

2013-2014 Graduate Catalog

A Texas Baptist Institution

900 College Street
Belton, Texas 76513
Telephone: 1-800-727-8642
Directory: <http://hr.umhb.edu/directory/alpha>

PURPOSE OF THE CATALOG

The purpose of this catalog is to provide information about the academic programs of the University of Mary Hardin-Baylor (UMHB). It includes information concerning admissions, academic regulations and requirements, services available to students, academic offerings, and a list of the university's faculty, staff and administration. While every effort has been made to assure completeness and accuracy of information in this catalog, UMHB reserves the right to add, delete or amend information at any time regarding requirements, deadlines, fees, curricula, courses or other information.

TRANSCRIPT OF UNIVERSITY CREDITS

The transcript of university credits is an official copy of the student's permanent record, bearing the university seal and the signature of the Registrar. Copies of the student's transcript are available upon written request from the Registrar's office.

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, or any other department or agency considered a part of the university.

UMHB may withhold transcripts from all students who gain entrance to UMHB by using fraudulent records, including students who, during their enrollment at UMHB, provide fraudulent records relating to courses taken at other educational institutions.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The University of Mary Hardin-Baylor admits qualified students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, disability, or nationality and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The designated coordinator for university compliance with nondiscrimination policies is the Associate Vice President for Human Resources, 900 College Street, Belton, Texas 76513, 254-295-4527. This school is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

WELCOME FROM THE PRESIDENT

On behalf of the administration, faculty, and staff, let me welcome you to the University of Mary Hardin-Baylor! This catalog outlines the wide range of academic offerings that are taught by our talented and dedicated faculty at UMHB. You will quickly see that our curriculum offers students a solid set of foundational courses in the arts, sciences, and humanities, plus an array of specialized classes to expand your skills and understanding in your chosen field of study. Together, these courses are certain to advance your knowledge and prepare you for the challenges of living and working in a rapidly changing world.

UMHB offers you these learning experiences in an environment where personal attention to each student is valued. We believe that the size of our campus, the quality of our faculty, and our commitment to Christian values and service will make your time at UMHB an extraordinary experience, one that will make your educational journey both engaging and fulfilling. It is our hope that at the end of your time with us, you will leave not just with a diploma, but also with a clear vision of how to live a successful life, no matter where your path may lead from this point on.

We are glad you have chosen to pursue your education at the University of Mary Hardin-Baylor. We truly believe that, at UMHB, you will get an “education for life” and the “experience of a lifetime.” We look forward to having you as a member of our learning community!

Sincerely,

A handwritten signature in black ink that reads "Randy O'Rear". The signature is written in a cursive, flowing style with a large, prominent 'R' at the beginning.

Randy O'Rear, Ed.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. Other inquiries should be addressed to the Graduate Admissions office at 1-800-727-UMHB, Ext. 4520, or 1-254-295-4020, who will provide answers to questions or route inquiries to the proper individual.

Office	Telephone Number	Email
Dean, Graduate School	(254) 295-4610	cwilborn@umhb.edu
Graduate Admissions Director	(254) 295-4020	mford@umhb.edu
Master of Business Administration	(254) 295-4020	
Master of Science in Information Systems	(254) 295-5405	nbonner@umhb.edu
Graduate Programs in Counseling	(254) 295-5425	PSCOGradAssist@umhb.edu
Master of Education	(254) 295-4572	collegeofeducation@umhb.edu
Master of Science in Education in Exercise Science	(254) 295-4610	cwilborn@umhb.edu
Master of Science in Nursing	(254) 295-4662	collegeofnursing@umhb.edu
Career Services	(254) 295-4691	careerservices@umhb.edu
Financial Aid Office	(254) 295-4517	finaid@umhb.edu
Registrar's Office	(254) 295-4510	registrar@umhb.edu
University Library	(254) 295-4637	library@umhb.edu
UMHB Bookstore	(254) 295-4628	bookstore@umhb.edu

Graduate Student Handbook

Information in this catalog is supplemented by the Graduate Student Handbook, which can be accessed online at <http://students.umhb.edu/student-handbook>.

ACCREDITATION

The University of Mary Hardin-Baylor is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, <http://www.sacscoc.org> for questions about the accreditation of the University of Mary Hardin-Baylor.

