and Family Therapy. (3-0)** This course explores the identification and the development of the person of the therapist, which serves to hone the students' skills in the use of themselves in their therapy. The result will be to increase self-awareness and therapeutic skill. The philosophy behind the course is the therapists live with unique struggles. As such biology, family history, race, ethnicity, culture and spirituality, along with the effects of previous life choices, shape the person of the therapist and allow us to serve the profession of marriage and family therapy and clients in a unique way.
- 520-3 Pre-Practicum. (3-0)** This course is oriented towards those students who are preparing for field placement. It is designed to provide interviewing and training skills in the Marriage and Family Therapy program. Marriage and Family Therapists in training are expected to gain an understanding of the role of the therapist, how clients change, and basic therapeutic strategies. Students will be exposed to basic skills and tools necessary to become competent clinicians. Role playing, videotapes, and use of the video camera will be utilized as part of the learning process. Also, a review of the on-campus clinic policies will be addressed. Prerequisites: MFTK 501. Field Experience Fee: \$75.
- 530-3 Clinical Practicum I. (3-0)** This course will require students to gain clinical experience in marriage and family therapy by providing at least 100 hours of direct face to face marriage and family therapy in the on-campus clinic under individual and group supervision provided by the Marriage and Family Therapy faculty. Students will be expected to demonstrate appropriate levels of competency, which will be assessed through direct supervision, video supervision, as well as case conference. Student will be expected to maintain appropriate documentation of their clinical work. Prerequisites: MFTK 501, MFTK 502, MFTK 507, MFTK 520. Field Experience Fee: \$75.
- 550-3 Research Methods in Marriage and Family Therapy. (3-0)** An overview of research methodology, data analysis and the evaluation of research in couple and family therapy. Course will address how research informs Marriage and Family Therapy common factors and evidence based practice.
- 551-3 Diverse Couples Assessment and Treatment. (3-0)** An overview of theoretical models and skills necessary for effective treatment of couple relationship problems. Seminar format will offer training towards certification in Gottman Method Couples Therapy, as well as introduction to Emotion Focused Couples Therapy.

- 552-3 Gender and Sexuality in Marriage and Family Therapy. (3-0)** This course is divided into four learning modules. The first learning module will focus on male and female sexual anatomy. The next two modules will address male and female sexual problems and their treatment. The final module will focus on special issues to take into account in the practice of sex therapy, including cultural diversity, age, disability and illness, sexual abuse and rape.
- 553-3 Medical Family Therapy. (3-0)** This course is designed to prepare marriage and family therapists to work in larger behavioral health systems in a collaborative manner addressing the unique psychosocial problems of individuals, couples, and families with acute and chronic medically related concerns. Additionally, this course reviews the principles of individual diagnosis of mental illness as defined in the DSM and the implications for systematically based treatment.
- 554-3 Clinical Practicum II. (3-0)** This course will require students to gain clinical experience in marriage and family therapy by providing at least 150 hours of direct face to face marriage and family therapy in the on-campus clinic under individual and group supervision provided by the Marriage and Family Therapy faculty. Students will be expected to demonstrate appropriate levels of competency, which will be assessed through direct supervision, video supervision, as well as case conference. Student will be expected to maintain appropriate documentation of their clinical work. Prerequisites: MFTK 530. Field Experience Fee: \$75.
- 555-3 Treating Military Families. (3-0)** This course will explore the unique characteristics of military families and will provide an overview of assessment and treatment options for common clinical concerns presented by military families.
- 556-3 Grief, PTSD and Combat Related Trauma. (3-0)** This course will explore the unique characteristics and symptoms of grief, PTSD and combat related trauma. Additionally, this course will discuss systemic treatment options in order to help clients meet their treatment goals.
- 557-3 Common Factors in Marriage and Family Therapy. (3-0)** Common factors, such as therapeutic relationship, client factors and hope/expectancy, will be explored and implications for clinical practice will be discussed.
- 558-3 Group Process in Marriage and Family Therapy. (3-0)** This course involves the study of human relationships in groups, particularly in the group therapy context. The course explores-in theory and through class exercises-the application of various aspects of group dynamics including leadership, motivation, perception, power and decision making.
- 559-3 Clinical Practicum III. (3-0)** This course will require students to gain clinical experience in marriage and family therapy by providing at least 150 hours of direct face to face marriage and family therapy in an off-campus or on-campus clinic under individual and group supervision provided by the Marriage and Family Therapy faculty. Students will be expected to demonstrate appropriate levels of competency, which will be assessed through direct supervision, video supervision, as well as case conference. Student will be expected to maintain appropriate documentation of their clinical work. Prerequisites: MFTK 554. Field Experience Fee: \$75.
- 560-3 Clinical Practicum IV. (3-0)** This course will require students to gain clinical experience in marriage and family therapy by providing at least 100 hours of direct face to face marriage and family therapy in an off-campus or on-campus clinic under individual and group supervision provided by the Marriage and Family Therapy faculty. Students will be expected to demonstrate appropriate levels of competency, which will be assessed through direct supervision, video supervision, as well as case conference. Student will be expected to maintain appropriate documentation of their clinical work. Prerequisites: MFTK 559. Field Experience Fee: \$75.

