

**UNIVERSITY OF MARY HARDIN-BAYLOR**  
**2004-2005**  
**GRADUATE CATALOG**



A Texas Baptist Institution

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## Welcome from the President

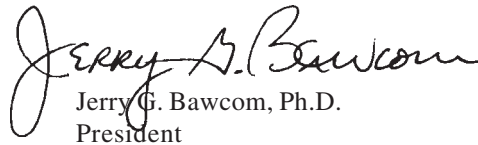


Welcome to the University of Mary Hardin-Baylor! We at the university are pleased that you have selected UMHB to further your education. We are committed to providing you with every opportunity to acquire a quality education within a Christian environment.

Our goal is to provide students with numerous opportunities to increase their knowledge, expertise, and skills - vital elements necessary in a competitive and rapidly changing world. The entire scope of academic courses, activities, traditions, and the unique atmosphere of the university were planned to enhance your life and the lives of those within your sphere of influence both now and in the future.

There is no doubt in my mind that UMHB graduates are exceptionally qualified and well suited to assume leadership positions in our great nation and beyond. May God richly bless you during this time of continued education and preparation.

Cordially,

  
Jerry G. Bawcom, Ph.D.  
President



## INFORMATION AND INQUIRIES

The University of Mary Hardin-Baylor welcomes those who are seeking information. This catalog has been prepared to answer most questions concerning the University and its services. Special questions should be addressed to the office or individual that seems appropriate. Other inquiries should be addressed to the Office of the Registrar, (800) 295-4510 or registrar@umhb.edu, who will route inquiries to the proper individual.

<b>Office</b>	<b>Telephone Number</b>	<b>E-mail</b>
Graduate Programs in Business	(254)295-4644	schoolofbusiness@umhb.edu
Graduate Programs in Education	(254)295-4572	schoolofeducation@umhb.edu
Graduate Programs in Psychology and Counseling	(254) 295-4555	psychology@umhb.edu
Admissions	(254) 295-4520	admissions@umhb.edu
Career Services	(254) 295-4691	careerservices@umhb.edu
Financial Aid Office	(254) 295-4517	financialaid@umhb.edu
Registrar's Office	(254) 295-4509	registrar@umhb.edu
University Library	(254) 295-4637	library@umhb.edu
UMHB Bookstore	(254) 295-4628	bookstore@umhb.edu

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## ACCREDITATION

**The University of Mary Hardin-Baylor is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award baccalaureate and master's degrees.**

**The University of Mary Hardin-Baylor is accredited by the following agencies:**

The Texas Education Agency (TEA)  
The Board of Nurse Examiners for the State of Texas  
Council on Social Work Education  
Commission on Collegiate Nursing Education

**The University is affiliated with or a member of the following agencies:**

The Association of American Colleges  
The Independent Colleges and Universities of Texas  
The American Association of Colleges for Teacher Education  
American Association of Colleges of Nursing  
The National Conference of Church Related Schools  
The Texas Association of Music Schools  
American Association of University Women  
Southwestern Business Deans' Association  
Scott & White Program in Clinical Laboratory Science  
Hillcrest Baptist Medical Center School of Medical Technology  
American Counseling Association (ACA)  
State Board for Educator Certification (SBEC)  
Baptist General Convention of Texas (BGCT)

# UNIVERSITY CALENDAR 2004-2005

This calendar may change as the Universities needs change. Individuals should refer each semester/session to the calendar published in the Schedule of Classes. The calendar published in the Schedule of Classes will take precedence over the calendar in this catalog.

## Fall 2004

August 17-18 .....	Faculty Workshop
August 21 .....	University Housing Opens (New Students)
August 23-24 .....	Advising
August 23-24 .....	Registration (Day & Evening)
August 25 .....	Campus Classes Begin (Day)
August 30 .....	Campus Classes Begin (Evening)
September 6 .....	Labor Day Holiday
September 27 .....	Convocation
October 14 .....	Mid-Semester
November 8-11 .....	Evening Finals (11 week classes)
November 24-26 .....	Thanksgiving Holidays
December 1-7 .....	Evening Finals (14 week classes)
December 8-14 .....	Day Finals
December 11 (10:00 A.M.) .....	Commencement
December 20-31 .....	Christmas Holidays

## Spring 2005

January 8 .....	University Housing Opens
January 10-11 .....	Advising
January 10-11 .....	Registration (Day and Evening)
January 12 .....	Campus Classes Begin (Day)
January 17 .....	Martin Luther King Day Holiday
January 18 .....	Campus Classes Begin (Evening)
March 2 .....	Mid-Semester
March 14-18 .....	Spring Break
March 25 .....	Good Friday Holiday
April 4-7 .....	Evening Finals (11 week classes)
April 25-28 .....	Evening Finals (14 week classes)
May 2-6 .....	Day Finals
May 7 (10:00 A.M.) .....	Commencement

## May Mini-Mester 2005

May 9-27 ..... Class Days  
May 30 ..... Memorial Day Holiday

## Summer I 2005

May 31 ..... Advising & Registration (Day and Evening)  
June 1 ..... Campus Classes Begin (Day and Evening)  
June 30 ..... Campus Classes End (Day)  
See Summer 2005 Schedule ..... Campus Classes End (Evening)

## Summer II 2005

May 31 ..... Advising & Registration (Day and Evening)  
June 30 ..... Additional Registration  
July 6 ..... Campus Classes Begin (Day and Evening)  
August 4 ..... Campus Classes End (Day)  
See Summer 2005 Schedule ..... Campus Classes End (Evening)

## Fall 2005

August 15-17 ..... Faculty Workshop  
August 20 ..... University Housing Opens (New Students)  
August 22-23 ..... Advising  
August 22-23 ..... Registration (Day & Evening)  
August 24 ..... Campus Classes Begin (Day)  
August 29 ..... Campus Classes Begin (Evening)  
September 5 ..... Labor Day Holiday  
October 14 ..... Mid-Semester  
November 7-10 ..... Evening Finals (11 week classes)  
November 23-25 ..... Thanksgiving Holidays  
November 28-December 1 ..... Evening Finals (14 week classes)  
December 6-12 ..... Day Finals  
December 10 (10:00 A.M.) ..... Commencement  
December 19-30 ..... Christmas Holidays

# THE UNIVERSITY

The University of Mary Hardin-Baylor was chartered in 1845 by the Republic of Texas as the female division of Baylor University. The school moved from Independence to Belton in 1886. In 1925, the name was changed from Baylor Female College to Baylor College for Women. In 1934, it was renamed Mary Hardin-Baylor College in honor of Mrs. Mary Hardin of Burkburnett who, with her husband John G. Hardin, made substantial gifts to the school. In 1978, Mary Hardin-Baylor College became the University of Mary Hardin-Baylor.

For many years, the college included an academy for women. As public schools increased in number, the college stressed liberal arts education. Former students include a woman governor, the second woman to be a member of a president's cabinet, and the mother of a president of the United States.

Mary Hardin-Baylor was accredited on a national basis in 1926. In 1968, Mary Hardin-Baylor began offering degrees to men and in 1971 became fully coeducational.

Presidents have included Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, Rev. John Hill Luther, Dr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend (acting president), Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys (acting president), Dr. Arthur K. Tyson, Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, and Dr. Jerry G. Bawcom, who became president in 1991.

## Mission Statement

The University of Mary Hardin-Baylor is a Christ-centered institution of higher learning operating in affiliation with the Baptist General Convention of Texas. Christian principles and beliefs form the basis of the educational environment of the university. The University seeks to provide a quality higher education for qualified students from diverse geographic, ethnic, socioeconomic, and religious backgrounds as they prepare for careers and community service. The faculty, staff, and administration plan, execute, and evaluate the undergraduate program, the graduate program, and all the attendant support services of the University. Through commitment to Christian principles, quality administrative practices, academic excellence, and academic freedom, the University dedicates itself to effective teaching in a Christian environment.

## Goals

1. Maintain a highly competent faculty, staff, and administration.
2. Recruit and retain a qualified and diverse student body.
3. Provide undergraduate curricula, which enable both traditional and non-traditional students to develop their potentials.
4. Offer graduate curricula which enable students to increase competencies in their fields of specialization.
5. Offer quality academic advising, career counseling, and personal counseling services.
6. Provide appropriate physical facilities, equipment, and educational support services for students, faculty, staff, and administration.
7. Maintain economic stability essential to the University's successful operation.
8. Develop and maintain effective relationships with the University's key constituents.
9. Assist students in preparation for their roles in a rapidly changing world.
10. Encourage an appreciation for cultural diversity.

## **Location**

The University of Mary Hardin-Baylor is located in the “heart of Texas,” only 55 miles from the State capital of Austin and 135 miles from the Dallas-Fort Worth metroplex on Interstate 35. The campus is nestled in the natural beauty of Central Texas’ rolling plains and wooded hills and captures the spirit of scholarly pursuit within its historic buildings and spacious, well-maintained campus. The Belton-Temple-Killeen area is home to many corporations, hospitals and medical complexes, industries, and service agencies where students may find employment or internship opportunities. Two large shopping malls are only minutes from campus as is the quaint artisan village of Salado. Dining and entertainment, including the Bell County Expo Center, are only minutes from campus. Recreational opportunities are easily found at Belton Lake and Stillhouse Hollow Lake as well as several 18-hole golf courses within the area.



## GRADUATE STUDENT SERVICES

The Student Life staff supports the mission and purpose of the University of Mary Hardin-Baylor. The programs, policies, and personnel procedures reflect a firm commitment to UMHB's distinctive Baptist heritage and Christian approach to higher education.

Graduate students are strongly encouraged to become a part of the many student organizations and ministries offered at UMHB. Some of these opportunities include Baptist Student Ministry, campus activities, university traditions, campus ministries, student organizations, and Student Health and Wellness.

### Christian Citizenship

The University of Mary Hardin-Baylor is a historic Christian university, founded in 1845 under a charter from the Republic of Texas.

UMHB accepts students of all faiths or persuasions, but attendance at the University should be understood by all as a statement of agreement to live in accordance with the regulations governing the campus community. The spirit of this Christian behavior is demonstrated in speech, dress, attitudes, integrity, honesty in academic and personal activities, and respect for the property and rights of others as well as respect for the officials of the University. **This applies both to on-campus and off-campus life.**

### Students with Special Needs

The University representative responsible for establishing official documentation of student disabilities and facilitating corresponding accommodation requests is the Director of Counseling and Testing. Students desiring accommodation(s) for a disabling condition are responsible for providing acceptable documentation to this individual. Acceptable documentation must have been produced within the last three years by a licensed professional qualified to make the respective diagnosis. Any documentation submitted to the University for consideration must be provided in a timely manner prior to the period of stated need.

Accommodation & Student Assistance Program  
Director of Counseling & Testing  
900 College Street  
UMHB Box 8437  
Belton, Texas 7651  
Office: (254) 295-4696  
Fax: (254) 295-4196  
Email: [nwilliams@umhb.edu](mailto:nwilliams@umhb.edu)

## **RESOURCES AND SERVICES**

### **The Meadows Center For Academic Excellence**

The Meadows Center for Academic Excellence is designed to support students in their pursuit of academic success. The center is located on the third floor of the Maybe Student Center and provides the following services:

#### **Mabee Computer Lab**

The Mabee Computer lab is located in the Meadows Center for Academic Excellence on the third floor of Mabee Student Center, Suite 310. The computers are equipped with the following services and programs: Microsoft Office (Word, Excel, and Power Point); e-mail, Internet, and intranet access; CD-ROM drives; and laser printers.

The lab is open Monday - Thursday 8:00 a.m. - 10:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.

#### **Resource Library**

College success, note taking, listening, test taking, stress management, time management, and other such topics are addressed through a number of different resources.

### **The Robert and Linda Black Center For Counseling, Testing, and Career Services**

#### **Counseling**


Clinical counseling services are available to students who find themselves in need of assistance with a wide variety of difficulties ranging from decision-making to personal awareness and understanding. Diagnostic testing/evaluation, crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis. Counseling services are offered on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Students can be assured they are receiving top-quality, professional counseling in a completely confidential setting. Confidentiality is maintained in accordance with Texas State law (22 TAC Chapter 681, Chapter 611) and disclosure of information cannot be made without an individual's written consent. Students are responsible for fees accrued from local service providers. There are no fees for counseling services rendered to UMHB students at the Center.

#### **University Career Services**

The mission of University Career Services is to assist undergraduate, graduate students, and alumni in the development of career decision-making and job search skills that result in enhanced opportunities and successes. Career planning is an ongoing process while pursuing graduate school programs

**Services:** Complimentary services include: Assessments; Career Coaching; Career Fairs; Career Focus Days; Crusader Successes; Career Choices & Job Postings Publications; Careers & Caffeine; Professional Programs; Dinner Etiquette; Majors & Minors; Internship Searches; Job Listings; Interview Techniques; Resume Clinics; Research Tips; and Top 20 Best Career Internet Sites. Graduate students registering with University Career Services are provided an action plan with specific tasks for career strategy. Career Services also assist graduate students with exploring careers and job searches.

**Job Postings:** In addition, the University Career Services Center maintains part-time and full-time job postings, including public school teaching positions, health care, and ministry opportunities.



**Career Events:** Campus job fair events and Company Showcase Days are hosted as well as a calendar listing of area career-related activities.

**Interview:** Mock interview appointments are available for students and graduates to prepare for that important job interview. The University Career Services Center offers a resource area for general career planning and is partnered with several national career search internet organizations that serve college graduates.

The **University Career Services Center** is in the Robert & Linda Black Center located in the Mabee Student Center, Room 230. Hours are Monday – Friday 8:00 a.m. - 5:00 p.m., walk-ins welcome and appointments are available. In addition, current students may have access to the Career Center services 24 hours a day on the intranet and internet.

University Career Services  
UMHB Box 8415  
900 College Street  
Belton, TX 76513  
(254) 295-4696  
careerservices@umhb.edu

### **Townsend Memorial Library**

The University Library contains resources to support research in disciplines leading to degrees and collateral material for breadth of comprehension and leisure reading. Many of these resources are also accessible on-line to validated students. Teachers and librarians select materials specifically to enhance the curriculum. Library services are directed to increasing the successful delivery of pertinent information.

Librarians teach skills to allow the student to determine the extent of information needed from the wide array available. Effectively and critically surveying a subject to identify needed information and evaluating its validity and authority are research techniques taught in classroom and personal instruction that contribute to successful careers.

The library acquires materials in greater depth in those disciplines for which graduate work is offered. None of these are restricted to graduate use but the level of sophistication is assumed to be broader and deeper than is required for most undergraduate research. Full-text journals, databases, cataloged web sites meeting critical evaluation, monographic series, and monographs provide infrastructure to this research.

(254) 295-4637  
(877) 316-3313  
Internet home page: [umhblib.umhb.edu](http://umhblib.umhb.edu)

# ADMISSIONS

Office of Admissions  
University of Mary Hardin-Baylor  
UMHB Box 8004  
900 College Street  
Belton, Texas 76513

## Applying for Admission

An applicant must submit:

1. An application for admission with a \$35 non-refundable fee.
2. Official transcripts from each college previously attended sent directly from the granting institution to UMHB. Even though courses taken at one institution are noted on another college's transcript, applicants must submit transcripts from the institution at which the courses were taken. Transcript evaluations will be done after admission application to the University has been made and the admission fee has been paid.

**\*Note: An official transcript is one that has been received directly from the issuing institution. It must bear the school seal, date, and an appropriate signature.**

## Admission Requirements

A student may be admitted to a UMHB Graduate Program in one of the following ways:

1. Regular Admission
2. Conditional Admission
3. Probationary Admission
4. Non-degree Admission
5. Readmission
6. Concurrent Enrollment

## Regular Admission

An applicant must:

1. have completed a baccalaureate degree from a regionally accredited institution,
2. have official transcripts from each college attended on file in the UMHB Admissions Office,
3. have a cumulative and/or last 60 hours GPA of at least 2.50,
4. meet additional quantitative and qualitative standards of the program to which the applicant is requesting admission (i.e., GRE/GMAT scores)

**Note:** A GRE/GMAT score is valid for five years.

5. have recommendation and documentation of the applicant's eligibility from the specific graduate program for which application is being made on file in the University Admissions Office prior to registering for the first semester.

## Conditional Admission

An applicant must meet the admission criteria for Regular Admission EXCEPT that documentation required by the individual program is incomplete. A student so admitted must have completed documentation on file in the department and in the University Admission Office by the date agreed upon as shown on the Conditional Admission's form. Students failing to complete the documentation requirement will not be allowed to register for the next semester, and transcripts will be placed on hold.

## Probationary Admission

After official transcripts and program documentation are received, an applicant not meeting the University standards may be admitted if he/she shows evidence of an ability

to successfully participate in graduate study as determined by the graduate program to which he/she is applying. Students admitted on probation must have a strong departmental/program recommendation. A probationary status student may take no more than nine hours of graduate work during any semester of attendance until the probationary status has been removed. If grades of "B" or better are earned for the nine hours, the probationary status will be removed. Failure to make those grades will result in academic dismissal from the graduate program.

### **Non-Degree Admission**

A non-degree student may be permitted to take up to six hours of graduate credit with the recommendation of the appropriate department. Such students must provide official transcripts from the institution(s) granting their bachelor's degree(s) or later degree(s). If students admitted on non-degree status wish to continue beyond the six hours, they must apply for admission as a student seeking a degree or certification and must meet all requirements for graduate admission.

Students who have completed a master's degree and who wish to take courses to meet qualifications for State licensures or certifications may also be permitted to take courses as non-degree students. These non-degree students may take more than six hours if a deficiency plan, signed by the specific program director, has been completed and is on file in the Admission's Office.

Non-degree students **are not eligible** for financial aid.

### **Readmission**

A former student who has not been enrolled at UMHB for two semesters must apply for readmission to the University and to the graduate program they wish to pursue. Resubmission of application fee and transcript(s) is not required.