Selected academic programs are accredited by the following agencies:

The Texas Education Agency

Council on Social Work Education

Council for Accreditation of Counseling and Related Educational Programs, Community Counseling/Clinical Mental Health Counseling

Commission on Collegiate Nursing Education

Texas Board of Nursing

The UMHB Department of Music is accredited by the National Association of Schools of Music.

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

American Association of Colleges of Nursing

The American Association of Colleges for Teacher Education

American Association of University Women

American Choral Directors Association

American College of Musicians

American Counseling Association

The Association to Advance Collegiate Schools of Business

The Association of American Colleges and Universities

The Association of College and Research Libraries

Association of Texas Graduate Schools

Baptist General Convention of Texas

Central Texas Music Teachers Association

Committee for Accreditation of Allied Health Education Programs

Conference of Southern Graduate Schools

The Council for Christian Colleges and Universities

The Independent Colleges and Universities of Texas

International Association of Baptist Colleges and Universities

Kindermusik International

Kodaly Educator of Texas

Music Teachers National Association

The National Conference of Church Related Schools

National Federation of Music Clubs

National Guild of Piano Teachers

Organization of American Kodaly Educators

Scott & White Program in Clinical Laboratory Science

Southwestern Business Deans' Association

State Board for Educator Certification

The Texas Association of Music Schools

Texas Association of Social Work Deans and Directors

Texas Choral Directors Association

Texas Counseling Association

Texas Field Educator's Consortium

Texas Music Educators Association

Texas Music Teachers Association

UNIVERSITY CALENDAR 2013-2014

This calendar may change as the University needs change. Individuals should refer each semester to the calendar published online at <http://registrar.umhb.edu/academic-calendar>. The calendar published online will take precedence over the calendar in this catalog.

Fall 2013

August 21	University Housing Opens
August 22-23	Advising & Registration
August 26	Campus Classes Begin
September 2	Labor Day Holiday
November 27-29	Thanksgiving Holidays
December 9-12	Final Exams
December 13 (1:00 pm)	Commencement at Expo Center
December 23-January 3	Christmas Holidays

Spring 2014

January 8	University Housing Opens
January 9-10	Advising & Registration
January 13	Campus Classes Begin
January 20	Martin Luther King Day Holiday
March 10-14	Spring Break
April 10	Play Day
April 18	Good Friday Holiday
May 2	Study Day
May 5-8	Final Exams
May 10 (7:30 pm)	Commencement at Crusader Stadium

May Mini-Mester 2014

May 15	Registration
May 15-June 5	Class Days
May 26	Memorial Day Holiday

Summer I 2014

June 9	Advising & Registration
June 9	Campus Classes Begin (Day and Evening)
July 3	Campus Classes End

Summer II 2014

July 7	Additional Registration
July 7	Campus Classes Begin (Day and Evening)

July 31	Campus Classes End
Fall 2014 (Tentative Schedule)	
August 20	University Housing Opens
August 21-22	Advising & Registration
August 25	Campus Classes Begin
September 1	Labor Day Holiday
November 26-28	Thanksgiving Holidays
December 8-11	Final Exams
December 12 (1:00 pm)	Commencement at Crusader Stadium

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of Mary Hardin-Baylor (UMHB) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. UMHB discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by UMHB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service of function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UMHB. Upon request, UMHB also discloses education records without consent to officials of another college/university in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMHB to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA further provides that certain information designated as “Directory Information” concerning the student may be released by UMHB unless the student has informed the university that such information should not be released. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of “Directory Information” are available from the Registrar's Office.

UMHB assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

The University of Mary Hardin-Baylor hereby designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution to an inquirer, either in person, or by mail, telephone, email, etc., or otherwise made public for any purpose, at its discretion.

Directory Information: Name; current and permanent addresses; telephone number(s); email address(es); dates of attendance; enrollment status (e.g. full-time or part-time); school or division of enrollment; classification; major field(s) of study; awards; honors (including Provost's and Dean's Honor Rolls); degree(s) conferred (including dates); previous institution(s) attended; past and present participation in officially recognized sports and activities; physical factors (height/weight) of athletes; date and place of birth; and photograph(s). A student identification number may be disclosed as directory information provided that the number cannot be used to access your student records without the use of a password or PIN which is never considered directory information.