## MATHEMATICS (MATK)

- 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. (3-0)** Basic concepts in algebra, geometry, calculators and computers, metric system and measurement, and probability and statistics. Meets basic probability requirement for math majors, certifying teachers, and interdisciplinary studies. Meets basic probability requirement for math majors, certifying teachers, and interdisciplinary studies. Prerequisite: MATH 303..
- 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)** This course contains the fundamentals of probability theory and the basics of statistics. Topics include probability axioms, sampling distributions, descriptive statistics, finite random variables, infinite discrete random variables, continuous random variables, and the Central Limit Theorem. Prerequisites: MATH 209 and either MATH 305 or elementary probability course.

- 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. (3-0)** 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. Substitutes for MATH 302 for 4-8 certifying students. Prerequisite: MATH 120. Course fee \$10.
- 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.
- 411-3 Probability and Statistics II. (3-0)** Continuation of MATH 311 with focus on statistical inference. Topics will include The Central Limit Theorem, Sampling Distributions, Confidence Intervals, Hypothesis Testing, Inferences Based on Two Samples, and an introduction to ANOVA. Prerequisite: MATH 311.

- 420-3 Mathematical Modeling. (3-0)** An advanced introduction to models related to applied sciences. Topics include applications of linear programming, scheduling, graph theory, and game theory. Prerequisites: MATH 209 and 6 hours of advanced mathematics or pre-calculus.
- 432-3 Abstract Algebra. (3-0)** An introduction to abstract algebraic structures, including groups, rings, ideals, polynomial rings, and applications. 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 Lebesgue 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 Lebesgue 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, and 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 no arbitrage 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.
- 575-3 Statistical Reasoning and Probability. (3-0).** Topics in applied statistics including ANOVA, experimental design, single and multiple linear regression, hypothesis testing of linear models, forecast errors and confidence intervals. Prerequisite MATH 311 or equivalent.
- 576-3 Topics in Secondary Math. (3-0).** This course applies the standards of the National Council of Teachers of Mathematics to the curriculum of secondary mathematics. It explores techniques to

implement the standards through the use of manipulatives, graphing handhelds, and computer technology. Prerequisite: 24 hours of MATH, including [MATH 120](#).

- 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 statistics, 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.

## **MENTAL HEALTH COUNSELING (MHCK)**

- 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: Graduate Record Examination and application to the program by specified deadlines.
- 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 finding in their major field and develop a research project with the assistance of their instructor. Prerequisites: MHCK 500 or equivalent graduate statistics course or approval of the Department Chair.
- 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. Covers related ethical concerns. Prerequisite: Graduate Record Examination and application to the program by specified deadlines.
- 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 in the Community Counseling and Family Therapy Center; as well as, other placements outside the university. The field experience will consist of 100 clock hours with 40 client contact hours. Weekly individual and group supervision is included. Prerequisites: MHCK 550, 553, 554, 557, 558, and 581 with a B or better in each course; 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. Covers related ethical concerns. Prerequisite: Graduate Record Examination and application to the program by specified deadlines.
- 513-3 Crisis Intervention and Management of Individuals. (3-0)** Examination of the dynamics and treatment of situation crises in various settings. Theories and approaches to crisis intervention and management are described and discussed. Prerequisite: MHCK 550 or approval of the Department Chair.
- 550-3 Foundations of Counseling. (3-0)** Overview of counseling 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 education information materials. Prerequisites: Graduate Record Examination and application to the program by specified deadlines.
- 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. Covers related ethical concerns. Prerequisites: MHCK 550 or approval of the Department Chair.

- 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: MHCK 550 and MHCK 557 or approval of the Department Chair.
- 556-3 Introduction to Family Counseling. (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: Graduate Record Examination and application to the program by specified deadlines.
- 557-3 Methods and Practices in Counseling. (3-0)** The course is designed to introduce Counseling 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: MHCK 550 or approval of the Department Chair.
- 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. Prerequisite: MHCK 550 or approval of the Department Chair.
- 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: MHCK 500 or approval of the Department Chair.
- 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: MHCK 550 and 553 or approval of the Department Chair.
- 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: MHCK 550 or approval of the Department Chair.
- 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. Covers related ethical concerns. Prerequisite: Graduate Record Examination and application to the program by specified deadlines.
- 595-3 Internship in Counseling I. (3-0)** Supervised professional activities in counseling and group counseling. Major emphasis is placed on the student's involvement in successful practices at the educational level of interest. Students have met all academic and professional standards of practice before placement. Students are required to complete 300 clock hours, of which at least 120 are direct client contact. Weekly supervision is provided by the on-site supervisor and the faculty supervisor. Prerequisites: MHCK 505 and approval of the Practicum/Internship Director. Field experience fee \$75.
- 596-3 Internship in Counseling II. (3-0)** Supervised professional activities in counseling and group 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. Students are required to complete 300 clock hours, of which at least 120 are direct client contact. Weekly supervision is provided by the on-site supervisor and the faculty supervisor. Prerequisites: MHCK 595 and approval of the Practicum/Internship Director. Field Experience fee \$75.