### **Concurrent Enrollment**

A senior undergraduate who has an overall GPA of 3.00 or higher and who lacks nine or fewer hours toward graduation may (**with the approval of the advisor, the appropriate undergraduate department chairperson, and the graduate program director**) enroll for seven or fewer graduate hours in the last semester of undergraduate work. At no time may an undergraduate student be enrolled in graduate classes without also being enrolled in undergraduate classes. Petition for any exceptions must be made through the University Graduate Council.

### **Registration**

To be allowed to register for classes, a student **MUST**

1. show proof of University admission and Graduate Program admission,
2. obtain an advising slip from his/her program advisor, and
3. submit a fully-completed Report of Medical History/Evaluation form, including current record of inoculations. All University students must submit this completed form before being allowed to register for classes.

### **Denial of Admission**

The admission requirements as stated above notwithstanding, each graduate program reserves the right to deny entrance to anyone whose admission, in the opinion of the graduate program faculty committee, would not serve the best interests of the applicant, the graduate program to which they are applying, the University, and/or the professional community.

## Admission of International Students

**Note: All forms must be completed in English.**

**All monies must be in U.S. dollars.**

### **All International Students applying for Admission to the University of Mary Hardin-Baylor must:**

1. Submit completed Application form. All items must be completed.
2. Submit a fully completed Report of Medical History/Evaluation form. All tests and immunizations must be taken. All items on the form must be completed and attested to by a physician. If any item is not complete, the form will be rejected.
3. Submit a notarized Affidavit of Educational Support (I-134) showing the availability of funds to finance student's education and transportation both to school and back to student's home country. Documentation is required. All money amounts must be stated in U.S. dollars.
4. Submit proof of health/accident insurance if personally obtained. The following information (provided in English) is required: company name, policy number, beginning and ending dates of policy, and means by which company can be contacted in or from the United States. Insurance may otherwise be purchased through the University.
5. Submit official transcripts or diplomas from all schools, colleges, and universities previously attended. If the student has attended United States colleges/universities, the official transcripts must be mailed directly to the Admissions Office. All transcripts, certificates, or diplomas from institutions outside the United States must be sent to an approved evaluation service for a course by course evaluation before registration. A copy of the results should be sent directly to University of Mary Hardin-Baylor from the evaluation service.
6. Submit the following fees (in U.S. dollars):
  - \$135.00 Application Fee (Not refundable.)
  - \$500.00 Health/Accident Insurance Premium (Students who provide proof of personally obtained health/accident insurance are not required to pay this fee.)
  - \$3,472.00 Tuition/Fees and Deposit (This money is held on the student's account for payment of the first semester's tuition and class fees. If the student should not enroll, the money is refundable in full upon receipt of a written request from the student.)
  - \$1,000.00 Deposit (Maintained by the Business Office in the student's name for the sole purpose of providing transportation home at the appropriate time of the student's graduation, withdrawal, or inability to pay for education. The only exception to this rule shall be for international students from Mexico or Canada. Because these countries can be reached inexpensively by bus or rail service, a deposit of only \$300.00 will be required. The deposit may not be used for visits home.)Total Amount to be advanced to the University: \$5,107.00

When all of the above items have been received from the student, action will be taken by the Office of International Student Services. An I-20 form cannot be issued until the student has been accepted by the university.

The University reserves the right to change prices.

### **General Academic Requirements**

Students who are seeking a master's degree, licensure, or certification in an approved program offered by Mary Hardin-Baylor will be considered for admission. Students will be allowed to continue in enrollment only if they maintain good academic progress.

## **I-20**

This U.S. Immigration Student Eligibility form will be issued only after all conditions of the application process have been met. Mary Hardin-Baylor is an Academic School, and no I-20 will be issued to any student for the sole purpose of aiding the student in avoiding military service in his/her home country. Only students serious about an education will be admitted.

## **Transportation**

The major international airport serving Central Texas is the Dallas/Fort Worth International Airport. Commuter flights are available from this international airport to the local airports in Killeen (15 miles from campus) and Austin (50 miles from campus). Cab transportation may be obtained at the airports. Bus transportation to Belton is another option.

## **Money**

Students are encouraged to carry travelers checks or cashier checks. Money may be deposited in a local bank. Advanced fees, tuition, and room and board must be paid in U.S. dollars or negotiable instruments.

## **Payment of Accounts**

The advance deposit serves as payment for the first semester a student enrolls. All international students must preregister for any succeeding semester, and their account must be paid in full by the close of business on the Friday after the normal registration period. Failure of the student to pay will result in the student not being allowed to register. If this should happen, both the U.S. Immigration Service and the consulate of the student's home country will be notified.

## **English Competency**

International students applying to the Graduate Program are not eligible for ESOL (English for Speakers of Other Languages) classes. Students are required to submit a TOEFL score of at least 550 (paper test) or 225 (computer test).

## **Mail all Correspondence to:**

Director of International Student Services  
University of Mary Hardin-Baylor  
UMHB Box 8367  
900 College Street  
Belton, Texas 76513  
USA

## FINANCIAL AID

The University of Mary Hardin-Baylor makes available a broad range of financial assistance to worthy and qualified students. Most financial aid is awarded in accordance with demonstrated need for assistance, as determined by use of the Free Application For Federal Student Aid (FAFSA). Certain University scholarships are awarded upon the basis of excellence in academics or proficiency in a particular field of study or activity.

All financial aid is granted for no more than a nine month academic period. Financial aid is renewable each year, **upon reapplication**, if the student is in **good academic standing**. Possible changes in the amount of aid for each succeeding year may occur because of changes in funding levels and applicants' financial data.

### Application Procedures

Students applying for financial aid must complete the following steps:

1. **Process a Free Application For Federal Student Aid (FAFSA)**  
This is a needs analysis form that determines the family's ability to contribute to the student's education. The completed form can be filed electronically via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mailed in the envelope provided. This form may be obtained from the UMHB Financial Aid Office.
2. **Submit the following paperwork:** UMHB Application for Financial Aid and parent's and/or student's income tax return(s) as requested. The UMHB Application for Financial Aid may also be found via the internet at [www.umhb.edu](http://www.umhb.edu).
3. **Follow up with the UMHB Financial Aid Office** as other forms and documentation may be required of the student in order to verify information given on the Free Application For Federal Student Aid.

All correspondence to the Financial Aid Office should be addressed:

Financial Aid Office  
University of Mary Hardin-Baylor  
UMHB Box 8004  
900 College Street  
Belton, TX 76513

**\*Note: No student's financial aid application will be processed until all required documentation is submitted.**

### How Awards Are Made

The Free Application For Federal Student Aid uses a federal formula to determine an amount which the family and/or the student is expected to pay toward the student's expenses. This amount is reported to the Financial Aid Office. The family contribution is then deducted from the student's budget which estimates all reasonable and moderate expenses for the period of enrollment.

Once the maximum amount of aid eligibility has been determined, the Financial Aid Office prepares a financial aid package. The Financial Aid Administrator will award in this "package" a combination of grants, scholarships, loans and/or work to help meet the student's financial need.

The completed financial aid package is submitted to the student for acceptance in an AWARD LETTER. The student may accept the package in part or in whole. If certain programs are rejected, they will not necessarily be replaced with aid dollars from other programs. **The AWARD LETTER must be returned to the Financial Aid Office by the date shown in the letter or the offer becomes void.**

### Leaving School

All students who are on financial aid must clear their records with the Financial Aid Office prior to withdrawing from school. Those financial aid recipients who plan to graduate or who plan not to return to Mary Hardin-Baylor the following regular semester

must also clear their records with the Financial Aid Office. Failure to do so will mean that a hold will be placed on the student's diploma and/or transcripts.

### **Refund/Repayment Policy**

A financial aid recipient withdrawing from the university and receiving a refund from the UMHB Cashier's Office in accordance with the policy listed under the Financial Information section in this catalog may be required to repay institutional aid to UMHB with the refund. The percentage of institutional aid repaid to UMHB will be based upon the percentage of refund received by the student. (*i.e.* Students receiving 80% tuition refund will repay 80% of the institutional aid.)

State and federal financial aid will be returned in accordance with governmental regulations upon a student's withdrawal. State financial aid will be returned to the state in a declining percentage through the first four weeks of a semester.

Title IV Funds (Federal financial aid) must be returned through 60% of the semester. (*i.e.* A student withdrawing at the midpoint of a semester must return 50% of Title IV funds received.)

The return of Title IV funds by UMHB due to the withdrawal of student before completing 60% of a semester will result in an amount being owed to UMHB by the student. UMHB will make an adjusted refund to students withdrawing during their first semester of attendance to compensate for the mandated return of Title IV funds by refunding the lesser of the amount due UMHB or the amount of Title IV funds returned less funds disbursed to student.

### **Satisfactory Academic Progress and Financial Aid**

The Graduate School requires that students receiving financial aid make satisfactory academic progress toward a well-defined educational objective. Satisfactory progress toward the student's educational objective will be measured in two ways: Qualitatively (grade point average) and quantitatively (number of hours completed). Progress must be evident in both areas.

### **Minimum Qualitative Measures**

A student failing to meet the following standards (each semester and overall) is automatically placed on financial aid probation for the ensuing semester:

Graduate students 3.00 GPA on hours attempted

### **Minimum Quantitative Measures**

In addition to the measures above, a student will be placed on financial aid probation for failing to successfully complete the number of hours for which he/she was awarded financial aid for that period of enrollment (full-time = 9+ hours per semester; ½ time = 6-8 hours per semester). Should a student drop hours during the first twelve class days that affects their enrollment status, their financial aid will be adjusted accordingly. If, after that point in time, an enrollment status decreases (dropping hours or a withdrawal), the student shall be placed on financial aid probation for the upcoming semester. If a student receives an "incomplete" in any class, the student shall be placed on financial aid probation pending a grade determination and notification to the Financial Aid Office.

### **Additional Elements**

In most cases, if a student fails to make satisfactory progress during a given semester, his/her aid will be placed on financial aid probation for the next semester in attendance. While on financial aid probation, the student can continue to receive financial aid in the upcoming semester but must **successfully complete** the next 9 hours of enrollment at UMHB with a 3.0 grade point average. If the student achieves this, his/her financial aid probation will be removed. If a student fails to meet the requirements to clear the financial aid probation, the student's aid will be terminated and the student will be placed on financial aid suspension.

Once on financial aid suspension, the student can have his/her aid reinstated only after the student has **successfully completed** 9 semester hours with a 3.00 grade point average and re-established his/her satisfactory progress or the student has laid out one full regular semester as required by the Registrar's Office. At that time, the student must provide the Financial Aid Office with documentation reflecting this and request that the financial aid suspension be officially lifted.

A student may appeal the financial aid suspension by submitting a request to the Director of Financial Aid detailing why he/she did not meet the minimum financial aid requirements and why his/her aid should not be terminated. This request must be made within two weeks after having been placed on financial aid suspension. At that time, the Director of Financial Aid will review the documentation and will notify the individual of the decision. A student wishing to appeal the decision of the Financial Aid Director may do so in writing to the Financial Aid Committee.

## **Aid Programs by Category**

### **Federal Programs**

#### **A. Federal Perkins Loan**

This is a student loan which is made available to students in amounts not to exceed \$6,000 per year and a total of \$40,000. Funds are awarded based upon a student's demonstrated financial need. Interest and payments do not begin until nine months after a student graduates or falls below half-time status. Funds awarded are directly credited to the student's UMHB account.

#### **B. Federal Stafford Student Loan**

This is a federally insured loan. Graduate students may borrow \$8,500 per academic year. No interest is charged on the loan until the student falls below half-time status. Students must fill out a loan application obtained from the Financial Aid Office and select a lender. In most instances, the lending institution will electronically forward the funds to the student's UMHB account.

#### **C. Federal Unsubsidized Stafford Student Loan**

Same terms and conditions as Stafford loans, except that the borrower is responsible for interest that accrues during deferment periods (including in-school) and during the six-month grace period. In most instances, the lending institution will electronically forward the funds to the student's UMHB account.

#### **D. Federal College Work Study**

This college work program (need based) allows a student to work on campus at the prevailing minimum wage. Students on Federal College Work Study are also eligible to apply for community service positions within the Belton area. Work awards are calculated on 15 hours per week for each 15-week semester. The maximum work award will be indicated on the student's award letter. A Work Permit will be issued once a student has been selected for a position. Time sheets are submitted weekly to the Business Office by the student's supervisor. Checks are issued bi-monthly through the Cashier's Office and must be used to pay any outstanding balance on the student's account. If the student does not have an outstanding balance, the check will be issued directly to the student.

### **State Programs**

#### **A. Tuition Equalization Grant (TEG)**

This is a need-based grant which requires that recipients be Texas residents. The only Texas students precluded from receiving this grant are those who are enrolled in a religious degree program. Application for this grant is made through the Financial Aid Office. Funds are awarded on a first come first served basis. The Grant maximum is currently \$3653 per academic year for full-time (9 hours) and \$1826 per academic year for half-time (6 hours). Upon enrollment verification, the state treasury electronically forwards the funds in the student's name to the UMHB Cashier's Office for disbursement.

**B. Hinson-Hazlewood Loan**

This is a student loan with limited funding similar to the Federal Stafford and Unsubsidized Stafford Student Loan programs. The lender is the state of Texas, and funds are electronically disbursed by the Texas Higher Education Coordinating Board. Application for this loan is made through the Financial Aid Office.

**Institutional Programs**

**A. Endowed Scholarships**

These are funds made available to students by the institution through endowment programs and special gifts to the University. Most endowed scholarships are need-based. However, some are based on particular criteria.

**B. Institutional Scholarships**

These funds are made available to students by the institution. Scholarships are awarded based on academic skills and/or merit.

**C. Work Duty**

This college work program allows a student to work on campus at the prevailing minimum wage. Work awards are calculated on 15 hours per week for each 15-week semester. The maximum work award will be indicated on the student's award letter. This program is similar to the Work Study program except that students are hired because of special skills instead of demonstrated financial need. A Work Permit will be issued once a student has been selected for a position. Time sheets are submitted weekly to the Business Office by the student's supervisor. Checks are issued bi-monthly through the Cashier's Office and must be used to pay any outstanding balance on the student's account. If the student does not have an outstanding balance, the check will be issued directly to the student.

**Program Scholarships**

**Annual Fund Scholarship — Accounting:** Students majoring in accounting will be assessed for this scholarship. Recipients are selected through the UMHB Financial Aid Office.

**Master of Education Scholarship:** This scholarship is available to current teachers working toward a masters in Education. The award is \$30 per semester hour.

**Psychology Endowed Scholarship:** This fund provides a \$1,150 annual award for a degree-seeking graduate student in psychology and/or counseling. The student must show need, outstanding professional potential, and be able to be on campus 15 hours per week.

**General Scholarships**

**Texas Baptist Ministerial Tuition Aid:** Texas Baptist students committed to a preaching ministry are entitled to a \$75 per semester hour tuition waiver provided they meet eligibility requirements as set by the Baptist General Convention of Texas and UMHB. The determination of eligibility must be verified by the Director of In-Service Guidance. This scholarship works in conjunction with other tuition-based scholarships toward the tuition portion of a student's bill.

## FINANCIAL INFORMATION

### Fees

The following fees are established by the Board of Trustees of the University of Mary Hardin-Baylor. Fees are reviewed annually or as the need arises. A new fee schedule is normally established June 1st of each year.

### Admission Fee

Applicants are required to pay a non-refundable application fee (\$35.00 U.S. Students/\$135.00 International Students). This fee does not apply toward tuition and is paid only once. Transcript evaluations will be done after admission application to the University has been made and the admission fee has been paid.

### Tuition

Graduate — \$385.00 per semester hour

### Other Required Fees

General Service — \$23.00 per semester hour

Technology Fee — \$8.00 per hour

Transportation Fee — \$25.00 per semester

replacement — \$10.00

### Special Fees

Audit (lecture course only) — \$60.00 per semester hour

Conference Course — \$20.00 per semester hour

Graduation — \$75.00 graduate

(filing for degree late — additional \$10.00; refiling for degree — additional \$30.00)

Late Registration — \$50.00

Non-scheduled Exam — \$40.00

Removal of "I" (Incomplete) grade — \$25.00

Returned Check Fee — \$15.00

## COURSE FEES

### Biology (BIOL)

5340 .....	\$30.00
5420 .....	30.00
5430 .....	30.00
5440 .....	30.00
5480 .....	30.00

### Chemistry (CHEM)

5430 .....	\$30.00
5440 .....	30.00
5450 .....	30.00
5460 .....	30.00
5480 .....	30.00
6190-6490 .....	30.00
6420 .....	30.00

### Counseling (COUN)

6302 .....	\$30.00
6316 .....	50.00
6320 .....	50.00
6324 .....	80.00
6326 .....	80.00
6395 .....	50.00
6397/6097 .....	50.00
6398 .....	50.00

### Psychology (PSYC)

6302 .....	\$30.00
6316 .....	50.00
6318 .....	30.00
6320 .....	30.00
6324 .....	80.00
6326 .....	80.00
6395 .....	50.00
6397/6097 .....	50.00
6398 .....	50.00

### **Late Registration**

A late registration fee of \$50.00 will be charged to students who fail to register at the time scheduled by the University.

### **Drop/Add**

A fee of \$5.00 per course/per change will be charged any time a course is dropped or added. For example, a student adding two courses and dropping one would be charged \$15.00 in drop/add fees.

### **Payment of Accounts**

Tuition, fees, and room and board charges for each academic period are due at the time of registration. Students receiving any type of financial aid (scholarships, grants, loans, campus employment, etc.) must secure written confirmation of all such financial assistance from the Financial Aid Office and present it to the Cashier's Office at the time of registration. Registration is not complete until all financial arrangements are made with the Cashier's Office.

We accept credit card payments (VISA, Discover, MasterCard) when the card is presented in person over the counter in the Cashier's Office. Credit card payments can also be made via the Internet. There is a convenience fee of \$2.50 per \$100 charged when on-line payments are made. We do not accept credit card payments over the telephone because of security reasons.

Students should also have funds for the purchase of books and other supplies as these expenses are not charged on the registration bill. Credit cards may be presented for payment in the UMHB Bookstore.