The policy that such information will be made generally available is communicated to presently enrolled students through the publication of these guidelines. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form which is available in the Registrar's Office and providing the completed form to the Registrar's Office.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other university officials, including teachers, within UMHB whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another university where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, UMHB, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information UMHB has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if UMHB determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of UMHB, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

THE UNIVERSITY

History

The University of Mary Hardin-Baylor traces its distinguished history to the days when Texas had yet to gain statehood and when Baptist missionary work was just beginning in the partially civilized new territory. As early as 1839, representatives of churches in Washington County issued an appeal to the Home Mission Board of New York to inaugurate a missionary movement in Texas. Missionaries Rev. James Huckins and Rev. William M. Tryon were sent, and soon afterwards, Judge R.E.B. Baylor came to Texas as a teacher, lawyer, soldier and preacher. These leaders inspired the desire for Christian education in the area and, at a meeting of the Union Association in 1841, recommended forming an education society. War prevented action until 1843, when the Texas Baptist Education Society was organized.

Tryon and Baylor were appointed to prepare a charter to establish a Baptist university. On February 1, 1845, a charter was granted by the 9th Congress of the Republic of Texas, approved by President Anson Jones at Washington-on-the-Brazos, and the long-awaited Baptist university became a reality. The school initially included a Preparatory Department in addition to co-educational classes for college students. In 1851, the Female Department and the Male Department were separated, ending co-education. In 1866, the Female Department obtained a separate charter and its own board of trustees, and the name was changed to Baylor Female College.

In 1886, due to changing transportation and economics in the area, it was deemed necessary to move both schools. The Male Department consolidated with Waco University in Waco, Texas, retaining the name Baylor University. The Female Department, under its new name, Baylor Female College, moved to Belton, Texas. Since the move to Belton, the school has undergone several name changes, including Baylor College for Women (1925), Mary Hardin-Baylor College (named in honor of a benefactor in 1934), and University of Mary Hardin-Baylor (1978). In 1971, the oldest college for women west of the Mississippi became co-educational.

UMHB's illustrious history includes such notable occurrences as claiming the first work-study program for women in a college west of the Mississippi (1893); serving as the campus model for the Baptist Student Union (1920); establishing the first school of journalism in a college for women in America and being the second institution in Texas to offer the degree of Bachelor of Journalism (1921); hosting and winning the first intercollegiate debate between college women in Texas (1921); and being recognized as the first Texas Baptist college accepted into full membership in the Southern Association of Colleges and Schools (1926). Since these auspicious "firsts," UMHB has continued to make history as a leader in the fields of education, nursing, business, and church leadership; in athletics through conference and national play; and in other important areas of campus life. Today, UMHB enjoys a robust student enrollment of more than 3,200 and employs more than 330 full-time faculty and staff committed to Christian higher education.

Presidents have included Dr. H. L. Graves, Dr. R. C. Burleson, Rev. G. W. Baines, Dr. William Carey Crane, Mr. B. S. Fitzgerald, Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, Dr. John Hill Luther, Mr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend, Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys, Dr. Arthur K. Tyson, Mr. Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, Dr. Jerry G. Bawcom and Dr. Randy O'Rear who became president in 2009.

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 just 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.

Mission

The University of Mary Hardin-Baylor prepares students for leadership, service, and faith-informed discernment in a global society. Academic excellence, personal attention, broad-based scholarship and a commitment to a Baptist vision for education distinguish our Christ-centered learning community.

Values

Broad-based Education. We believe an educated person is one who not only has mastered a chosen field of study but also has gained an understanding and appreciation for the intellectual and cultural traditions of a diverse world. Through traditional liberal arts programs and professional programs at both the undergraduate and graduate levels, the university seeks to develop graduates of strong Christian character and integrity who are able to communicate effectively, think critically, and solve complex problems. In addition, we strive to inspire a lifelong love for learning so that graduates may face challenges successfully in an ever-changing world.

Christian Faith and the Intellectual Life. We recognize that all truth, whether revealed in Scripture or creation, has its origin in God. Since all truth is grounded in God, we believe that the pursuit of truth and the Christian faith are mutually reinforcing. We strive to develop graduates who integrate Christian perspectives and attitudes into every dimension of life: character, relationships, vocation, and service. To empower students to integrate a passionate Christian faith with human knowledge, we dedicate ourselves not only to grounding them in the basics of Scripture and in the historical beliefs of the Christian faith, but also to broadening their horizons, deepening their insight, sharpening their intellect, and cultivating their ability to appreciate the good, the true, and the beautiful. We seek committed Christians for our faculty and staff who will support the university's mission. In short, our goal is to produce graduates who love God with their whole mind.