## **MILITARY SCIENCE (M SK)**

**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 (MUSK)**

- 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 (PHYK)

- 331-3 Mechanics I. (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): MTHK 306 Differential Equations; MTHK 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 PHYK 332 will not be awarded. Prerequisite Course(s): PHYS 242: Principles of Physics II; MTHK 306: Differential Equations or concurrent registration; MTHK 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; MTHK 333: Calculus III or concurrent enrollment.
- 334-3 Modern Physics I. (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): MTHK 333: Calculus III, or MTHK 306: Differential Equations; or concurrent registration. Lab fee \$8.
- 350-3 Medical Physics I. (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 PHYK 430 will not be awarded. Prerequisite Course(s): MTHK 306: Differential Equations; MTHK 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): PHYK 334: Modern Physics I; MTHK 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 (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 be 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 PLSK 306 and ECOK306 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 covered will include hypothesis testing, measurement, formal modeling, and statistical analysis. Statistical concepts covered include central tendencies and statistical distributions, regression, and maximum likelihood estimation. [WI]

- 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. [WI]
- 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: PLSK 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 PLSK 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 PLSK 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.
- 486-v Political Science Problems. (Credit variable)** Independent reading, research and discussion. Entry into this course will be arranged with the political science counselor.
- 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.
- 505-3**     **American Politics. (3-0).** This core graduate seminar examines basic approaches to the study of American Politics, including major works and recent research on the topic.
- 506-3**     **Comparative Politics. (3-0).** This core graduate seminar examines basic approaches to the study of comparative politics and government, including major works and recent research on the topic.
- 507-3**     **International Relations. (3-0).** This core graduate seminar examines basic approaches to the study of the politics of international relations, including major works and recent research on the topic.
- 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.
- 586-v Political Science Problems. (Credit-variable)** Conference course. Independent reading, research, discussion, under supervision of senior professor.
- 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 (PSYK)

- 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 101 or 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 101 or 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 101 or 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 and 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 PSYK 581 or approval of the Department Chair. 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 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 (RDGK)**

- 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 RDGK 301 and ENGK 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: Completion of or concurrent enrollment in required core and degree ENGL and completion of or concurrent enrollment in RDGK 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 surveying characteristics of the transitional and fluent literacy learner, methods of assessment and instruction for strategy building, comprehension, vocabulary, word identification, TEKS/TAKS. Examines normal reading development, reading difficulties, strategies for assessing/addressing reading differences including diverse learner reading processes and development of literacy in English or ELL. Prerequisites: RDGK 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: RDGK 301, 311 and 384, and concurrent enrollment in RDGK 410, and EDUK 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: RDGK 311 and 384, RFG 301, and concurrent enrollment in RDGK 409 and EDUK 430 or approval of School Director.
- 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: RDGK 573 or 9 hours of undergraduate reading courses or approval of School Director.
- 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 School Director.
- 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: RDGK 573 or 9 hours of undergraduate reading courses or approval of School Director.
- 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: RDGK 573 or 9 hours of undergraduate reading courses or approval of School Director.
- 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: RDGK 573 or 9 hours of undergraduate reading courses or approval of School Director.
- 586-v Problems. (Credit-variable)** Directed study of selected problems in reading. Prerequisite: Approval of School Director.

## **RELIGION STUDIES (R SK)**

- 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.

## **SOCIAL SCIENCES (SOSK)**

**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 (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 SWK 208.
- 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: SWK 207 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.
- 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 SWKK 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 SWKK 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: SWKK 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: SWKK 300, SWKK 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 SWKK 421 and SOCK 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.
- 432-12 Child Welfare Practicum. (n/a-0)** A practicum limited to students in the Title IV-E Child Welfare Program. Provides students with an opportunity to integrate theory and develop practice skills in a child welfare setting. Requires a minimum of 450 hours be completed in a professionally supervised State of Texas Child Protective Services setting. Prerequisites: Acceptance to the Title IV-E Child Welfare Program, completion of all required social work courses. Practicum fee \$50.00
- 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.

## **SOCIOLOGY (SOCK)**

- 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 JK 305 and SOCK 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 SWKK 421 and SOCK 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: SOCK 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.

## **SPECIAL EDUCATION (EDSK)**

- 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: EDSK 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: EDSK 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: EDSK 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: EDSK 361.
- 466-3 Curriculum Methods for Exceptional Learners. (3-0)** Methods and approaches for adapting educational processes for students with disabilities. Emphasis on specialized teaching methods, preparation of materials, use of technology for adapting instruction and developing modifications and accommodations for the general education curriculum. Field experience required. Prerequisites: EDSK 330, 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: EDSK 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: CNSK 523 or PSYK 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: EDSK 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: EDSK 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: CNSK 523 or PSYK 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: EDSK 505, 525, 527, and 529 or approval of Curriculum & Instruction Program Coordinator. Field experience fee \$75.