Exclusive arrangements have been made with Tuition Management Systems for families who need to make monthly payments. The monthly budget program is not a loan and carries no interest. A participation fee of \$50 enables the payor to make nine (9) equal payments to cover assessed annual school costs. The first payment is due August 1, but the program may be entered into later by including all previously due payments with the application fee. For those students who will be attending only one semester, a four (4) payment plan is available for \$35. Life insurance which covers the unpaid contract amount may be purchased at an additional cost.

The amount to be financed is determined by subtracting all financial aid (including campus work and PLUS loans) from the total of tuition, fees, and room and board. Books and personal expenses may *not* be budgeted and must be paid for at the time they are incurred. Students may call Tuition Management Systems toll free at 1-800-722-4867 to assist them in calculating their monthly payment requirement. If a student is dropped from the monthly budget plan due to nonpayment, the balance owed on the student's account will become due immediately and a \$40 fee will be charged to the student's account by the University.

**The monthly budget plan is not available to international students.**

UMHB will not grant transfers to another institution until all accounts and loans have been settled. The University also reserves the right to withhold a student's grades, diploma, and/or transcript for failure to make complete payment of a student account or proper payment on a student loan. UMHB may additionally withdraw a student for failure by the student to demonstrate proper responsibility in the handling of financial matters as related to the University.

Additional charges (or credits) made to correct errors or omissions are payable upon receipt of statement.

For any check not honored by a bank, a returned check fee of \$15.00 will be charged.

### **Refund Policy**

Registration in the University is considered a contract binding the student for charges for the entire academic period. However, a student finding it necessary to withdraw from UMHB may secure an honorable dismissal through the Registrar's Office. This official withdrawal must be accomplished before any consideration can be given by the Business Office to granting refunds.

**A student who must drop a course because of excessive absences, poor work, or similar causes, who withdraws without notice, or who is expelled or asked to withdraw is not entitled to a refund. Failure to attend class or simply notifying an individual instructor will not be regarded as an official withdrawal.**

**Tuition** — Tuition refunds, when approved, will be granted according to the following schedule:

**Fall or Spring semester:**

- 100% refund of tuition prior to expiration of 4th class day, ( 4 calendar days) scheduled from first day of classes
- 80% refund of tuition prior to expiration of first 2 weeks, (14 calendar days) scheduled from first day of classes
- 60% refund of tuition prior to expiration of first 3 weeks, (21 calendar days) scheduled from first day of classes
- 40% refund of tuition prior to expiration of first 4 weeks, (28 calendar days) scheduled from first day of classes
- No tuition refunds will be made after the end of the 28th calendar day, counted from the first day of classes. Refunds for courses other than regular day classes will be prorated.

**Summer terms:**

- 100% refund of tuition prior to expiration of first 2 class days (scheduled from first day of classes)
- 80% refund of tuition prior to expiration of first 4 class days (scheduled from first day of classes)
- 60% refund of tuition prior to expiration of first 8 class days (scheduled from first day of classes)
- 40% refund of tuition prior to expiration of first 10 class days (scheduled from first day of classes)
- No tuition refunds will be made after the end of the 10th class day counted from the first day of classes. Refunds for courses other than regular day classes will be prorated.

**Fees** — No refund will be made on special service fees.

# ACADEMIC STANDARDS

## Unit of Credit

The semester hour is the unit of credit. It is defined as a class meeting the equivalent of a minimum of 12.5 hours per term (laboratory hours equated).

## Course Numbers

The first digit in the numbering system denotes the course level (5 & 6 - Graduate). The second digit denotes the number of semester hours the course carries. The third and fourth digits are departmental numbers.

## Student Load

### Full-time Load:

Fall/Spring Semester .....9 hours minimum

Summer Session .....3 hours minimum

**Overload:** 12 hours or more

## Academic Progress Requirements

A grade point average (GPA) of 3.00 or above, **semester and cumulative**, is required of all graduate students enrolled at the University of Mary Hardin-Baylor. Students with a semester or cumulative GPA of less than 3.00 will be placed on probation. Failure to correct the deficiency in the next semester of attendance will result in dismissal. A student who has been dismissed may apply for readmission to the University and/or to the program of interest. Resubmission of application fee, GRE/GMAT score report, and transcript(s) is not required. Students may not be readmitted sooner than one calendar year after dismissal. (NOTE: The U.S. Department of Veterans' Affairs will not allow the use of VA benefits for more than two semesters by students on probation.)

## Grading System

Grade	Range	Grade Points	Interpretation of Grades
A	91-100	4	Superior
B	81-90	3	Above Average
C	71-80	2	Average
D	61-70	1	Below Average
F	60 and below	0	Failing
I*		0	Incomplete
W*		0	Withdrawal
WP*		0	Withdrawal—Passing
Q**		0	Withdrawal—Failing
S*		0	Satisfactory
U*		0	Unsatisfactory
CR*		0	Credit
NC*		0	No Credit
NG*		0	No Grade Submitted
AU*		0	Audit

\*Not counted in computing GPA

\*\*Counted in computing GPA for the semester in which the course was taken AND for computing overall GPA.

## Incomplete Grade

An "I" (Incomplete) indicates **inability** of a student to complete some vital requirement of a course (e.g. final exam, major report, term paper, etc.) **due to conditions beyond the student's control**. It is not the intent of the "I" grade to give a student an unfair time

advantage over other students who complete their work in a timely manner. As such, an “I” grade will be approved only when exceptional circumstances, clearly beyond the student’s control, are substantiated (e.g. protracted illness, injury, or other acute personal emergency).

Once an “I” grade is assigned, it is the responsibility of the student to take the initiative to complete the work within thirty (30) calendar days after the start of the next semester (including full summer term). If more than thirty days are required, an extension request is to be submitted by the student through the instructor and department chairperson to the Dean. Approved extensions will be filed with the Registrar. An extension longer than the end of the next semester (including full summer term) will not be approved. **The “I” will be automatically changed to an “F” if the course is not satisfactorily completed within this time frame.** A \$25 fee is charged to remove an “I” grade.

### **Grade Reports**

Grade reports are mailed at the end of each semester to those students whose accounts are current. Grades are also posted to the intranet site. <http://campus.umhb.edu>

### **Academic Advisement**

Each student is assigned an academic advisor. The advisor assists the student in arranging his/her schedule of classes and in making progress towards a degree. **Prior to registering each semester, all students must obtain an advisor’s approval of their proposed schedules.**

### **Audit Registration**

A student may register for most courses by audit. However, laboratory courses and workshops may be audited only by approval of the instructor. An audit course may not be changed to a credit course after the last day of registration for that particular course.

### **Repeating a Course**

A student may repeat a course for the purpose of raising a grade. The most recent grade will be used to compute the grade point average. All courses and grades will remain on the transcript. The semester hours and grade points for the first time the course was taken will not count toward graduation requirements.

### **Dropping or Adding Courses**

**All dropping, adding, and changing courses must be arranged by the student through the Registrar’s Office in order to be considered official.** A student wishing to drop or add a course must first obtain a Schedule Change form from the student’s academic advisor, then go, in person, to the Registrar’s Office and follow the prescribed procedure. Students receiving VA benefits must also provide information on schedule changes to the UMHB VA office.

Courses may be dropped as follows. **Students should refer to the Schedule of Classes published each semester/session for the exact dates of each drop period as these dates will vary:**

- **The Drop/Add Period:** If a course is dropped before or during the Drop/Add Period, no grade or record of the class will appear on the student’s transcript.
- **The “W” Period:** If a course is dropped during the “W” Period, the class is recorded on the student’s transcript with a grade of “W”.
- **The “WP/Q” Period:** If a course is dropped during the “WP/Q” Period, the class is recorded on the student’s transcript with a grade of “WP” or “Q” as reported by the instructor.
- **No course may be dropped after the end of the “WP/Q” Period.**

Credit courses may not be changed to audit status after the “W” Period. An audit course may not be changed to a credit course/audit after the last day of registration for that particular course.

**Any student who stops attending a class but fails to officially drop the course through the Registrar's office will be given a failing grade in the class.**

### **Withdrawal from the University**

Students who must withdraw from the University before the expiration of the semester or session for which they are enrolled must contact the Registrar's Office to begin the official withdrawal procedure. Students are required to complete the official Withdrawal Form and secure the approval of the Business Officer.

A student who is forced to leave because of illness or injury will be given three weeks within which to withdraw officially.

**Students who stop attending classes but fail to withdraw officially will be given failing grades in all courses.**

### **Transcript of University Credits**

A transcript of university credits is an official copy of a student's permanent record, bearing the University seal and the signature of the Registrar. Copies of students' transcripts are available upon written request to the Registrar's Office.

Requests should include the student name (or name attended under), social security number, and complete address of where the transcript is to be sent. Requests can be sent to:

Office of the Registrar  
UMHB Box 8425  
900 College Street  
Belton, TX 76513

Transcripts will not be released if the student owes money to the University. This includes, but is not limited to, money owed to the library, bookstore, health center, business office, telephone services provided by UMHB which are billed by a third party, or any other department or agency considered a part of the University. Student loans on a current basis are an exception to this policy.

### **Fort Hood**

University of Mary Hardin-Baylor has been meeting the educational objectives of its Fort Hood military students since the 1940s. These needs have been met through the availability of a broad selection of undergraduate, graduate, and teacher certification degree programs, tuition-reduced courses on Fort Hood, or in Belton, a financial aid program specifically for the military student, and the offering of 8-week terms that enables the service member to plan around military training requirements. A full-time representative is available at the Fort Hood G3 Education Services Division (Bldg 33009) to assist the military community.

### **Veterans**

The University of Mary Hardin-Baylor is fully approved to offer instruction to students attending college under the provisions of the United States Code, Title 38, Chapter 30, 31, 32, and 35.

The University contact for individuals planning to use VA benefits is the Veterans' Advisor in the Registrar's Office.

Veterans who have successfully completed basic training will be granted a PE Activity waiver (unless *specific* EXSS courses are required) after providing satisfactory documentation to the Registrar's Office.

An individual planning to attend UMHB using Veterans Administration benefits must comply with the following procedures:

1. Complete all requirements for admission to the University as a degree seeking student or as a transient student with an approved formal degree plan from another university.

2. Have an evaluation of service schools/experiences completed by the Registrar to determine how much military credit will be awarded.
3. Determine, in coordination with an assigned academic advisor, those courses to be taken each semester to meet the requirements of a UMHB degree plan.
4. Request (prior to the start of each semester) that the Veterans Administration be advised that he/she is continuing his/her studies and desires to use his/her VA benefits. Forms for this purpose may be obtained from the Veterans' Advisor in the Registrar's Office.
5. Maintain satisfactory academic progress. The provisions found under the headings of "Scholastic Probation" and "Academic Suspension" in this catalog will apply.



## EXPECTATIONS AND ETHICS

### Class Attendance

Students are expected to attend all classes regularly and are held responsible for all course work and assignments. Attendance policies which are consistent with the school and/or departmental policies are described by the respective instructor in each class's syllabus. Please note that chronic absences will result in disciplinary action to include dismissal from the university.

### Student Responsibility

All students are responsible for knowledge of and adherence to regulations governing admissions, advising, registration, drop/add, withdrawal, and financial settlement. Students are also expected to be familiar with the specific academic and attendance requirements of the degree/certification that they plan to pursue.

### Student Conduct

Graduate students are expected to model the highest standards of ethical, intellectual, and academic integrity. Honesty and integrity are expected in all learning endeavors, and failure to exhibit this personal character will result in course failure, dismissal from the program, and/or dismissal from the University. The University reserves the right to withhold a degree from a student whose conduct it regards as unacceptable.

Students must also:

1. Demonstrate a professional orientation, to include but not necessarily limited to, appropriate interpersonal interaction, class attendance and punctuality, professional presentation of self, maturity of cognitive processes, emotional maturity and stability, commitment to graduate study, and ethical behavior.
2. Demonstrate academic honesty, including providing one's "fair share" of input for all group work; preparing for every class; refraining from cheating on exams or consulting with others during exams; and unauthorized collaboration, falsification, and multiple submissions of material for credit without permission.
3. Give appropriate credit to ideas that are not their own through correct citation of quotes and paraphrases. All acts of plagiarism are considered serious offenses and may result in failure of the course assignment.
4. Use their own intellect to complete assignments and not use work found on the Internet, work obtained from ghostwriters, or work previously submitted.
5. Refrain from giving, receiving, or obtaining information about examinations unless authorized by their instructors.
6. Refrain from using any materials during examinations that have not been approved by their instructors.

## DEGREES

The University of Mary Hardin-Baylor offers the following graduate degrees:

### MASTER OF ARTS (M.A.)

Counseling  
Psychology

### MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

### MASTER OF EDUCATION (M.Ed.)

Educational Administration  
Educational Psychology  
Reading Education  
General Studies

### MASTER OF SCIENCE (M.S.)

Information Systems

## REQUIREMENTS

Requirements for graduate degrees are listed on the following pages under the appropriate degree titles. In so far as possible, the University will not change degree requirements as detailed in this catalog. However, students should be aware that requirements of organizations outside of the University, such as those governing State licensures, certifications, and graduate program accreditations sometimes change, thus necessitating a change in UMHB degree requirements.

### General Requirements for All Graduate Degrees

To receive any graduate degree from the University of Mary Hardin-Baylor, a student must:

- (a) Earn a minimum of 36 semester hours (total varies with specific degree requirements) of credit which meet the requirements of the degree and area of specialization in which the student is enrolled with a grade point average of at least 3.00 on all work including transfer credit.
- (b) Complete at least half of the course work in 6000-level classes. No course at the 5000-level may be applied to a graduate degree if the course content substantially repeats the content of a course taken for undergraduate credit.
- (c) Complete a degree plan. When the student is two semesters from graduating, the degree plan must be "formalized," signed by the student's Program Director, and forwarded to the Registrar's Office. A "formalized" degree plan should be on file in the Registrar's Office by October 1 for May graduates, March 1 for August graduates, and June 1 for December graduates.

The Department Chairperson and/or Program Director must approve substitutions and/or waivers affecting the degree plan and/or the Program Director at the time the degree plan is "formalized."

Once the degree plan has been reviewed and approved by the Registrar, a letter will be sent to the student (copy to the student's advisor) listing those items the student needs to complete to graduate. If the student desires to make an appointment with the Registrar to discuss the degree plan, the student is welcome to do so. The student cannot make formal application for degree, however, without the Registrar's approval.

While following a degree plan should be a joint effort between a student and the student's advisor, meeting the requirements for a particular degree is ultimately the responsibility of the student. Adherence to the above schedule should assist.

- (d) Make formal application for degree and pay graduation fee by February 28 for May graduates, June 30 for August graduates, and September 30 for December graduates. (The graduation fee covers the cost of the student's diploma and commencement regalia.) Students filing for graduation after their respective deadline will be charged a late fee as well.

Applications for past graduation dates will not be accepted, even though all degree requirements may have been completed during previous semesters.

- (e) Participate in commencement exercises. (**While commencement exercises are not presently held in August, students graduating in August may participate in exercises the following December.**) Commencement regalia and invitations may be obtained from the UMHB Bookstore.

Because commencement exercises are a meaningful experience in the academic life of a student, all students are encouraged to participate when possible. However, a student may be excused from commencement exercises and be permitted to graduate in absentia with approval from the Registrar.

A student desiring to graduate in absentia should submit a written request to the Registrar not less than two weeks prior to the commencement exercise. A letter of approval will be sent to the student.

The diplomas of students graduating in absentia will be mailed after the commencement exercise provided the students submit written requests, current mailing addresses, and postage fees.

### **Transfer Credit**

A maximum of six semester hours of graduate credit may be accepted in transfer provided that those graduate courses were completed no more than five years before admission to UMHB, are from a regionally accredited institution, received a grade of at least a "B," and consisted of subject matter equivalent to UMHB course(s) applicable to the student's program of study. UMHB transfers both the hours and the grades of accepted courses. The accepted transfer course grades are incorporated into the student's cumulative GPA.

A student at the University of Mary Hardin-Baylor who wishes to enroll in course work at another institution and have those hours used in his or her degree at UMHB must secure written permission from his or her advisor and his or her graduate program director. The purpose of this permission is to ensure appropriate content, graduate classification of the course and overall suitability for the student's degree plan.

### **Graduation Under A Particular Catalog**

To receive a graduate degree from the University of Mary Hardin-Baylor, a student must fulfill all requirements for that degree as set forth in a catalog under which the student is entitled to graduate. The student, however, has several choices: (1) graduate under the current catalog; (2) graduate under the catalog in force the year the student first registered (degree seeking status) at Mary Hardin-Baylor (within the five-year limitation); (3) graduate under the catalog for any subsequent year in which the student was registered at Mary Hardin-Baylor (within the five-year limitation); or (4) if first registration (degree seeking status) at Mary Hardin-Baylor was during a summer session, graduate under the catalog governing the preceding long session or the catalog for the next long session.

The University catalog is considered valid for five years from a student's initial enrollment with degree seeking status. For example, the catalog for school year 2004-2005 is valid for graduation purposes through August 2009 for a degree-seeking student enrolling in the fall of 2004. A student who fails to complete the required work for a degree in a five-year interval dating from the time the student first registered with degree seeking status must reorganize his or her degree plan to conform with the current catalog and obtain permission from the appropriate graduate program director and graduate council to continue in the graduate program under the new degree plan.

In so far as possible, the University will not change degree requirements as detailed in this catalog. However, students should be aware that requirements of organizations outside the University (such as the Texas Education Agency) sometimes change, thus necessitating a change in degree requirements. When such changes are made, the student may choose to meet **either** the requirements outlined in the catalog in force at the time of his/her first enrollment as a degree-seeking student at UMHB or the requirements as set forth in the catalog at the time of graduation.

### **Second Master's Degree**

A student who has already earned a master's degree and wishes to pursue a second master's degree may transfer a maximum of six hours from the first degree to the second degree provided the courses for which the six hours were earned are applicable to the second master's degree program.