Teaching Excellence. We value well-qualified educators who are committed to effective, innovative teaching that prepares students to excel in their particular fields, to think creatively and critically, and to integrate facts across disciplines. Our faculty members exhibit an intellectual curiosity and passion for their fields of study which, in turn, stimulate our students to excel academically. To that end, the university is committed to maintaining an atmosphere of academic freedom and providing faculty members with resources and opportunities to enhance teaching effectiveness and to be engaged in a wide range of scholarly activities. The university seeks to identify, recognize, and reward those faculty members who exhibit exceptional teaching ability.

Service. We value our role as a Christ-centered university which serves the educational, cultural, civic, and economic needs of our world by providing service opportunities. We strive to instill within students a lifelong sense of responsibility to contribute to the improvement of their communities. As a university, we offer consulting, professional services, and cultural events to enrich and improve the greater community.

Students as Individuals. We respect each student as a unique individual who has a distinct perspective on the world. Therefore, we welcome students from diverse backgrounds and understand that exposure to different cultures and experiences within a Christian environment enrich the educational process. The university strives to create an atmosphere where every student is an integral part of our learning community. We place student achievement first and emphasize this through personal attention, small class sizes, teaching excellence, campus activities, athletic programs, and leadership opportunities. The university is committed to encouraging each student to reach his or her potential spiritually, academically, socially, and physically.

ADMISSIONS

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 the UMHB Graduate Admissions Office. 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 completed after submission of an application to the Graduate School and the admission fee has been paid.
3. Additional documentation may be required as part of the application file to meet program specific requirements.

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 School 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 (or its equivalent) from a regionally accredited institution.
2. Have completed a master's degree from a regionally accredited institution to apply for a doctoral level program.
3. Have official transcripts from each college attended on file in the UMHB Graduate Admissions Office. (Only master's level transcripts are required for a doctoral level program.)
4. Have a cumulative and/or last 60 hours GPA of at least 3.00
5. Meet additional quantitative and qualitative standards of the program to which the applicant is requesting admission (e.g., Letters of Recommendation).

Note: For those programs requiring a GRE/GMAT, a previous score is valid for five years.

Conditional Admission

An applicant must meet the admission criteria for Regular Admission (additional documentation may be required by the program to which the application is made). Conditional Admission allows an applicant to be admitted although a document is still needed to complete the application file. This admission status is only approved by the Graduate Admissions Office. A student so admitted must have completed documentation on file in the Graduate Admissions Office by the date stated by the Graduate Admissions Office. 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 of a 3.0 GPA 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 with a minimum of a 2.75 GPA. 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. Students enrolled in graduate programs consisting of two-hour courses may only enroll in eight hours of graduate work during this time. If grades of "B" or better are earned for all graduate courses, the probationary status will be removed. Failure to earn a "B" or better in all graduate courses 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 licensure 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 Graduate Admission's Office.

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

Readmission

Unless a waiver is obtained from the Dean of the Graduate School, a former student who has not been enrolled in graduate courses at UMHB for two consecutive semesters (excluding summer) must apply for readmission to the Graduate School and to the graduate program he/she wishes to pursue.

Concurrent Enrollment

A senior undergraduate student who has an overall GPA of 3.00 or higher and who lacks twelve or fewer hours toward graduation may enroll for six or fewer graduate hours with submission of a graduate application and acceptance into the graduate program and approval of the graduate program director. 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 Dean of the Graduate School.

Registration

To register for classes a student must obtain an advising slip and/or registration clearance from his/her program advisor.

Admission of International Graduate 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 online International Application. All academic documents must be submitted before an admission decision will be given, and all other documents must be submitted before an I-20 can be issued.
2. 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. A signed letter of support may be substituted for the affidavit. The letter should state the relationship of the sponsor to the applicant and specify exactly what expenses are covered. Documentation is required. All money amounts must be stated in U.S. dollars.
3. 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 Graduate 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 by the date required by the Graduate Admissions Office and stated in the acceptance letter, and this date will be prior to arrival at the university. A copy of the results should be sent directly to University of Mary Hardin-Baylor Graduate Admissions Office from the evaluation service.
4. Submit a copy of the passport identification page. Passport must show validity at least 6 months from the expected date of enrollment.

5. Submit the following fees (in U.S. dollars): \$135 Application Fee (Not refundable). The application will not be processed until the application fee is paid.

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 UMHB Graduate School.

The university reserves the right to change the price of fee and any other costs to obtain the degree.