### **Grievance Procedure**

A graduate student who has a complaint involving an academic matter, such as course grade, classroom testing procedures, or professor conduct, should follow these steps in resolving the matter. If the matter can be resolved at any step, it is not necessary to proceed to the next step.

1. Talk with the professor against whom the complaint is made.
2. Provide relevant information in writing to and discuss the concern with the Chairperson of the graduate program in which you are enrolled.
3. Meet with course professor and graduate program chairperson together.
4. Provide relevant information in writing to and discuss concern with the Dean of the College through which your graduate program is administered (i.e., College of Business, College of Sciences and Humanities, etc.)
5. Provide relevant information in writing to and discuss concern with the University Graduate Council.
6. Provide relevant information in writing to and discuss concern with the Vice President of Academic Affairs.

# **COLLEGE OF BUSINESS**

**James R King, Jr., Dean**

**Karen Forrest Turner, Chairperson  
Department of Accounting, Economics, and Finance**

**Barbara C. Dalby, Director**

**Master of Business Administration Program**

**Patrick V. Jaska, Director**

**Master of Science in Information Systems Program**

## **Vision**

The College of Business at the University of Mary Hardin-Baylor aspires to be recognized as **the** leading provider of business education in the region and one of the leading providers in the nation.

## **Mission**

The Graduate Programs in the College of Business support the missions of the College of Business and the Graduate School at UMHB through innovative methods, outstanding classroom teaching, and the integration of practical experiences in business- and systems-related graduate curricula. Particular emphasis is placed on the integration of Christian principles, leadership fundamentals, global concepts, and business management essentials throughout all curricula.

## **Purpose**

The College of Business supports the objectives of the University of Mary Hardin-Baylor. The College of Business seeks to provide a broad education that prepares graduates to succeed in a global and competitive business world. Essential business concepts and skills needed by future leaders provide the foundation education into which Christian principles, leadership fundamentals, practical experiences, and global concepts are integrated. Special emphasis is given to excellent oral, written, and technology-based communication skills.

## General Information

### Admission Requirements

Admission to the graduate programs is granted to individuals who have an excellent probability of successful completion. See the Admissions section of this catalog for admission application procedures and costs. An interview with the Director or designated representative of the appropriate graduate program is required.

### Regular Admission

Regular admission requires an overall undergraduate grade point average (G.P.A.) of 3.0 on a 4.0 scale, a GMAT of at least 400, and **80 points or above** based on the following admission formula: GMAT points + G.P.A. points + work experience points + interview recommendation points. Applicants with 10 or more years of senior-level management experience are exempt from the GMAT and require a minimum of 50 points. Criteria point values are based on the following scales:

<b>GMAT</b>	400 – 499	40 points
	450 – 499	45 points
	500+	50 points
<b>GPA</b>	3.00 – 3.50	20 points
	3.51 – 3.75	25 points
	3.75 – 4.00	30 points
<b>Work Experience</b>	300 hours – 1 year	5 points
	1 – 3 years	10 points
	3+ years	15 points
<b>Interview Recommendation</b>		0 – 15 points

### Conditional Admission

An applicant may be admitted conditionally when he or she shows evidence of meeting the regular admission criteria but has incomplete documentation (official transcripts, official GMAT score report). A student so admitted must eliminate that conditional status by date agreed upon as shown on the Conditional Admission's form. Failure to comply will result in not being allowed to register the next semester as well as transcripts being placed on hold.

### Probationary Admission

The University Graduate Council may grant probationary admission to motivated and promising students who do not meet the standard of 80 points on the admission formula.

### Concurrent Enrollment

A student who is enrolled as a 5th year accounting student who has 12 or less hours for the undergraduate degree may be admitted to the program. The student must meet the regular requirements for regular admission to the program.

### Transfer Students

Transfer students are eligible for admission to the graduate programs in the College of Business, but transfer credit is not guaranteed. A maximum of 6 graduate semester hours of transfer credit may be accepted for degree programs. Transfer courses are courses that are taken outside of the College of Business and must be judged by the College of Business Executive Committee as acceptable substitutes for courses in the graduate programs within the College of Business. Courses with a grade lower than a "B" will not be accepted in transfer. Transfer courses must have been completed within 5 years of admission to the graduate programs in the College of Business.

### **International Students**

International students whose native language is not English are required to produce a satisfactory score on the Test of English as a Foreign Language (TOEFL) to show that they can adequately perform in a program which stresses oral and written communication.

### **Non-degree-seeking Students**

Non-degree-seeking students may take classes in the College of Business graduate programs if room is available and if they are in good standing with the school they most recently attended. Students desiring to have UMHB classes accepted, as a part of a degree from another university, should obtain advance approval from that university. Non-degree seeking students are limited to six hours. See general Non-Degree Admissions statement on page 14.

### **Denial of Admission**

The admission requirements as stated above notwithstanding, the College of Business MBA Program reserves the right to deny entrance to anyone whose admission, in the opinion of the department graduate faculty committee, would not serve the best interests of the applicant, the College of Business MBA program, the University, and the business community.

### **Departmental Admission Appeals Process**

A student who has been denied admission by the College of Business MBA Program may appeal the decision through written request to the UMHB Graduate Council with copies of the written request sent to the Director of the MBA Program, Dean of the College of Business, and the Vice President for Academic Affairs.

### **Time Limitations**

All requirements for the Master of Business Administration must be completed within a five-year period from the time of admission to the program. Any extensions must be requested of and approved by the Graduate Council.

# MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

## **Purpose of the Program**

The Master of Business Administration degree (M.B.A.) is designed to prepare graduates for business leadership positions. The knowledge, practiced skills, and attitudes needed for success in management are taught. Improvements in oral and written communication are stressed in all classes. The program also offers a 5th year accounting track for students who are interested in pursuing professional certification.

## **Length of Program**

The program consists of 36 graduate semester hours. A full-time student already in possession of an undergraduate business degree may complete the M.B.A. in 12 months. Many students complete their M.B.A. in 2 years by attending night classes on a part-time basis while continuing their full-time employment.

## **Prerequisites**

Undergraduate prerequisite courses are finance (UMHB – BFIN 3311), management (UMHB – BMGT 3310), marketing (UMHB – BMKT 3311), macroeconomics (UMHB – BECO 2311), microeconomics (UMHB – BECO 2312), financial accounting (UMHB – BACC 2311), information systems (UMHB – BCIS 3312), business data analysis/statistics (UMHB – BQBA 2302 or BQBA 2399), and computer literacy (UMHB – BCIS 1301). The computer literacy requirement may be fulfilled by the exhibition of a working knowledge of PCs and of an ability to use technological solutions for personal productivity. Individual graduate course descriptions specify any prerequisite undergraduate and/or graduate course(s) that must be completed before that specific graduate course can be taken.

## **Course Prerequisites**

Course prerequisites are governed by the catalog in effect at the time the course is offered.

## **Graduation Requirements**

1. A G.P.A. of 3.0 or higher for all M.B.A. courses must be earned.
2. An business management practicum (BADM 6090) must be satisfactorily completed during the student's final semester. The student may enroll in BADM 6090 for a maximum of two semesters. If the student fails to complete the practicum within this time frame, the student will no longer be eligible to receive a Master of Business Administration from UMHB. Guidelines for the practicum are available from the College of Business.
3. All M.B.A. courses and the management practicum must be successfully completed within 5 years of starting the M.B.A. program. Any extension must be appealed to and approved by the Graduate Council.

**M.B.A. REQUIRED COURSES**

BADM	6090	Business Management Practicum
BADM	6310	Managerial Communication & Negotiation
BADM	6312	Organizational Behavior & Change Management
BADM	6341	Values-Driven Leadership
BADM	6343	Business, Government, & Global Economies
BACC	6321	Accounting for Managers
BECO	6331	Managerial Economics & Planning
BFIN	6362	Financial Management
BMGT	6332	Competition & the Entrepreneurial Manager
BMGT	6361	Strategy & Managerial Decision-Making
BMKT	6341	Marketing Management
BQBA	6311	Advanced Statistics & Quantitative Methods
BSYS	6342	Technology & Operations Management

**PART-TIME M.B.A. STUDENTS' SUGGESTED SCHEDULE**

<b>First Fall</b>	<b>First Spring</b>	<b>First Summer</b>
BADM 6310	BADM 6312	BQBA 6311
BADM 6343	BECO 6331	BMKT 6341
<b>Second Fall</b>	<b>Second Spring</b>	<b>Second Summer</b>
BMGT 6361	BADM 6341	BACC 6321*
BFIN 6362	BSYS 6342	BMGT 6332
<b>Final Semester</b>		
BADM 6090		

**FULL-TIME (One Year) M.B.A. STUDENTS' SUGGESTED SCHEDULE**

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
BADM 6310	BADM 6312	BACC 6321*
BADM 6343	BADM 6341	BQBA 6311
BMGT 6361	BECO 6331	BMGT 6332
BFIN 6362	BSYS 6342	BMKT 6341
		BACC 6331 or
		BACC 6341
<b>Final Semester</b>		
BADM 6090		

\* Although the University does not offer a Masters of Accounting, the 5th year accounting curriculum includes BACC 6331 (Contemporary Accounting Issues) in lieu of BACC 6321 (Accounting for Managers) and BACC 6341 (Advanced Accounting) in lieu of BSYS 6342 (Systems, Technology, & Operations Management). The course work is designed to give these students both the specialized knowledge required for professional certification and the broadbased knowledge required for upper level management positions

# MASTER OF SCIENCE DEGREE IN INFORMATION SYSTEMS (M.S.)

## Purpose of the Program

The Master of Science in Information Systems (M.S.) degree is designed to provide a specialized graduate education for information systems professionals. The M.S. in Information Systems will provide knowledge needed to succeed in information systems management in industry and government in general and, more specifically, software development, implementation, and administration.

## Length of Program

The program consists of 36 graduate semester hours. It may be completed in 24 months by a part-time student with an undergraduate information systems or related degree. Most students complete their M.S. in 2 years by attending night classes on a part-time basis while continuing their full-time employment.

## Prerequisites

Students seeking admission to this program will be required to have either an undergraduate degree in Information Systems or an undergraduate degree in another major with adequate relevant work experience. Individual graduate course descriptions specify any prerequisite undergraduate and/or graduate course(s) that must be completed before that specific graduate course can be taken.

## Admissions

See page 33

## Graduation Requirements

1. A G.P.A. of 3.0 or higher for all M.S. courses must be earned.
2. An integrated systems management practicum (BCIS 6390) covering all M.S. courses must be satisfactorily completed during the student's final semester.
3. All M.S. courses and the integrated systems management practicum must be successfully completed within 5 years of starting the M.S. program.

## M.S. REQUIRED COURSES

BADM	6310	Managerial Communication & Negotiation
BADM	6312	Organizational Behavior & Change Management
BADM	6335	Business Models I
BADM	6341	Values-Driven Leadership
BADM	6343	Business, Government, & Global Economies
BCIS	6390	Integrated Systems Management Practicum
BCIS	6315	Decision Models & Systems
BCIS	6325	Software Engineering
BCIS	6330	Emerging Information Technologies
BCIS	6345	Information & Knowledge Management
BCIS	6355	Software Project Management
BCIS	6365	Information Systems Management

## PART-TIME M.S. STUDENT'S SUGGESTED SCHEDULE

<b>Fall 2004 &amp; 2006</b> BADM 6343 BCIS 6330	<b>Spring 2005 &amp; 2007</b> BADM 6312 BCIS 6355	<b>Summer 2005 &amp; 2007</b> BADM 6335 BCIS 6365
<b>Fall 2005 &amp; 2007</b> BADM 6310 BCIS 6315	<b>Spring 2006 &amp; 2008</b> BADM 6341 BCIS 6325	<b>Summer 2006 &amp; 2008</b> BCIS 6390 BCIS 6345

## COURSE DESCRIPTIONS

### PROFESSIONAL BUSINESS (BXXX)

#### 6V91 Special Topics

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary. May be offered for 1, 2, or 3 semester hours of credit ("V").

### ACCOUNTING (BACC)

#### 6321 Accounting for Managers

A study of the financial framework for business, including financial statement analysis and selected managerial topics such as costing, budgeting, cost-volume-profit analysis, variance analysis, and relevant costs for decision making. Prerequisite: BACC 2311.

#### 6331 Contemporary Accounting Issues

An in-depth study of changes and potential changes in financial and managerial accounting, auditing, and tax. Students will be required to identify current issues, research the issues, and report their findings, both orally and in writing. Prerequisite: minimum 24 hours in Accounting.

#### 6341 Advanced Accounting

An in-depth study of the consolidation of financial statements, partnerships, and foreign currency transactions. Prerequisite: minimum 24 hours in Accounting.

### BUSINESS ADMINISTRATION (BADM)

#### 6090 Business Management Practicum

A business management practicum must be passed during the student's final semester. It may be repeated a second semester. It consists of a written and oral presentation and must be approved by the student's graduate faculty committee.

#### 6310 Managerial Communication & Negotiation

Communication theory, techniques, and negotiation skills are surveyed. Particular attention is paid to communications as they apply to organizations.

#### 6312 Organizational Behavior & Change Management

A study of management functions and human behavior in business organizations, including the change process.

#### 6335 Business Models I

An introduction to the business life cycle and the administrative, operations, and systems processes that support that life cycle. A heavy emphasis will be placed on those processes related to the planning functions within organizations.

#### 6341 Values-Driven Leadership

Ethical issues of business decisions and actions will be examined from a Christian perspective. Theories of leadership and leadership behavior will be studied. Students' leadership styles and skills will be assessed to aid their development.

**6343 Business, Government, & Global Economies**

A review of critical issues in global economies. Topics include the unique problems and opportunities facing multinational firms, the various environments of international business, and the management of international operations.

**COMPUTER INFORMATION SYSTEMS (BCIS)**

**6315 Decision Models & Systems**

A survey of quantitative decision-modeling tools and techniques. Integration of decision-making models into decision support environments in information technology organizations is examined.

**6325 Software Engineering**

A survey of software engineering theory, practice, techniques, methodologies, and tools. Issues and considerations as related to the development of business software applications are examined. Discussions with software engineering professionals are included.

**6330 Emerging Information Technologies**

Examination of advanced and emerging technologies that affect the information technology organization and software development. Topics include those related to advances in hardware, software, and networking. Heavy emphasis is placed on Internet-based technologies. Integration in local organizations is examined.

**6345 Information & Knowledge Management**

In-depth examination of database, information, and knowledge management. Information engineering, modeling, development, and administration will be examined. Database models are studied with emphasis placed upon relational and object-oriented database models. Importance to the development of business software applications is covered.

**6355 Software Project Management**

An examination of the standards, methodologies, practices, and tools involved in the planning, ongoing management, and evaluation of software development and implementation projects.

**6365 Information Systems Management**

A survey of the impact of an organization's purpose, culture, management, structure, personnel, technology, environment, and decision making on the acquisition, storage, dissemination, use, and disposition of information.

**6390 Integrated Systems Business Practicum**

An integrated systems management practicum which integrates knowledge and skills learned in the Master of Science in Information Systems program. The student must satisfactorily complete the practicum during the student's final semester. The practicum includes a professional report, practical research, or academic research under the guidance of a College of Business graduate faculty committee. For further information, students should consult the document "Guidelines for Graduate Master of Science in Information Systems Practicum."

**BUSINESS SYSTEMS (BSYS)**

**6342 Systems, Technology, & Operations Management**

A study of process management theory and the structure of various business processes to include planning, selection, design, control, and location. Prerequisite: BCIS 3312.

**ECONOMICS (BECO)**

**6331 Managerial Economics & Planning**

This course combines the analysis of the firm and the economic context within which it operates, to include economic forecasting and long-range planning. Prerequisites: BECO 2311 and BECO 2312.

## FINANCE (BFIN)

### 6362 Financial Management

A study of corporate financial strategy and optimizing models for financial decision-making. Prerequisite: BACC 2311 and BFIN 3311.

## MANAGEMENT (BMGT)

### 6332 Competition & the Entrepreneurial Manager

This course will focus on the positioning and determining competitive advantage of the business. Skills and behaviors necessary to be a successful entrepreneur will be developed. Prerequisite: BMGT 3310.

### 6361 Strategy & Managerial Decision-Making

Integration of various points of view in the development and implementation of business strategies and an exploration of the impacts of these strategies on upper-level-management decision-making. Prerequisite: BMGT 3310.

## MARKETING (BMKT)

### 6341 Marketing Management

A seminar dealing with developments in marketing management, wholesaling, retailing, and the functional areas of marketing. Prerequisite: BMKT 3311.

## QUANTITATIVE BUSINESS ANALYSIS (BQBA)

### 6311 Advanced Statistics & Quantitative Methods

An introduction to and application of the methods of formulating and analyzing business information using statistical techniques. Prerequisites: BQBA 2302 or BQBA 2399.



# **COLLEGE OF EDUCATION**

**Marlene Zipperlen, Dean**

**Sandra J. Wanner, Director**

## **Purpose**

The University of Mary Hardin-Baylor offers the Master of Education (M.Ed.) degree with majors in Educational Administration, Educational Psychology, Reading Education, and General Studies. Professional certification programs are available in Educational Diagnostician, Educational Administration (Principal), Biology, Chemistry, English, Reading and Master Reading Teacher. Certification in Generic Special Education and Early Childhood Education are possible as well.

## **Mission**

The mission of the Graduate Programs in Education at the University of Mary Hardin-Baylor is to develop leaders for the successful operation of public and private schools in Texas, within a Christian framework, in the areas of school administration, educational psychology, reading, special education, English, chemistry, and biology.

## **Vision**

Within a Christian environment, the University of Mary Hardin-Baylor's Graduate Programs in Education in the College of Education strives to provide certification for highly qualified professional educators who are then able to transform lives through excellence in academics, practical application, and professional collaboration.

# MASTER OF EDUCATION (M.Ed.)

## Length of the Program

Required courses are scheduled for the convenience of employed individuals. By using a combination of summer and evening offerings, a typical student should be able to earn the Master of Education (M.Ed.) degree in a span of two years. A student has, however, up to five years after enrollment to complete all requirements for the degree.

## Steps in Applying for Admission to the Program

A prospective student may apply for admission to the University by taking the steps outlined in the General Admissions section of this catalog. The student will also be required to complete a departmental application for graduate study and to schedule an interview with the Dean of the College of Education. The student should bring the departmental application to the interview with the Dean.

## Admission Requirements

The basic requirement for admission to graduate studies in the Education Department is a Texas teaching certificate. Persons without Texas certification but planning to acquire such by taking appropriate coursework or by converting an out-of-state certificate to a Texas certificate may be permitted limited enrollment while obtaining such certification.

Nonetheless, under the programs for Educational Administration, Educational Psychology, and General Studies with a specialization in English programs, students can pursue the M.Ed. degree without having a Texas teaching certificate. Such students would be required to do leveling work of six semester hours in basic education courses (EDUC 3315 Students and Learning and EDUC 3316 Survey of Special Populations) and would need to sign a statement of understanding that the degree would not qualify them for a professional position in education unless and until they acquire a Texas teaching certificate and meet any other conditions the State might require. All other University admission requirements, such as minimum GPA and GRE score, would apply.

An applicant for enrollment in a M.Ed. program may be admitted in one of four categories:

1. Regular Admission

To be admitted to any of the programs leading to the Master of Education degree, an applicant must:

- a. Have completed a baccalaureate degree from a regionally accredited institution.
- b. Possess a valid teaching certificate if seeking additional certification or adding endorsements.
- c. Have
  - (1) an overall GPA of at least 2.50 and a GRE score of at least 850; or
  - (2) a GPA on the last 60 hours of 2.50 to 2.74 and a GRE score of at least 950; or
  - (3) a GPA on the last 60 hours of at least 2.75 to 2.99 and a GRE score of at least 850; or
  - (4) a GPA on the last 60 hours of at least 3.00.

2. Conditional Admission

An applicant may be conditionally admitted to enrollment in a M.Ed. program under the following circumstances:

- a. A senior undergraduate student who has at least a 3.00 cumulative GPA and who lacks nine or fewer semester hours toward graduation may, with the approval of the advisor, the appropriate department chair, and the Director of Graduate Programs, enroll for seven or fewer graduate credits in the last semester of undergraduate work.

- b. An applicant who does not possess a Texas teaching certificate or whose undergraduate credits do not include sufficient courses in a particular subject area necessary to the desired program may be admitted. A deficiency plan containing the needed undergraduate academic work will be prepared by the appropriate official for such a student. The student may concurrently enroll in graduate and undergraduate courses. Upon completion of the deficiency plan if the other admission criteria are satisfactorily met, the student's enrollment status becomes regular.
  - c. An applicant may be admitted conditionally when he or she shows evidence of meeting the regular admission criteria but has incomplete documentation (official transcripts, official GRE score report, letters of reference). A student so admitted must eliminate that conditional status by date agreed upon as shown on the Conditional Admission's form. Failure to comply will result in not being allowed to register the next semester as well as transcripts being placed on hold. Departmental recommendation is required for Conditional Admission and for being dropped from the program.
3. Probationary Admission
- Probationary admission may be granted when a student meets only one of the regular admission criteria, but shows evidence of ability to participate successfully in graduate study. A student seeking probationary admission must have a strong departmental recommendation and the approval of the University Graduate Council. A student so admitted may take no more than nine (9) hours of graduate work. If grades of "B" or better are earned for those nine hours, the student's probationary status will be changed to regular status.
4. Special Admission
- An applicant who wishes to complete a particular type of certification which does not require a full M.Ed. degree from UMHB, or an individual who wishes to take courses for self-improvement, or a transient student who wishes to take a course for transfer to another institution may be admitted under the following conditions:
- a. The student must be admitted to the University at the graduate level.
  - b. The student must sign a statement to the effect that he/she does not wish to pursue a graduate degree at the University of Mary Hardin-Baylor.
  - c. The student must have permission from the Dean of the College of Education.

### **Requirements**

To receive a Master of Education degree, a student must meet the following requirements:

- 1. The student must be admitted to degree candidacy.
- 2. The student must earn 36 semester hours as prescribed in one of the following programs: Educational Administration, Educational Psychology, Reading Education, or General Studies. These courses must be completed with a GPA of at least 3.00 with no grade less than "C." A minimum of 18 semester hours must be taken at the 6000 level. A 5000-level course may not be repeated for graduate credit.
- 3. The student must receive the recommendation of an advisor from the student's major department based upon satisfactory completion of a comprehensive examination. Satisfactory completion is defined as receiving a "pass" score on all questions required or chosen by the student.

### **Core Courses**

All Master of Education (M.Ed.) degree programs offered by the University of Mary Hardin-Baylor must include the following three core courses:

- EDPS 6350 Psychology of Learning
- and
- EDSP 6351 Minority Population Groups and the Exceptional Learner
- or
- EDUC 6351 The School in a Multicultural Society
- and
- EDAD 6368 Applications of Educational Research
- or
- EDUC 6352 Research Techniques and Procedures

### **Admission to Candidacy for the Degree**

A student whose enrollment status is Regular, who has completed at least 18 graduate semester hours with a cumulative GPA of 3.00 or higher, and who has filed a degree plan is eligible to apply for candidacy for the Master of Education degree. Application is made to the Dean of the College of Education.

### **Comprehensive Examination**

After being admitted to candidacy and after earning at least 27 graduate semester hours (to include all core courses) with a cumulative GPA of 3.00 or higher, students are required to pass a comprehensive examination given in their major department. The exam is offered once each semester. For the semester the student wishes to take the comprehensive examination, the student should enroll in the non-fee course EDUC 6090 (or READ 6090) and should complete the application form obtained from the secretary of the Department of Education. The exam is usually conducted on a Saturday approximately in the middle of the semester.

The comprehensive examination may be written or oral or both. At this time, the exam consists of six written questions covering six of the courses taken by the student toward the degree program being sought. The six questions include one question each from the three core courses and one question each chosen by the student from those submitted by the professors of three remaining classes.

### **Retention and Dismissal**

Each student admitted to the Master of Education (M.Ed.) program is expected to make satisfactory progress. A student's progress is monitored at four consecutive stages. No student will be permitted to register for courses in subsequent stages unless all requirements for the preceding stage have been met:

<b>No. of Semester Hrs.</b>	<b>Stage</b>
0-18	Regular Admission
18-27	Admission to Candidacy
27-36	Comprehensive Examination
36 or more	Recommendation of Major Department for M.Ed.

## Specific Program Requirements

### 1. Educational Administration

To earn a **Master of Education degree with a major in Educational Administration**, a student must complete 36 semester hours as follows:

- EDAD 6360 Administration Theory and Practice
  - EDAD 6362 School Law
  - EDAD 6363 School Business Management and Finance
  - EDAD 6364 The Administration of Special Programs
  - EDAD 6365 Pupil Personnel Management
  - EDAD 6366 The Role of the Principal
  - EDAD 6367 The School and Its Instructional Program
  - EDAD 6368 Applications of Educational Research
  - EDPS 6350 Psychology of Learning
  - EDUC 6350 Current Issues in American Education
  - EDUC 6351 The School in a Multicultural Society
- (for elementary certificate holders)**
- READ 6301 Problems and Issues in Teaching Reading in the Elementary School
- or
- (for secondary certificate holders)**
- READ 6311 Problems and Issues in Teaching Reading in the Secondary School

**Professional Principal Certificate:** A student must complete the 36 semester hours listed above, earn the M.Ed. degree, have a valid Texas teacher certificate, have two years of acceptable classroom teaching experience, complete EDAD 6391 Internship in Middle Management, and pass TExES Examination Number 68.

### 2. Educational Psychology

To earn a **Master of Education degree with a major in Educational Psychology, including the Professional Educational Diagnostician Certificate**, a student must complete 36 semester hours as follows:

**Core .....9 hours as follows**

- EDPS 6350 Psychology of Learning
- EDSP 6351 Minority Population Groups and the Exceptional Learner
- EDUC 6352 Research Techniques and Procedures
- EDUC 6090 Comprehensive Examination

**Education for Students with Disabilities .....6 hours from the following**

- EDSP 5332 Advanced Study in Mild Learning Disabilities
- EDSP 5333 Advanced Study in Developmental Disabilities
- EDSP 6320 Professional Roles and Responsibilities
- EDSP 6341 Trends and Issues for the Education of Exceptional Learners
- EDSP 6339 Education for Disabled Youth

**Assessment and Evaluation .....9 hours as follows**

- EDEC 6329 Assessment in Early Childhood
  - EDSP 5334 Assessment in Special Education
- or
- PSYC 6326 Psychological Assessment
  - PSYC 6324 Wechsler Intelligence Testing

**Human Development and Disabilities .....3 hours from the following**

- EDEC 5320 Advanced Early Childhood Development
- EDSP 5331 Development of Disabled Learners
- PSYC 6310 Lifespan Development Seminar

**Learning Theory ..... 3 hours from the following**

- EDSP 6338 Behavior Analysis
- PSYC 6320 Theories of Counseling
- PSYC 6380 Cognitive and Behavioral Theory and Methods

**Instructional Modification: Practical Application,  
Remediation Techniques, and Materials ..... 6 hours from the following**

- EDSP 5338 Advanced Practical Experiences
- EDSP 5339 Applied Intervention Designs and Strategies
- EDSP 5363 Assistive Technology Resources and Services
- EDSP 6340 Environments of Special Learners (Practicum)
- EDSP 6381 Special Topics

The required TExES Examination is Number 153.

To earn the **Professional Educational Diagnostician Certificate**, a student must complete 33 semester hours as follows:

**Education for Students with Disabilities ..... 9 hours from the following**

- EDSP 5332 Advanced Study in Mild Learning Disabilities
- EDSP 5333 Advanced Study in Developmental Disabilities
- EDSP 6320 Professional Roles and Responsibilities
- EDSP 6341 Trends and Issues for the Education of Exceptional Learners
- EDSP 6351 Minority Population Groups and the Exceptional Learner
- EDSP 6339 Education for Disable Youth

**Assessment and Evaluation ..... 9 hours as follows**

- EDEC 6329 Assessment in Early Childhood
- EDSP 5334 Assessment in Special Education
- or
- PSYC 6326 Psychological Assessment
- PSYC 6324 Wechsler Intelligence Testing

**Human Development and Disabilities ..... 3 hours from the following**

- EDEC 5320 Advanced Early Childhood Development
- EDSP 5331 Development of Disabled Learners
- PSYC 6310 Lifespan Development Seminar

**Learning Theory ..... 6 hours from the following**

- EDPS 6350 Psychology of Learning
- EDSP 6338 Behavior Analysis
- PSYC 6320 Theories of Counseling
- PSYC 6380 Cognitive and Behavioral Theory and Methods

**Instructional Modification: Practical Application,  
Remediation Techniques, and Materials ..... 6 hours from the following**

- EDSP 5338 Advanced Practical Experiences
- EDSP 5339 Applied Intervention Designs and Strategies
- EDSP 5363 Assistive Technology Resources and Services
- EDSP 6340 Environments of Special Learners
- EDSP 6381 Special Topics

The required TExES Examination is Number 153.

### 3. Reading Education

**\*In all graduate reading programs, students may not take a 5000-level course if they have already taken this course at the undergraduate level. Instead, the student may substitute, with the graduate program director's approval, one of the 6000-level electives (READ 6181-6681 Special Topics, READ 6190-6690 Independent Study, READ 6191-6691 Seminar, or READ 6192-6692 Independent Research).**

To earn a **Master of Education degree with a major in Reading Education**, a student must complete 36 semester hours as follows:

EDPS 6350 Psychology of Learning  
EDUC 6351 The School in a Multicultural Society  
EDUC 6352 Research Techniques and Procedures  
READ 5351\* Advanced Children's Literature and Literacy  
READ 5352\* Advanced Diagnostic and Corrective Reading  
or  
READ 6358 Advanced Assessment in Reading  
READ 5355\* Advanced Content Area Reading  
READ 6353 Reading: A Linguistic Perspective  
READ 6354 Clinical Practice in Reading Education  
READ 6356 Organization and Leadership of Reading Programs  
READ 6090 Comprehensive Examination

**Three (3) semester hours of graduate electives in a related area:**

READ 6181-6681\* Special Topics  
READ 6190-6690\* Independent Study  
READ 6191-6691\* Seminar  
READ 6192-6692\* Independent Research

**Six semester hours selected from:**

**(for secondary certificate holders - 6 hours)**

EDUC 5303\* Curriculum and Instruction in the Elementary School  
or

EDSP 5339\* Applied Intervention Designs and Strategies

READ 6301 Problems and Issues in Teaching Reading in the Elementary School

**(for elementary certificate holders - 6 hours)**

EDUC 5314\* Curriculum and Instruction in the Secondary School  
or

EDSP 5339\* Applied Intervention Designs and Strategies

READ 6311 Problems and Issues in Teaching Reading in the Secondary School

The **Professional Reading Specialist Certificate (All-level)** requires the student to complete the 36 semester hours listed above, earn the M.Ed. degree, have a valid Texas teacher certificate, have three years of acceptable classroom teaching experience, and pass the ExCET Examination Number 59.

**Certification as a Professional Reading Specialist (All-level) by a person who already has a master's degree and provisional certification** may be obtained by completing 24 semester hours as follows:

EDUC 6351 The School in a Multicultural Society  
READ 5352\* Advanced Diagnostic and Corrective Reading  
or  
READ 6358 Advanced Assessment in Reading  
READ 5355\* Advanced Content Area Reading  
READ 6353 Reading: A Linguistic Perspective  
READ 6354 Clinical Practice in Reading Education  
READ 6356 Organization and Leadership of Reading Programs

Six semester hours selected from:

**(for secondary certificate holders - 6 hours)**

EDUC 5303\* Curriculum and Instruction in the Elementary School  
READ 6301 Problems and Issues in Teaching Reading in the Elementary School  
READ 6181-6681\* Special Topics  
READ 6190-6690\* Independent Study  
READ 6191-6691\* Seminar  
READ 6192-6692\* Independent Research

**(for elementary certificate holders - 6 hours)**

EDUC 5314\* Curriculum and Instruction in the Secondary School  
READ 6311 Problems and Issues in Teaching Reading in the Secondary School  
READ 6181-6681\* Special Topics  
READ 6190-6690\* Independent Study  
READ 6191-6691\* Seminar  
READ 6192-6692\* Independent Research

**4. Master Reading Teacher Certification**

This is a graduate certification program, not a degree program, consisting of 12 semester hours of graduate reading classes as follows:

READ 5352\* Advanced Diagnostic and Corrective Reading  
or  
READ 6358 Advanced Assessment in Reading  
READ 6353 Reading: A Linguistic Perspective  
READ 6354 Clinical Practice in Reading Education  
READ 6356 Organization and Leadership of Reading Programs  
READ 6181-6681\* Special Topics  
READ 6190-6690\* Independent Study  
READ 6191-6691\* Seminar  
READ 6192-6692\* Independent Research

Master Reading Teacher (MRT) candidates must have the following:

- Valid Texas Teaching Certificate
- Copy of service record indicating three years classroom teaching experience
- Application to the Education Department to be admitted to the MRT program
- Letter of recommendation from current employer (school district administration) or if not currently employed, from past employer(s)
- An interview with designated Education Department Graduate Faculty Member
- Graduate School application for M.Ed. program, or for MRT program, if not seeking a Master's Degree

**5. General Studies**

To earn a **Master of Education degree with a major in General Studies**, a student must complete 36 semester hours, to include the nine credit M.Ed. core and twenty-seven credits selected from at least two fields of study with no less than six semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.

**M.Ed. Core:**

EDPS 6350 Psychology of Learning  
and  
EDSP 6351 Minority Population Groups and the Exceptional Learner  
**OR**  
EDUC 6351 The School in a Multicultural Society  
and  
EDAD 6368 Applications of Educational Research  
**OR**  
EDUC 6352 Research Techniques and Procedures

**Fields of Study:**

Educational Administration (EDAD)

Early Childhood Education (EDEC)

Special Education (EDSP)

Reading Education (READ)

\*Graduate Biology (BIOL)

\*Graduate Chemistry (CHEM)

\*Graduate English (ENGL)

**\*If the student has earned less than 24 undergraduate semester hours in this subject, departmental approval will be required before the student may take courses for graduate credit.**

**6. Special Education**

Students may earn **provisional certification in Special Education E-12** by completing 24 semester hours in graduate special education (EDSP) courses. A minimum of 9 semester hours must be completed at the 6000 level. The required TEXES Examination is Number 161.

**7. Professional Certification**

**Students who wish to take graduate courses at the University of Mary Hardin-Baylor for the sole purpose of pursuing some professional certification** will only be permitted to enroll for such purpose if they fulfill the following requirements:

- a. make application for graduate admission to the University;
- b. make application for admission to graduate studies in the Department of Education;
- c. sign a form indicating desire to take courses without pursuing a degree;
- d. schedule an appointment with the Dean of the School of Education;
- e. have a GPA of at least 3.00 for all transfer work which will count toward the certificate being pursued;
- f. meet all of the following conditions:
  - (1) at least twelve semester hours toward the desired certificate must be taken at UMHB;
  - (2) once started on a certification plan at UMHB, courses taken subsequently at another university must have prior written approval. Any such course must have a GPA of at least 3.00;
  - (3) all coursework taken at UMHB after the commencement of the certification program must have a GPA of at least 3.00.

**COURSE DESCRIPTIONS****EARLY CHILDHOOD EDUCATION (EDEC)****5320 Advanced Early Childhood Development**

This course is designed to provide an in-depth study of the development of the young child. Course includes discussion of the historical roots of early childhood programs. Reevaluation of personal early childhood philosophy and knowledge of developmentally appropriate practices for young children plus a research project are required. Field experience is required.