Once accepted for admission, all international students are required to:

1. Submit completed Student Medical History (available on website), including validated copy of shot records showing a meningitis vaccination (Menactra) and negative tuberculosis test result.
2. If student is from a country identified as “TB high-risk” by the World Health Organization, the student must submit validation of a negative TB skin test and/or report of negative (normal) chest x-ray before attending any classes. The validation must be current within six months of initial enrollment.

General Academic Requirements

Students who are seeking a master’s degree, doctoral degree, licensure, or certification in an approved program offered by the University of Mary Hardin-Baylor will be considered for admission. Students will be allowed to continue in enrollment only if they maintain good academic progress (a 3.0 U.S. Grade Point Average). Students are not required to submit a TOEFL or IELTS score, but **all** students will be tested for English proficiency upon arrival. At the discretion of UMHB, students not meeting minimum standards may be enrolled in additional English as Second Language classes.

I-20

This U.S. Immigration Student Eligibility form will be issued only after all conditions of the application process have been met. The University of 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.

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 (30 miles from campus) and Austin (50 miles from campus). Cab and/or bus transportation may be obtained from these airports to Belton.

Money

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

Payment of Accounts

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 graduate programs are eligible for ESOL (English for Speakers of Other Languages) classes. Students must submit a TOEFL or an IELTS score as part of the application. The minimum TOEFL score to enter regular academic classes is at least 80 (iBT) with at least 20 in *each* category. Students submitting IELTS scores of at least 6 in *each* category may enter regular academic classes. Students who do not meet these testing requirements will be enrolled in ESOL classes before beginning the graduate program.

Mail all Correspondence to:

University of Mary Hardin-Baylor
 Director of International Student Services
 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.
2. **Submit the following paperwork:** UMHB Application for Financial Aid and parent's and/or student's income tax transcript(s) **as requested**. The UMHB Application for Financial Aid may also be found via the internet at 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:

University of Mary Hardin-Baylor
Financial Aid Office
UMHB Box 8080
900 College Street
Belton, TX 76513

Awarding Policy

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, and loans 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 accepted through <http://myfinancialaid.umhb.edu> by the stipulated timeframe 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 Policy

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education monitor the academic progress of students who receive federal financial aid. The University of Mary Hardin-Baylor has established the following minimum standards to be eligible for and continue to receive federal financial aid. This policy reflects the changes to federal regulations that are effective as of July 1, 2011.

Satisfactory Academic Progress (SAP) will be reviewed at the end of each payment period (fall, spring, and summer semesters) and will be based on the student achieving both a minimum cumulative grade point average (CGPA) and earning a minimum of 75% of credit hours attempted (also known as, "meeting SAP").

Please note that state and institutional programs may have higher academic requirements, and eligibility for those financial aid programs is subject to the requirements of each program.

- Merit based academic scholarships also have minimum GPA requirements to maintain each semester (Click here to view the academic scholarship requirements).
- Tuition Equalization Grant (TEG), a Texas resident need-based program, must complete a minimum 24 hours per year and maintain a minimum cumulative 2.5 GPA for renewal. If a student fails to meet the required cumulative GPA at the end of each academic year, a student will receive notification of TEG SUSPENSION.

CGPA requirements by classification

Minimum 1.80 CGPA: undergraduates before their 4th semester of attendance

Minimum 2.00 CGPA: undergraduates after their 4th semester of attendance

Minimum 3.00 CGPA: graduate students

Pace

Satisfactory academic progress is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted (including transfer credit hours that have been accepted). The percentage must be greater than or equal to 75% in order to meet SAP. The maximum timeframe for program completion is 150% of the published program length.

Financial aid will not be disbursed until all prior academic year grades have been posted.

Warning Period

In the first payment period (semester) after SAP has not been met, students will be sent notification to inform them that they are not meeting SAP. The notification will include SAP requirements, steps necessary to meet SAP in the upcoming payment period (semester) and the consequences for failing to meet SAP at the end of the warning period.

During the warning period, students may continue to receive financial aid. At the completion of the warning period, students who do not meet SAP are ineligible for financial aid. The Financial Aid Office will notify students at the end of the warning

payment period (semester) if they failed to meet SAP. The notification will include information concerning the loss of financial aid for the upcoming payment period (semester) due to failure to meet CGPA and/or 75% completion rate, and the appeal process.

Probation Period

If a student is placed on Suspension, he/she has the option of appealing the suspension through the SAP appeal process. If the appeal is granted, the student will be placed on Probation for the next semester, and the student must bring his/her SAP eligibility to Good Standing status during the semester or be placed on Suspension. While on Probation, the student may continue to receive financial assistance if he/she is otherwise eligible.

Suspension

If a student was previously under a Warning or Probation SAP status and fails to meet SAP eligibility requirements during the next semester, the student's status will be placed on Suspension and the student is NOT eligible for federal, state, or institutional financial aid during the next semester he/she attends the university. A student who is placed on Suspension may appeal this decision through the appeal process.

Appeal process

Step One: Students who choose to follow the appeal process must:

- Submit appeal to the Financial Aid Office
- Student must state why he or she failed to meet SAP requirements
- Student must state what has changed so that he or she will meet SAP at the next review (semester)

Step Two: The Financial Aid Office will:

- Review the appeal
- Send results of appeal to the student
- Approved appeals include
 - Approval and terms of reinstatement of financial aid eligibility
 - Possibility of meeting SAP in next payment period (semester)
 - Possibility of an academic plan over an extended period of time
 - Consequences for not meeting terms of approval
 - Approved appeals will result in financial aid being awarded for the payment period
- Denied appeals include
 - Reasons for denial
 - What the student must do to meet SAP
 - Denied appeals will not be awarded financial aid until SAP is met

Step Three: Students must continue to meet terms, as established, until SAP is met in order to continue receiving financial aid on a probationary basis. Once SAP is met, student is no longer considered to be on probation. Failure to maintain SAP thereafter will result in receiving an additional warning for the upcoming payment period (semester).

Transfer Credits

Accepted credit hours will be included in the SAP calculation for the next payment period (semester).

- Assumes all accepted credits will be at least 2.0 GPA
- Counted in next evaluation period following receipt and review of transcript
- Incoming transfer students transfer in, meeting SAP

- Transfer credits accepted by The University of Mary Hardin-Baylor are included in the credit completion rate and maximum time frame calculations, but not the GPA.

Remedial/Developmental Coursework

The University of Mary Hardin-Baylor does not accept remedial transfer credit hours.

The University of Mary Hardin-Baylor does include its own developmental coursework toward credit hours.

Incomplete Grades

Incomplete credit hours will be considered as attempted credit hours when meeting the pace component of SAP. Grades will be included in the CGPA component of SAP during the term in which they were assigned.

Repeating Classes

- Passed, may retake one time to improve GPA, included in the SAP review
- Passed previously, but not with the required departmental GPA, may retake as necessary and still included in the SAP review
- Failed, may retake as necessary, included in the SAP review

Withdrawing From the University

Prior to the census date – No impact on SAP as no credit hours have been attempted.

After census date – Credit hours attempted and included in the SAP review.

Aid Programs by Category

Federal Programs

1. Federal Direct Unsubsidized Student Loan

Same terms and conditions as Subsidized Student Loans, except that the borrower is responsible for interest that accrues during deferment periods (including in-school) and during the six-month grace period. Graduate students may borrow \$20,500 per academic year. In most instances, the lending institution will electronically forward the funds to the student's UMHB account.

Private Loans

1. CAL Loan

This is a credit based student loan with limited funding. 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 online at www.hhloans.com.

2. Alternative Loan

A list of private lenders can be found at <http://financialaid.umhb.edu/private-alternative-loans>. Each lender maintains their individual website with current interest rates and other pertinent information. Be sure to stay informed of interest rates and repayment responsibilities.

Institutional Programs

1. Graduate Scholarship

This scholarship will be extended to students that are new to the graduate program. The award is \$50 per semester hour.

Program Scholarships

Ed.D. Fellowship: Students enrolled in the Doctor of Education automatically qualify for this scholarship. This scholarship pays \$100 for each hour the student is enrolled in.

Graduate Assistantships: Graduate assistantships at the master's and doctoral levels are available in a number of graduate programs. All assistantships are intended to be of direct educational benefit to appointees. Assistantships must relate to the student's academic objective and be supervised by a member of the Graduate Faculty. UMHB offers a variety of Graduate Assistantship opportunities, which may include a full tuition scholarship, a partial tuition scholarship, part-time employment wages or a combination of scholarship and wages. Duties may include research assistant, office duties, lab supervision, student advising, student academic assistance, and/or practica supervision.