**5328 Behavior and Classroom****Management in Early Childhood**

Course includes behavior and classroom management techniques for young children. Discussion of the differences between correction, discipline, and punishment as strategies for managing misbehavior is included. The teacher-parent role of encouraging positive behavior is addressed. Record keeping and progress-reporting techniques, along with federal and state regulations pertaining to day care programs, are addressed. A research project relating to behavior management is required. Field experience is required.

**6181-6381 Special Topics**

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**6329 Assessment in Early Childhood**

Course is designed to provide strategies in assessment. The following observation methods are used during lab experiences: time sampling, event sampling, specimen records, diary descriptions, anecdotal records, frequency counts, duration records, and checklists. Childhood screening instruments and record-keeping and program-reporting techniques are addressed. A field-based assessment project is required.

## **EDUCATIONAL ADMINISTRATION (EDAD)**

**6181-6381 Special Topics**

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**6360 Administrative Theory and Practice**

Analysis of administrative behavior and organizational patterns. Study of conceptual models of decision-making. Examination of theory and practice as they relate to continuing problems of school administration.

**6361 Instructional Leadership and Evaluation**

This course provides training and certification in Instructional Leadership Development (ILD) as defined and applied by the State Board for Educator Certification and/or the Texas Education Agency. Students must successfully complete the state's certification requirements in ILD to receive credit for the course.

**6362 School Law**

Legal basis of education at national, state, and local levels. Major court decisions affecting organization and administration of public and private schools. Legal rights and responsibilities of school administrators and other school personnel.

**6363 School Business Management and Finance**

Study of roles, responsibilities, systems, and procedures in school business matters. Includes budgeting, accounting, data processing, purchasing, personnel, and management of facilities, equipment, and real property. Examination of federal, state, and local programs to finance education.

**6364 The Administration of Special Programs**

Study of legal, academic, and administrative considerations related to special programs in schools. Examination of vocational-technical, career, compensatory, reading, and guidance programs. Included are state and federal relations.

**6365 Pupil Personnel Management**

Study of student services, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; and placement, evaluation, promotion, retention, and termination.

**6366 The Role of the Principal**

Study of the roles and responsibilities in the administration of elementary, middle, and secondary schools, with focus on the principal's professional relations with teachers, parents, pupils, educational leaders within the district, and the board of education. Analysis of the role of the principal in curriculum development, organization, and evaluation; school organization; discipline; student behavior; community relations; the teaching/learning process; in-service training; and leadership in teacher growth and evaluation. Emphasis is on personal qualities of leadership conducive to good human relations.

**6367 The School and Its Instructional Program**

Factors influencing school curriculum in grades K-12 are studied. Included are components of curriculum; organization of curriculum; how curriculum is changed; how new curriculum is developed; and extra-curriculum in elementary and secondary schools.

**6368 Applications of Educational Research**

A study of investigations relating to schooling with applications suitable to the specific role of the principal. Using reports from abstracts and original sources, valid research criteria are applied by the student in making written evaluations and applications in specific field settings.

**6391 Internship in Middle Management**

This is a practicum designed to provide field experience in school administration with emphasis on public relations, personnel administration, pupil behavior and discipline, curriculum development, instructional leadership, and facilities management. The intern is assigned to an administrator for a minimum of 90 clock hours in the field. Field experience is supervised by a University professor and is accompanied by a weekly symposium. The intern is given experience in applying management fundamentals to an on-going school program. Each of the topics is developed by assignments, discussions, required readings, and a report. Prerequisite: Degree candidates must have at least 27 semester hours toward the M.Ed. in Educational Administration. Certification candidates must have at least 27 semester hours toward the Mid-Management Administrator certificate.

**EDUCATIONAL  
PSYCHOLOGY (EDPS)**

**6350 Psychology of Learning**

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and to the applicability of learning theory to the educational process. Students are required to design, conduct, report, and evaluate an experiment pertaining to a major theory of learning.

**PROFESSIONAL EDUCATION  
(EDUC)**

**5303 Curriculum and Instruction in the Elementary School**

This course will examine all aspects of the curriculum development process in regard to the elementary school. Historical perspectives, designs, models, influences of society/human development, teacher/administrator roles, evaluation, and innovations in this area will be explored. Application will be required in terms of graduate research, model teaching, curriculum writing, cooperative learning, and peer teaching.

**5314 Curriculum and Instruction in the Secondary School**

This course will examine all aspects of the curriculum development process in regard to the secondary school. Historical perspectives, designs, models, influences of society/human development, teacher/administrator roles, evaluation, and innovations in this area will be explored. Application will be required in terms of graduate research, model teaching, curriculum writing, cooperative learning, and peer teaching.

**5321 Student Teaching in Early Childhood Education**

This course provides field-based student teaching experience in the early childhood classroom. The student teacher works with an experienced teacher in the school setting for five weeks. Prerequisite: Approval of the Teacher Education committee.

**6090 Comprehensive Examination**

**6181-6381 Special Topics**

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**6350 Current Issues in American Education**

This course is designed to provide the student with updated background information on such current topics as: social change, accountability, changing staff roles, vocational life education, student privacy act, confidential information, new school architecture, drug and sex education in public schools, and others.

**6351 The School in a Multicultural Society**

In-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis on both theoretical constructs and practice in the development of leadership roles in the school and the community. (Same as EDSP 6351, and COUN/PSYC 6351)

**6352 Research Techniques and Procedures**

This course provides experiences essential for the development of basic understanding and knowledge of the place of research in the professional field. Analytical and objective research methods and techniques; reviews of current literature, problem solving, and the conduct and reporting of research projects are studied in detail.

**6353 Teaching Methodology for the Professional**

Structured to meet the needs of those professionals who must design, organize, and present materials to various target populations. This course focuses on teaching methods, media, and evaluation of the learning process.

**READING EDUCATION  
(READ)**

**5351 Advanced Children's Literature and Literacy**

This course will examine the genres of children's literature and explore ways of using that literature in literacy events. The course provides opportunities for extensive reading and analysis of a wide variety of literature and study of notable authors and illustrators. A required independent project will focus on some aspect of children's literature and literacy.

**5352 Advanced Diagnostic and Corrective Reading**

The focus of this course is upon the diagnosis and remediation of reading problems in ages preschool through adult. Students will learn to diagnose reading problems and provide appropriate instructional strategies for remediation. Students will write and submit a research paper.

**5355 Advanced Content Area Reading**

This course includes advanced methods, materials, and strategies for the teaching of content reading skills emphasizing comprehension, vocabulary study, library and study skills, and readability. In addition, attention is given to the needs and development of mature content level readers, integrating literature into content unit study, and use of creative and critical thinking skills. A required independent project focuses on current issues in content area reading.

**6090 Comprehensive Examination**

This examination provides an opportunity for students to demonstrate their ability to integrate and apply the theory and skills acquired in their course work. It is given during the student's last semester of enrollment prior to graduation.

**6181-6681 Special Topics**

This course is a service course designed to permit the offering of topics of current interest and of special workshops. It may also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**6190-6690 Independent Study**

This course is a service course designed for an individual based on student interest and need. A project must be developed and will be presented using a multi-media format. By prior approval only.

**6191-6691 Seminar**

This course is a service course designed to permit the offering of topics of current interest. By prior approval only.

**6192-6692 Independent Research**

For the student desiring independent research experience. Research may be designed by the student and carried out on an approved topic of interest as part of an ongoing research project conducted by the faculty. By prior approval only.

**6301 Problems and Issues in Teaching Reading in the Elementary School**

This course includes special problems encountered by teachers, researchers, parents, and pupils in teaching elementary children to read. Open to graduate students capable of developing the study independently under supervision of the instructor.

**6311 Problems and Issues in Teaching Reading in the Secondary School**

This course will examine special problems encountered by teachers, researchers, parents, and pupils in reading at the secondary level. Open to graduate students capable of developing the study independently under supervision of the instructor.

**6353 Reading: A Linguistic Perspective**

This course includes application of modern linguistic approaches aimed at helping the student understand the reading process. Consideration is given to cognitive, linguistic, and social factors in reading. Attention is given to comprehension, memory, and oral reading behavior. A project related to the understanding of the linguistic elements of language learning is required.

**6354 Clinical Practice in Reading Education**

This course is designed to give the student clinical experience in the application of theoretical models in a laboratory setting. Supervised individual practice in diagnosis, remediation, and research will culminate in a project and multimedia presentation.

**6356 Organization and Leadership of Reading Programs**

This course is designed to acquaint the student with advantages and disadvantages of organizational plans in reading and with how to make instructional adjustments to meet individual and school needs. Topics for study will include the role of research in reading, promoting parent and community involvement, strategies for effective staff development, and program evaluation.

**6358 Advanced Assessment in Reading**

This course includes current issues in reading assessment, management of assessment, how to disaggregate and interpret data, understand state and national assessment reports and tools and their implication, and make appropriate choices for assessment tools in reading. Also included are strategies to report assessment data, how to positively use data to enhance the community, and how to build a positive relationship when reading scores are down. A demonstration of proficiency with assessment tools is required. A research paper on current issues in reading assessment is required. Prerequisite: An undergraduate course in diagnostic and prescriptive reading.

## **SPECIAL EDUCATION (EDSP)**

\* All written requirements for Special Education courses will follow the format found in the current edition of the *Publication Manual* of the American Psychological Association (APA).

### **5331 Development of Disabled Learners**

This course surveys the field of special education. Developmental and maturational sequences of disabled children and youth are examined along with the legal aspects of special education. A research project related to course content is required.\*

### **5332 Advanced Study in Mild Learning Disabilities**

This course provides for in-depth study of the etiology, learning characteristics, and factors affecting the learning process of learning disabled/learning delayed students from early childhood through adulthood. Research, educational strategies, social learning strategies, and appropriate classroom programming techniques are explored. A research project related to learning disabled/learning delayed students is required. \*

### **5333 Advanced Study in Developmental Disabilities**

This course provides an in-depth study of the characteristics, etiology, and psychological, sociological, and educational implications of developmental disabilities for mentally challenged individuals from birth through adulthood. Medical aspects, parental involvement, life skills, and transition programs are examined. A research project related to developmental disabilities is required. \*

### **5334 Assessment in Special Education**

This course provides an in-depth exploration of formal and informal means of assessing exceptional students. The supports needed for transitioning across educational environments and integration into various program placements are presented. Administration of instruments used for screening, diagnosis, programming, and evaluation in special education is required along with a research project related to assessment. \*

### **5338 Advanced Practical Experiences**

This practical application experiences course is designed to provide hands-on involvement with exceptional children and adults with developmental disabilities. Students are expected to work with program personnel and to be responsible for specific activities and projects throughout the experience. Enrollment is by permission of the instructor. \*

### **5339 Applied Intervention Designs and Strategies**

This course looks at current issues in curriculum design and appropriate modifications and accommodations for exceptional students as specified in individualized education program plans developed by ARD (IEP) teams. Emphasis is placed on the selection and use of strategies and techniques for teaching reading, language arts, mathematics, and other content areas. A research project related to interventions is required. \*

### **5363 Assistive Technology Resources and Services**

This course examines technology software to organize information and schedules and a variety of assistive technology devices, services, and resources used to enable students to actively participate in educational activities and routines. Recommendations for the use of assistive technology for students with disabilities are discussed. A research project related to assistive technology resources and services is required. \*

**6181-6381 Special Topics**

This service course is designed to permit the offering of practicum in diagnosis, topics of current interest, and special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need. \*

**6320 Professional Roles and Responsibilities**

This course emphasizes the professional practices, roles, and responsibilities of educational diagnosticians along with the responsibilities and philosophical, legal, and ethical foundations related to special education. Collaboration, consultation, procedural safeguards, due process, legal and regulatory timelines, confidentiality, federal and state laws and Board of Education Rules are discussed. A research project related to professional roles and responsibilities is required. \*

**6338 Behavior Analysis**

This learning theory course explores the characteristics of emotionally disturbed/behaviorally-disordered students from early childhood through adolescence. Causes and characteristics of social emotional problems frequently present in exceptional children and their families are considered along with behavior modification and management strategies. A research project related to behavior analysis/modification is required. \*

**6339 Education for Disabled Youth**

This course examines educational procedures and programs for secondary school students with disabilities. Emphasis is placed on remedial and compensatory strategies, adaptation of instructional materials, transition services, career education, and vocational adjustment and rehabilitation services. \*

**6340 Environments of Special Learners**

This course is a field-based practicum examining environments where special learners are served. Includes a study of federal laws and state board of education guidelines regulating special education in Texas. Classroom teaching and/or assessment of atypical learners plus a research project related to student's current profession or course of study are required. \*

**6341 Trends and Issues for the Education of Exceptional Learners**

This course is designed to explore the unique needs, problems, and concerns that may be encountered in various special education settings. \*

**6351 Minority Population Groups and the Exceptional Learner**

This course presents an in-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis on both theoretical constructs and practice in the development of leadership roles in the school and the community. \* (Same as EDUC 6351, and COUN/PSYC 6351)

## ACADEMIC SUPPORT AREAS

The following academic areas are considered support areas for the Master's Degree in Education (M.Ed.): Biology, Chemistry, and English.

NOTE: Parentheses after course titles indicate number of class hours followed by number of lab hours per week.

### GRADUATE BIOLOGY (BIOL)

#### 5191 Seminar

Requirements include a literature search, oral presentation, and review paper on a relevant topic in biology.

#### 5340 Immunology (3-0)

A study of the mechanisms involved in the immune response. Emphasis on the structure and function of the components of the immune system, including humeral and cellular activity, complement, and hypersensitivity.

#### 5420 Marine Biology (3-2)

A general study of the biotic and abiotic components of estuarine and marine systems, with emphasis on the Gulf Coast of Texas. Laboratory fee.

#### 5430 Human Physiology (3-2)

A study of the physiology of humans, with an emphasis on fluids and electrolytes, temperature, respiratory, cardiovascular, and neuroendocrine regulatory mechanisms. Laboratory fee.

#### 5440 Ornithology (3-2)

A general study of birds and their structure, food relations, nesting habits, seasonal distribution, migration, economic importance, and conservation, with field observations and special reference to Texas birds. Laboratory fee.

#### 5450 Natural History Expedition

Consists of an extended field trip to different ecological regions of the United States or Mexico with an emphasis on the geology, climate, flora, fauna, and culture of the area visited. Participants will be responsible for maintenance of expedition equipment and will collect and identify biological specimens. Enrollment will be limited and will require permission of the instructor. Expenses will be shared by participants.

#### 5480 Entomology (3-2)

A taxonomic study of the orders and families of insects. The economic importance and selected morphological and ecological aspects of the Insecta are considered. Laboratory fee.

#### 6190-6490 Research Problems in Biology

An introduction to research, representing individual work of graduate level. Conferences and laboratory work to be specified according to the subject and the discretion of the instructor.

#### 6191-6491 Special Topics in Biology

A study of special topics in biology. Requirements may include classroom study, field work, or a weekend field trip. Expenses for field trips will be shared by participants.

#### 6350 Plant Geography (3-0)

A study of the physical and biological factors that affect the distribution and development of major units of vegetation, with an emphasis on North America. Prerequisites: BIOL 1420, 2460, and 3320 or permission of the instructor.

### GRADUATE CHEMISTRY (CHEM)

#### 5191-5491 Seminar

Requirements include a literature search, oral presentation, and review paper on a relevant topic in chemistry. Prerequisite: Approval of the department chairperson.

#### 5300 Safety in the Academic Laboratory (3-0)

This study will include an introduction to the legal aspects of academic laboratory safety, the basic concepts of a laboratory safety program, Material Safety Data Sheets, and waste disposal for academic science laboratories K-12. Prerequisite: Approval of the department chairperson.

**5310 Handling Hazardous Materials (3-0)**

Study of the principles and methods of handling hazardous materials in the workplace. Coverage includes nature and scope of hazards in the workplace, overview of regulations of hazardous materials and worker safety, occupational diseases, fundamentals of industrial hygiene, basic concepts of toxicology, and introduction to risk assessment. Prerequisite: Approval of the department chairperson.

**5311 Environmental Issues (3-0)**

Concepts of environmental science will be introduced. Study will focus on the major environmental issues of the day, including technological, economic, and ethical aspects of these issues. Methods of risk-benefit analysis will be introduced. Prerequisite: Approval of the department chairperson.

**5350 Advanced Inorganic Chemistry (3-0)**

A study of bonding in inorganic systems, coordination chemistry, mechanisms of inorganic reactions, acid-base theory, Born-Haber cycles, oxidation potential, and structural concepts. Prerequisite: CHEM 5440 or CHEM 3440 and approval of the department chairperson.

**5430 Biochemistry (3-3)**

An investigation of the molecules of life with an emphasis on their roles in metabolic processes. Laboratory fee. Prerequisites: CHEM 3420 and approval of the department chairperson.

**5440 Physical Chemistry I (3-3)**

A study of kinetic theory, classical thermodynamic principles with an introduction to statistical thermodynamics, thermodynamics of chemical reactions and equilibrium, reaction kinetics, and modern structural concepts. Laboratory fee. Prerequisites: CHEM 1120, 1320, and credit for or concurrent enrollment in MATH 1330 and PHYS 2411, and approval of the department chairperson.

**5450 Physical Chemistry II (3-3)**

A continuation of CHEM 5440. Laboratory fee. Prerequisite: CHEM 1120, 1320, and credit for or concurrent enrollment in MATH 1330 and PHYS 2411, and approval of the department chairperson.

**5460 Advanced Analytical Chemistry (3-3)**

Study focuses on the theoretical basis and application of instrumental methods in chemical analysis. Laboratory fee. Prerequisites: CHEM 3400 and the approval of the department chairperson.

**5480 Environmental Chemistry (3-3)**

A study of the principles and concepts of Environmental Chemistry. The chemical processes of the atmosphere, hydrosphere, and lithosphere will be investigated. The effect of man-made pollutants on these chemical processes will also be studied. Laboratory will focus on environmental sampling and analysis techniques. Laboratory fee. Prerequisite: CHEM 3400.

**6160-6460 Practicum in Clinical Chemistry**

May involve applied clinical laboratory activities or more basic chemical research. Study will be carried out at the Veteran's Administration facilities in Temple, Texas, or at an equivalent site. Supervision and evaluation of the study will be conducted by designated member(s) of the staff at the site, with the concurrence of the department chairperson. Prerequisite: The joint approval of the department chairperson and the supervising officials at the site of the study.

**6190-6490 Chemical Research**

Chemical investigations utilizing specialized laboratory techniques. An introduction to the fundamentals of chemical research. Laboratory fee. Prerequisite: Approval of the department chairperson.

**6340 “Hands On” Science for  
Elementary and Middle School  
Teachers (1-6)**

Study will focus on the essential components of successful “hands on” science activities. A major portion of the course will involve participation in laboratory experiences designed to stimulate, motivate, and increase the understanding of science for elementary and middle school students. Prerequisite: Approval of the department chairperson.

**6420 Organic Synthesis (3-3)**

An investigation of reactions and methods used in modern organic synthesis. Laboratory fee. Prerequisites: CHEM 3420 and the approval of the department chairperson.

### GRADUATE ENGLISH (ENGL)

Graduate classes in the department of English typically require students to produce twenty to thirty pages of written material (essays, research projects, written reports, etc.), to prepare and deliver oral presentations, and to read extensively in both works of literature and criticism. Graduate students are expected to use standard, formal English and to have basic proficiency in using tools for research. **Note: Only students with an undergraduate major or teaching field in English may enroll in graduate English courses.**

**5192-5392 Publications Workshop**

This course is designed to give students practical experience in creating, developing, and editing literary publications. Students taking this course will participate in the publication of *Windhover* and will gain experience in editing and illustrating literary materials. Prerequisite: approval of the instructor.

**5310 American Literature before 1890**

Survey of the major American writers and representative selections from colonial times to 1890.

**5312 American Literature after 1890**

Survey of the major American writers and representative selections after 1890.

**5314 Studies in Literary Periods and Genres**

A study of specific literary periods and/or genres, such as (but not limited to) Modern literature (poetry, drama, or fiction), Romantic or Victorian literature, and Medieval literature. The course provides a focused and in-depth study of different aspects of literary developments in England, America, or the World. With approval of the department chair, this course may be repeated for credit when content varies.

**5315 Studies in Major Authors**

A careful study of an individual author or a select group of authors, through which students will learn to apply the tools of critical analysis and criticism. With approval of the department chair, this course may be repeated for credit when content varies.

**5316 World Literature**

Survey of world literature in translation.

**5320 Shakespeare**

Study of representative comedies, histories, and tragedies by William Shakespeare. Parallel readings of other plays and poems, in addition to standard criticism.

**5333 African American Literature**

A study of works by African American writers.

**5340 Advanced Grammar**

A study of modern English grammar, including its origin, syntax, morphology, usage, and misusage.

**5341 Literary Theory and Criticism**

Study of methods of literary interpretation. Introduction to and collateral readings in contemporary theories. Emphasis on close reading of literary texts in their historical contexts.

**5342 Linguistics**

A study of phonology, morphology, syntax, and semantics, especially as they relate to literary study.

**5343 Advanced Composition**

A course focused on developing advanced skills in nonfiction writing. Includes a study of theories of composition.

**5344 Advanced Rhetoric**

Study of classical and modern rhetoric, from Aristotle and Cicero to Roger and Toulmin. Emphasis on skills necessary to construct and analyze arguments and to engage in a variety of discourses in a rhetorically effective way.

**5350 Milton**

Study of John Milton's life and works, with emphasis on *Paradise Lost* and *Paradise Regained*.

**5371 Chaucer**

Study of Geoffrey Chaucer's major works, in Middle English, with emphasis on *The Canterbury Tales*.

**5390 Creative Writing**

Instruction and practice in writing informal essays, short stories, poetry, and possibly other forms of creative writing. Class discussion and criticism of work produced. All work considered for publication in *The Baylorian*.

**5391 Seminar**

A study of a selected literary topic.

**5190-5490 Independent Learning**

An independent study directed by a full-time graduate faculty member in the Department of English. Courses must be proposed by the student in writing to the faculty directing the study and approved by the department chairperson and dean of the college. Independent study courses are not to be taken in place of existing courses. Prerequisites: permission of instructor, the department chairperson, and dean of the college.



# COLLEGE OF SCIENCE AND HUMANITIES

**Darrell G. Watson, Dean**

**Dr. Raylene Statz, Chairperson  
Department of Psychology and Counseling  
Graduate Programs**

## **Purpose**

The University of Mary Hardin-Baylor offers the Master of Arts Degree in Psychology and Counseling as follows:

### **Community Counseling Program – 48 hours**

Licensed Professional Counselor preparation (LPC)  
Licensed Psychological Associate preparation (LPA)  
National Board Certified Counselor (NBCC)

### **School Psychology and Counseling Program**

Licensed Specialist in School Psychology preparation (LSSP) - 60 hours  
Public School Counseling Program, 36-hour Public School Counselor Certification

### **Academic Specialization in Psychology Program**

36-hour doctoral program preparation

## **Mission**

The Graduate Programs in Psychology and Counseling seek to prepare students from diverse backgrounds and cultural experiences as master's level clinicians for the mental health fields. The programs also equip students with skills needed to continue their academic training at the doctoral level. Our programs give students opportunities to develop knowledge and competence in counseling skills, theory, assessment, empirically based research and personal growth so that they may deliver professional mental health services in a variety of work settings. Our mission embodies the values of UMHB as a Christian-based institution and the ethical principles of the mental health professions: autonomy, beneficence, nonmaleficence, justice, fidelity, and veracity. The programs are designed to meet the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and educational requirements for Texas licensure and certification by the Texas State Board of Examiners for Licensed Professional Counselors, the Texas State Board of Examiners of Psychologists, and the Texas Education Agency.

# MASTER OF ARTS IN PSYCHOLOGY AND COUNSELING (M.A.)

## Admission Requirements

Applicants seeking enrollment in a Master of Arts program must first be admitted to the University. Admission materials required by the program include:

- Completed University admission application
- Completed Program application
- Copies of all transcripts with official grade point average
- Copy of official GRE scores
- Three (3) letters of recommendation attesting to applicant's character and ability to complete graduate work
- A completed interview with the Graduate Psychology & Counseling Program Director

### 1. Regular Admission

For Regular Admission status, an applicant must

- a. have completed a baccalaureate degree in psychology, or in some other major with a minimum of twelve semester hours of psychology, from a regionally accredited university. The hours of undergraduate psychology must include, but are not necessarily limited to, a general introduction to psychology course, a human growth and development course, a course in abnormal behavior, and a statistics course.
- b. have a minimum cumulative grade point average (GPA) of 2.75 (on a 4.00 scale) or have a minimum 3.00 GPA (on a 4.00 scale) on the last 60 semester hours of course work.
- c. have a minimum cumulative score of 900 on the verbal and quantitative portions and a minimum score of 3.0 on the analytical section of the General Test of the Graduate Record Examination (GRE).
- d. have a departmental interview and recommendation for admission prior to the first semester of enrollment.
- e. in the opinion of the departmental graduate faculty committee, possess sufficient emotional/mental stability to meet the academic, interpersonal, and technical qualifications of mental health professions or other professional positions to which possession of the Master of Arts degree may lead.
- f. submit three letters of reference attesting to the applicant's character and ability to complete graduate work.
- g. meet the following specific program prerequisites:
  - Public School Counselor Certification
  - The student must have completed a baccalaureate degree from a regionally accredited university, hold a valid Texas teacher certificate or its equivalent, and show two years of classroom teaching experience.

### 2. Conditional Admission

An applicant may be admitted conditionally when he or she shows evidence of meeting the regular admission criteria but has incomplete documentation (official transcripts, official GRE score report, letters of reference). A student so admitted must eliminate that conditional status by date agreed upon as shown on the Conditional Admission's form. Failure to comply will result in not being allowed to register the next semester as well as transcripts being placed on hold. Departmental recommendation is required for Conditional Admission and for being dropped from the program.

### **3. Probationary Admission**

An applicant may be admitted on probation under the following circumstances:

- a. The applicant has submitted all admissions materials as stated above.
- b. An applicant who meets the grade point average (GPA) requirement but makes less than the minimum acceptable score on the General Test of the Graduate Record Examination (GRE) or an applicant who does not meet the GPA requirement but who makes greater than the minimum acceptable score on the General Test of the GRE may be admitted on probation. Upon completion of 9 semester hours with a minimum GPA of 3.33, admission will become regular with a three-fourths affirmative vote by the departmental graduate faculty committee.

NOTE: Students receiving treatment for personal issues/emotional instability who meet admission requirements will only be admitted on probation.

### **4. Concurrent Enrollment**

A student who is completing the last semester of requirements for an undergraduate degree may take up to six hours of graduate course work if the student is currently enrolled in or has previously taken all courses needed to complete the undergraduate/leveling requirements and if the student meets the GPA requirement for regular graduate admission. A concurrently enrolled student is not considered a "graduate student" and must apply to the graduate program once the baccalaureate degree is completed.

### **5. Non-Degree Status Admission**

Students who have completed a bachelor's degree, but who do not intend to seek a graduate degree from UMHB, may be permitted to take up to six hours of graduate work. If a student so admitted on non-degree status wishes to continue beyond the six hours, he/she must apply for readmission as a degree-seeking student and must meet all requirements for graduate admission. Students who have completed a master's degree and who wish to take courses to meet requirements for State licensures and/or certifications may also be permitted to take courses as non-degree students. In the event that more than six hours are needed State requirements, approval is required by the program director and may or may not be granted. All non-degree seeking students must have a departmental interview and recommendation for non-degree status admission and must provide official transcripts from the institution(s) granting their bachelor's degree(s) and/or master's degree(s).

### **6. Denial of Admission**

The admission requirements as stated above notwithstanding, the Department of Psychology and Counseling reserves the right to deny entrance to anyone whose admission, in the opinion of the departmental graduate faculty committee, would not serve the best interests of the applicant, the Department of Psychology and Counseling, the University, and/or the mental health professional community.

### **7. Departmental Admission Appeals Process**

A student who has been denied admission by the Graduate Department of Psychology and Counseling may appeal the decision through written request to the UMHB Graduate Council with copies of the written request sent to the Director of the Psychology and Counseling Graduate Program, Dean of the College of Sciences and Humanities, and Vice-President of Academic Affairs.

## **Time Limitations**

All requirements for the Master of Arts degree must be completed within a five-year period from the time of admission to the program.

## Student Evaluation and Degree Requirements

To obtain the Master of Arts degree, students must demonstrate a depth and breadth of knowledge within their chosen field, an understanding of self, and the promise of skilled performance in cognitive and affective areas. To ensure that program standards are high, students will be evaluated at the following points:

1. Upon admission.
2. Within each course.

Students are graded on academic knowledge, class participation and interpersonal skills, writing ability (both content and construct), speaking and presentation skills, and independent research. Appropriateness of classroom demeanor, behavior, and ethics is also evaluated. "A" work is considered above average performance; "B" work is considered average performance; "C" work is considered below average performance; and "D" work is considered unacceptable performance. A minimum grade point average (GPA) of 3.00, semester and cumulative, is required of all graduate students enrolled in a Master of Arts program. Students with a semester and/or cumulative GPA of less than 3.00 will be placed on probation. Failure to correct the deficiency in the next semester of attendance will result in dismissal.

3. Upon application for candidacy.

Students must apply for admission to candidacy after the completion of a minimum of 12 semester hours and a maximum of 18 semester hours with a GPA of at least 3.00. The departmental graduate faculty committee evaluates each student on the student's overall performance in courses completed to determine if the student is qualified to be a candidate to receive the Master of Arts degree. Areas evaluated by the committee include interpersonal skills, writing skills (both content and construct), speaking and presentation skills, professional orientation, and freedom from mental health problems that would interfere with occupational functioning.

The committee may decide to **unconditionally accept** the student for candidacy, to **conditionally accept** the student for candidacy, to **reject** the student for candidacy, or to **defer the request** for candidacy until a later date. Unconditional acceptance for candidacy means the student is performing at an average to above average level in all areas evaluated. Conditional acceptance for candidacy means that the student is deficient in one or more areas evaluated. (The conditionally accepted candidate may be denied the Master of Arts degree if deficiencies are not raised to standard at least one semester prior to graduation.) Rejection for candidacy means that the student has consistently performed at an unacceptable level and/or has made few attempts to remedy deficiencies as recommended by the committee. A student's application for candidacy may be deferred until a later date if the student has not completed 12 semester hours or if the committee has some question regarding the student's appropriateness for candidacy.

Acceptance for candidacy will be made by a three-fourths affirmative vote of the departmental graduate faculty committee and rejection for or deferment of candidacy will be made by a one-half negative vote of the departmental graduate faculty committee. Students will be notified in writing of the response to their application for candidacy and of any recommendations or requirements for improvement.

4. Following administration of comprehensive examination.

Students accepted for candidacy must register for and successfully complete a comprehensive examination conducted by the graduate psychology and counseling faculty during the students' last semester of course work prior to graduation. The exam is both written and oral and covers material presented in the courses required for degree specialization. A student must make a combined score (written exam and oral exam) of 70% for the Master of Arts degree to be conferred. Students not meeting this standard will be required to complete additional course work as extra preparation for the examination and for professional employment. The comprehensive exam may only be retaken once. If the examination is failed a second time, the student will no longer be eligible to receive a Master of Arts degree with a major in Psychology and/or Counseling from UMHB.

## PROGRAMS OF STUDY

### Community Counseling Program

The goal of the Community Counseling Program is to train ethical, professional counselors to meet the increasing demand for mental health services in a complex society with a diverse population. The program prepares students through curriculum designed to meet the academic requirements set forth by the Texas State Board of Examiners of Professional Counselors and the Council for Accreditation of Counseling and Related Educational Programs. Students completing this program may sit for the Professional Counselor licensing exam (LPC), administered through the Texas State Board of Examiners of Professional Counselors; the Psychological Associate licensing exam (LPA) administered through the Texas State Board of Psychological Examiners; and the National Certified Counselor exam (NBCC) administered through the National Board of Certified Counselors. The curriculum combines academic theory with skills development through applied techniques courses, practicum, and internship experiences taught in a cooperative and encouraging environment by a knowledgeable, competent, innovative, and supportive faculty.

A **Licensed Professional Counselor (LPC)** renders professional counseling services to individuals, couples, families, groups, organizations, corporations, institutions, government agencies, or the general public for compensation. He or she assists one or more clients through the therapeutic relationship, using a combination of mental health and human development principles, methods, and techniques, including the use of psychotherapy, to achieve the mental, emotional, physical, social, moral, educational, spiritual, or career-related development and adjustment of the client throughout the client's life. The Licensed Professional Counselor is a trained and experienced expert who holds a valid license issued under the Texas Licensed Professional Counselor Act, Title 71, Art. 4512g.

A **Licensed Psychological Associate (LPA)** renders many kinds of professional services to clients of all ages, including testing, counseling, teaching, consulting, research, and writing. Licensed Psychological Associates work under the supervision of a Licensed Psychologist in a variety of both public and private work settings.

A **National Board Certified Counselor (NBCC)** is one who has advanced knowledge of mental health, psychological, or human development principles and can apply these through cognitive, affective, behavioral or systemic intervention strategies to address wellness, personal growth, or career development, as well as pathology. This national certification requires that a person who has completed the 48 hour program and has met the requirements for the general practice of professional counseling must take and pass a national certification examination.

#### Course Requirements

Professional Identity .....	6 hours as follows
PSYC/COUN 6308	Problems and Issues
PSYC/COUN 6320	Theories of Counseling
Social and Cultural Diversity .....	6 hours as follows
PSYC/COUN 6351	Social and Cultural Foundations
PSYC/COUN 6352	Gender Studies
Human Growth and Development .....	6 hours as follows
PSYC/COUN 6310	Lifespan Development
PSYC/COUN 6315	Advanced Psychopathology
Career Development .....	3 hours as follows
PSYC/COUN 6302	Career Development and Information Services
Helping Relationships .....	6 hours as follows
PSYC/COUN 6316	Applied Counseling Techniques and
PSYC/COUN 6380	Cognitive and Behavioral Counseling OR
PSYC/COUN 6318	Marriage and Family Therapy OR
PSYC/COUN 6330	Substance Abuse Seminar

Group Work .....	3 hours as follows
PSYC/COUN 6312 Group Processes	
Assessment .....	3 hours as follows
PSYC/COUN 6326 Psychological Assessment	
Research and Program Evaluation .....	6 hours as follows
PSYC/COUN 6303 Advanced Applied Statistics	
PSYC/COUN 6340 Research Methods	
Elective .....	3 hours
Clinical Instruction .....	6 hours as follows
PSYC/COUN 6395 Practicum (100 clock hours of which 40 are direct client service)	
PSYC/COUN 6397 Internship I (600 clock hours of which 240 are direct client service)	
Comprehensive Examination	
PSYC/COUN 6090 Comprehensive Examination	

**NOTE:** In addition to completing all degree requirements, students who want to become **Licensed Professional Counselors (LPC)** must complete a 3000 clock hour internship approved by the Texas State Board of Examiners of Professional Counselors. Prior to beginning this internship, graduates must apply to the Texas State Board of Examiners of Professional Counselors for a temporary license. Graduates must also take and pass the Licensed Professional Counselor examination administered by the same Board.

Students who want to become **Licensed Psychological Associates (LPA)** must take and pass the Jurisprudence Examination and the Examination for Professional Practice in Psychology before licensure can be granted by the Texas State Board of Examiners of Psychologists.

**All students must carry professional liability insurance during their practicum and internship. Students must pay for this insurance at the time they are issued advising slips for each semester and prior to registering for practicum or internship courses.**



## School Psychology and Counseling Program

The goal of the School Psychology and Counseling Program is to deliver knowledge and skills to students so that they may work as competent certified public school counselors and as Licensed Specialists in School Psychology within the public schools of Texas. The program trains students to address psychological and behavioral problems manifested in and associated with educational systems as well as teaches students how to utilize psychological and counseling concepts, methods and assessment instruments to improve the learning, adjustment and behavior of students.

### Licensed Specialist in School Psychology (LSSP) Program — 60 Hours

A Licensed Specialist in School Psychology is a person trained to address psychological and behavioral problems manifested in and associated with educational systems. The goal of this program is to prepare graduate students to utilize psychological concepts and methods to improve the learning, adjustment, and behavior of school students. The goal also includes teaching graduate students to become competent in the assessment of emotional and behavioral disturbance as well as consultation and supervision so that they may assist those who work in school settings to more effectively educate children.

### Course Requirements

Educational Foundations .....	6 hours as follows
EDAD 6360 Administrative Theory and Practice	
EDAD 6367 The School and Its Instructional Program	
Psychological Foundations .....	18 hours as follows
PSYC 5319 Advanced Social Psychology	
PSYC 6310 Lifespan Development Seminar	
PSYC 6314 Neuropsychology: The Biological Basis of Behavior	
PSYC 6315 Advanced Psychopathology	
PSYC 6350 Psychology of Learning	
PSYC 6351 Social and Cultural Foundations	
Research and Statistics .....	6 hours as follows
PSYC 6340 Research Methods	
PSYC 6303 Advanced Applied Statistics	
Assessment .....	6 hours as follows
EDSP 5334 Assessment in Special Education	
PSYC 6326 Psychological Assessment	
Interventions .....	12 hours as follows
PSYC 6380 Cognitive and Behavioral Counseling	
PSYC 6316 Applied Counseling Techniques	
PSYC 6320 Theories of Counseling	
PSYC 6353 Supervision and Consultation	
Professional, Legal, and Ethical Issues .....	3 hours as follows
PSYC 6308 Problems and Issues	
Practicum and Internship .....	9 hours as follows
PSYC 6395 *Practicum	
PSYC 6397 **Internship I	
PSYC 6398 **Internship II	
Comprehensive Examination	
PSYC 6090 Comprehensive Examination	

**\*All students must carry professional liability insurance during their one semester practicum of supervised work experience and their two semesters of internship. Students may make arrangements for such insurance through the Department of Psychology and Counseling prior to enrolling in clinical instruction classes.**

**\*\*PSYC 6397 Internship I and PSYC 6398 Internship II consist of a minimum of 1200 hours of work experience of which 600 hours must be in a public school. These**

**600 hours of public school work experience must be supervised by an individual qualified in accordance with Rule 465.38 of the**

**Rules and Regulations of the Texas State Board of Examiners of Psychologists and as set forth in the Psychologists' Certification and Licensing Act. Work experience obtained outside of the public school must be supervised by a licensed psychologist. Internships may not involve more than two sites.**

**Professional Counselor Certification for Public School Counseling— 36 Hours**

This Master of Arts program is designed to prepare students to work as public school counselors at the elementary, middle, and high school levels. To be admitted to the program, students must hold a valid Texas teacher certificate or its equivalent. In addition to fulfilling the listed course requirements, students must complete two years of classroom teaching and must obtain a satisfactory score on the ExCET Examination before making application for the Professional Counselor Certificate with the Texas Education Agency.

**Course Requirements**

- Psychology Core ..... 12 hours as follows
  - PSYC 6320 Theories of Counseling
  - PSYC 6303 Advanced Applied Statistics
  - PSYC 6310 Lifespan Development Seminar
  - PSYC 6315 Advanced Psychopathology **OR**
  - PSYC 6313 Developmental Psychopathology
- Counseling Foundations ..... 24 hours as follows
  - COUN 6302 Career Development and Information Sources
  - COUN 6312 Group Processes
  - COUN 6316 Applied Counseling Techniques
  - COUN 6380 Cognitive and Behavioral Counseling
  - COUN 6326 Psychological Assessment
  - COUN 6336 Guidance in the School
  - COUN 6351 Social and Cultural Foundations
  - COUN 6395 \*Practicum
- Comprehensive Examination
  - COUN 6090 Comprehensive Examination

**\*All students must carry professional liability insurance during their one semester practicum of supervised work experience. Students may make arrangements for such insurance through the Department of Psychology and Counseling prior to enrolling in COUN 6395 Practicum.**

## Academic Specialization in Psychology Program

This 36-hour Master of Arts program is designed for students who need an advanced degree to pursue further academic study (such as a Ph.D., Psy.D. or Ed.D.) or who need an advanced degree for professional development. **This program does not lead to state licensure or certification.**

### Course Requirements

- Psychology Core ..... 12 hours as follows
- PSYC 6340 Research Methods
  - PSYC 6308 Problems and Issues
  - PSYC 6303 Advanced Applied Statistics
  - PSYC 6310 Lifespan Development Seminar
- Foundations ..... 24 hours with at least two courses from each of the following areas
- A. PSYC 6315 Advanced Psychopathology
  - PSYC 6313 Developmental Psychopathology
  - B. PSYC 6351 Social and Cultural Foundations
  - PSYC 6352 Gender Studies
  - C. PSYC 6324 Wechsler Intelligence Testing
  - PSYC 6326 Psychological Assessment
  - D. PSYC 6312 Group Processes
  - PSYC 6316 Applied Counseling Techniques
  - PSYC 6320 Theories of Counseling
- Comprehensive Examination
- PSYC 6090 Comprehensive Examination

## COURSE DESCRIPTIONS

### PSYCHOLOGY (PSYC) and COUNSELING (COUN)

#### 5319 Advanced Social Psychology

This course introduces students to historical and contemporary social psychological theories. Students are given the opportunity to make analyses of social factors at work in the development of the individual through childhood, adolescence, and adulthood.

#### 6302 Career Development and Information Sources

Study is made of the psychology of career choice and its effects upon human development as well as the psychological, sociological, and phenomenological factors affecting career/life plans. Systematic study of career inquiry, job analysis, manpower trends, forecasting, and futuristic jobs are covered. Students will have the “hands-on-experience” of using career information and career counseling strategies through working in the University Career Center. Lab fee.

#### 6303 Advanced Applied Statistics

A course emphasizing the application of widely used psychological statistics. Emphasis is on which statistic to use, how to use it, and how to interpret the results.

**6308 Problems and Issues**

A seminar format provides students with the opportunity to study ethical standards as they apply to mental health providers. The course examines various codes of ethics, licensure and other credentialing processes, professional identity, professional organizations, and issues in theory, practice, and research. This course should be taken early in the student's graduate study and must be taken prior to enrolling for clinical instruction courses.

**6310 Lifespan Development Seminar**

This course offers an in-depth study of the lifespan of humans from conception to death with emphasis on theoretical approaches to the study of cognitive, perceptual, personality, physical, and social development.

**6312 Group Processes**

This core course includes the study of group development and group counseling theories. Further considerations include group leadership styles, methods and skills, and ethical considerations in group work. Group dynamics will be studied through participation in an experiential growth group.

**6313 Developmental Psychopathology**

This course emphasizes the importance of developmental norms in determining what constitutes abnormal behavior. Using normal development and age-graded averages, points at which behaviors become abnormal are studied. The course emphasizes the developmental patterns of abnormal behaviors in childhood and adolescence.

**6314 Neuropsychology: The Biological Basis of Behavior**

This course is designed to develop knowledge needed by those in psychologically based positions in human service professions where information about the biological basis of behavior is necessary for competent work performance. The course includes the study of nervous system and brain functioning on behavior as well as the roles of the endocrine system and genetics. Neuro-psychological testing procedures are reviewed as they correlate with DSM diagnoses.

**6315 Advanced Psychopathology**

This course provides an in-depth study of the symptomatology and etiology of behavioral, emotional, and mental disorders, including the models used in the study of psychopathology, mental disorders, and psychotherapeutic methods. This course also introduces the student to diagnosis and treatment planning. This course, along with PSYC/COUN6320, Theories of Counseling, and PSYC/COUN6308, Problems and Issues, serves as one of the foundation courses in the Graduate Psychology and Counseling Program and a prerequisite for PSYC/COUN6324, Wechsler Intelligence Testing, and PSYC/COUN6326, Psychological Assessment.

**6316 Applied Counseling Techniques**

This course covers basic attending and relationship building skills needed to develop a therapeutic relationship, establish counseling goals, design intervention strategies, evaluate client outcome, and terminate the counseling relationship, as well as an overview of intervention techniques of various theories. Additionally, students will be given an opportunity to apply consultation theory to case presentations. Students will present video tapes of counseling and consulting sessions. Lab fee. Prerequisite: PSYC/COUN 6320.

**6318 Marriage and Family Therapy**

Basic concepts in marriage and family therapy are discussed. The focus of the course is on theories of change and foundations of family systems work. Prerequisite: PSYC/COUN 6320.

**6320 Theories of Counseling**

This course introduces students to the counseling profession and to the modern and historical viewpoints of counseling theory. Counselor and consultant characteristics are explored. Affective, behavioral, and cognitive theories will be presented and applied to case studies. Also, students will learn to integrate technological strategies and applications within counseling and consultation processes.

**6324 Wechsler Intelligence Testing**

This course provides an in-depth study of the administration and interpretation of the Wechsler Scales, with emphasis on the WISC-III. Students administer 25 individual intelligence tests and write up the results of six of these. Lab fee. Knowledge of tests and measurements is helpful. Lab Fee. Prerequisite: PSYC/COUN 6315

**6326 Psychological Assessment**

The theory and practice of general diagnostic procedures for evaluation of personality functioning are studied. Both objective and projective tests are covered as well as other systematic methods of individual appraisal including aptitude, intelligence, achievement, attitude, and self-concept. Lab fee. Prerequisite: PSYC/COUN 6308, 6315, and 6320.

**6330 Substance Abuse Seminar**

This course deals with the major theories and treatments of substance abuse. Personality theory, counseling approaches, and effects of various treatments are discussed. Causes, early detection, and prevention methodologies are also covered.

**6336 Guidance in the School**

A course designed to provide an understanding of guidance principles and techniques. Special attention is given to defining the role of the teacher in the guidance program and on development of skills in observing and reporting child behavior; the use of anecdotal, test, and cumulative records; sociometric techniques; making referrals; conducting interviews with parents and children; developing self-concept; implementing guidance curriculum; and related topics. Attention is given to the study of ethical standards as they apply to counselors.

**6340 Research Methods**

The goal of this course is to introduce the student to the purposes, philosophy, and techniques of research as used in the behavioral sciences. The course is designed to be not only theoretical but also practical; students will receive actual experience by designing and participating in research exercises. Lab Fee.

**6350 Psychology of Learning**

This course emphasizes the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. Students are required to design, conduct, report, and evaluate an experiment pertaining to a major theory of learning.

**6351 Social and Cultural Foundations**

An in-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of individuals whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school, in clinical practice, and in the community.

**6352 Gender Studies**

This course provides a synthesis of information introducing the psychology of women and female development and the psychology of men and male development from prenatal experience through retirement. Gender comparisons of cognitive abilities, achievement motivation, and social and personality characteristics will be examined. The employment experiences, physical and psychological health, and love relationships and sexuality of both genders, as well as the issue of violence, will be reviewed. The course should prepare students to be more aware of specific gender issues that impact the course of psychotherapy.

**6353 Supervision and Consultation**

This course covers a breadth of information related to the major models of consultation and supervision, the major roles filled by supervisors and consultants, and the ethical and legal information necessary for today's specialists in school psychology and clinical practice. Because of the significance of this course for LSSP licensure, students will enroll and pay for the course their first semester and will register for the course (as 6053) at no cost to the student each semester thereafter until she/he graduates.

**6380 Cognitive and Behavioral Counseling**

The objective of this course is to provide the student with an introduction to behavior and cognitive therapy. Students will understand the basic principles of both behavioral and cognitive therapies and will be exposed to a wide variety of practical techniques that may be used in treatment. Students will learn appropriate intervention strategies to be used with a variety of types of clients as well as different types of mental disorders. Students will be expected to apply intervention strategies in a classroom setting and demonstrate competence. This course will require the student to present scholastic material in a professional manner, both verbally and written.

**6395 Practicum**

Practicum offers supervised practice in assessment and intervention techniques consisting of 100 clock hours, 40 of which are direct service with clients. Approval of the instructor is needed. Lab fee plus insurance required. **See note.**

**6397 Internship I**

This internship is one of the two clinical instruction courses required in the Community Counseling Program and one of the three clinical instruction courses required in the School Psychology Program. **See note.**

Students taking Internship I for **Community Counseling** must complete a minimum of 600 clock hours, 240 of which must be in direct service with clients. Students may sign up for this course two times, but a grade will not be given for the course until the total number of hours required are completed. The course must be paid for the first time the student takes it. Lab fees only will be charged if the student registers for the class a second time (as 6097).

Students pursuing licensure as a **Specialist in School Psychology (LSSP)** must complete 300 hours of internship in a public school, and all 600 hours must be supervised by an individual qualified in accordance with Rule 465.38 as set forth in the Psychologists'

Certification and Licensing Act. A licensed psychologist must supervise work experience obtained outside of a public school. Students may sign up for this course two times, but a grade will not be given for the course until the total number of hours required are completed. The course must be paid for the first time the student takes it. Lab fees only will be charged if the student registers for the class a second time (as 6097).

**6398 Internship II**

This course requires a minimum of 600 clock hours, 240 of which must be in direct service with clients. For students pursuing the LSSP, 300 hours must be in a public school and all 600 hours must be supervised by an individual qualified in accordance with Rule 465.38 as set forth in the Psychologists' Certification and Licensing Act. A licensed psychologist must supervise work experience obtained outside of a public school. **The LSSP two internships may not involve more than two sites. Lab fee plus insurance required. See note.**

**NOTE: Insurance is required for all clinical instruction courses and may be purchased through the Graduate Psychology and Counseling Department.**

**6090 Comprehensive Examination**

This examination provides an opportunity for students to demonstrate their ability to integrate and apply the theory and skills acquired in their course work. It is given during the student's last semester of enrollment prior to graduation. The exam is both written and oral. Questions on the written portion are both objective and essay. They cover the area of specialization as indicated on the student's degree plan and in this catalog. Five hours are allowed for the completion of the written portion of the exam. The departmental graduate faculty committee administers the oral portion of the exam. Each student is allowed 45 minutes to complete the oral portion. An overall score of 70 is considered passing.

**6160-6460 Independent Research**

For the student desiring research experience. Research may be wholly designed and carried out on a topic of interest to the student or as part of an ongoing research project conducted by faculty.

**6170-6470 Independent Study**

A service course designed for an individual based on student interest and need.

**6191-6491 Seminar**

A service course designed to permit the offering of topics of current interest.





# FACULTY

## Graduate Council

The University of Mary Hardin-Baylor Graduate Council serves an administrative role for graduate programs, an advisory role for graduate programs, and a mediator role for graduate students and graduate faculty. In all of its roles, the Graduate Council acts as a single voice and serves as Dean of the University Graduate School.

**Dr. Clarence Ham, Acting Vice President for Academic Affairs**

**Dr. Barbara Dalby, Chairperson**

Graduate Program in Business Administration

**Dr. Patrick Jaska, Chairperson**

Graduate Program in Information Systems

**Mrs. Denise Karimkhani, Director of Learning Resources**

**Mrs. Lillian Kroeger, Registrar**

**Dr. Raylene B. Statz, Chairperson**

Graduate Programs in Psychology and Counseling

**Dr. Steve Theodore, Vice President for Enrollment Management**

**Dr. Sandra J. Wanner, Director**

Graduate Programs in Education

## Graduate Faculty

**Dr. Tomme Actkinson**

Professor of Psychology

B.A., University of Texas at Austin;

M.A., St. Mary's University;

Ph.D., Texas Christian University

**Dr. Steve Alexander**

Professor of Biology

B.S., University of Houston;

M.S., Ph.D., Louisiana State University

**Dr. Lee Baldwin**

Professor of Management

B.A., Baylor University;

M.B.A., Southern Methodist University;

Ph.D., North Texas State University

**Dr. Christina Ballard**

Assistant Professor of Psychology

B.S.N., M. A., University of Mary  
Hardin-Baylor;

Ph.D., St. Mary's University

**Dr. Jerry Bawcom**

President

Professor of Education

B.S., M.Ed., Texas Tech University;

Ph.D., University of North Texas

**Dr. Sarah Brown**

Assistant Professor of English

B.A., Oklahoma City University;

M.A., Eastern New Mexico University;

Ph.D., Texas Tech University

**Dr. Peter Chen**

Associate Professor of Mathematics

B.S., University of Mary Hardin-Baylor;

M.S., M.A., Ph.D., Baylor University

**Dr. Betty Clark**

Chairperson, Department of Psychology

and Counseling - Undergraduate

Associate Professor of Psychology

B.A., University of Texas;

M.A., Ph.D., Texas A&M University

**Dr. Shirley Dahl**

Professor of Education

B.A., Southern Arkansas University;

M.Ed., Ph.D., Texas A & M University,  
Commerce

**Dr. Barbara Dalby**

Chairperson, Department of

Management and Marketing

Assistant Professor of Management

B.A., M.A., Ph.D., University of Texas

**Dr. Dennis Dillin**

Professor of Chemistry  
B.S., Tarleton State College;  
Ph.D., Baylor University

**Dr. Wilke English**

Professor of Marketing  
B.B.A., Ph.D., University of Texas at  
Austin

**Dr. Cecilia J. Erlund**

Professor of Psychology and Counseling  
B.S., M.Ed., Stephen F. Austin State  
University;  
Ed.D., East Texas State University

**Dr. Michael Fabritius**

Claude McBryde Professor of Finance/  
Economics  
Professor of Economics  
B.A., State University of New York;  
M.A., New Mexico State University;  
Ph.D., University of Texas

**Dr. Brent Gibson**

Assistant Professor of English  
B.A., Abilene Christian University;  
M.A., Texas A&M University;  
Ph.D., Baylor University

**Dr. Karen Grant**

Assistant Professor of Biology  
M.S., York University;  
H.B.S., Guelph University;  
Ph.D., York University

**Dr. William H. Harding**

Chairperson, Department of  
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