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 U.S. Students/\$135 International Students). This fee does not apply toward tuition and is paid only once. Transcript evaluations will be performed after admission application to the University has been completed and the admission fee has been paid.

Tuition

Graduate — \$785 per semester hour
 Doctoral — \$840 per semester hour

Other Required Fees

General Service — \$60 per semester hour
 Replacement Vehicle Tag — \$15
 Replacement Student ID — \$10
 Technology Fee — \$15 per hour
 Transportation Fee — \$50 per semester (Fall and Spring)

Special Fees

Audit (lecture course only) — \$785 per graduate course; \$840 per doctoral course
 Graduation — \$75 Graduate
 \$90 Doctoral
 (filing for degree late — additional \$25; refiling for degree — additional \$30)
 Independent Study Course — \$785 per graduate semester hour; \$840 per doctoral semester hour
 Non-scheduled Exam — \$40
 Removal of “I” (Incomplete) grade — \$25
 Returned Check Fee — \$25
 Late Payment Fee — \$50 per month — (See late payment section below for more details.)
 Yearbook — \$45

Course Fees

Disclaimer: This is the current list of approved course fees as of the date the catalog was printed. Additional course fees or modifications may be made without notice.

Business Courses

Accounting (BACC)	\$8.00
Business Administration (BADM)	8.00
Computer Information Systems (BCIS)	8.00
Economics (BECO)	8.00
Finance (BFIN)	8.00
Management (BMGT)	8.00
Marketing (BMKT)	8.00

Quantitative Business Analysis (BQBA)	8.00
Business Systems (BSYS)	8.00
Biology (BIOL)	
BIOL 5190- BIOL 5490	Lab Fee when Applicable
BIOL 5420	\$40.00
BIOL 5430	30.00
BIOL 5440	40.00
BIOL 5480	30.00
Chemistry (CHEM)	
CHEM 5190- CHEM 5490	Lab Fee when Applicable
CHEM 5430	\$40.00
CHEM 5440	40.00
CHEM 5450	40.00
CHEM 5460	40.00
CHEM 5480	40.00
CHEM 6190- CHEM 6490	40.00
CHEM 6420	40.00
Educational Administration (EDAD)	
EDAD 6360	50.00
EDAD 6365	50.00
EDAD 6370	50.00
EDAD 6373	50.00
EDAD 7306	50.00
EDAD 7301	50.00
EDAD 7303	50.00
EDAD 7306	180.00
EDAD 7316	50.00
EDAD 7317	50.00
EDAD 7318	50.00
EDAD 7319	50.00
EDAD 7320	50.00
EDAD 7321	50.00
EDAD 7322	50.00
EDAD 7323	50.00
Marriage and Family Christian Counseling (MFCC)	
MFCC 6090	50.00

MFCC 6306	50.00
MFCC 6316	50.00
MFCC 6318	50.00
MFCC 6345	50.00
MFCC 6395	50.00
MFCC 6397	50.00
MFCC 6398	50.00

Counseling/Psychology (CNSL, PSCO)

6090	\$50.00
6302	75.00
6306	50.00
6316	50.00
6318	50.00
6324	80.00
6326	80.00
6345	50.00
6353	50.00
6370	50.00
6395	50.00
6397	50.00
6398	50.00

Reading (READ)

READ 5352	\$75.00
READ 6358	75.00

Payment of Accounts

Account balances are available on MyCampus (www.mycampus.umhb.edu) 24/7. Paper statements are not mailed.

Tuition, fees, and room and board charges for each academic period are due by the due date set forth for each semester. Students receiving any type of financial aid (scholarships, grants, loans, campus employment, etc.) must have completion of all such financial assistance from the Financial Aid Office by the due date each semester or at the time of registration if the due date has passed. Registration is not complete until the Registration and Financial Confirmation online form is completed and all financial arrangements are made with the Bursar's Office.

Payment may be made via check, cash in person in the Bursar's Office, or credit card (VISA, Discover, MasterCard and American Express) when the card is presented in the Bursar's Office. Credit card and E-check payments may also be made on the MyCampus website, <http://mycampus.umhb.edu>. Credit card payments are not accepted over the telephone.

Students should have available 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 would like to make monthly payments. The monthly budget program is not a loan and carries no interest. A participation fee of \$55 enables the payer to make nine (9) equal payments to cover projected annual school costs. The first payment is due July 5, 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 \$40. Life insurance which covers the unpaid contract amount is included at no additional cost.

The amount to be financed is determined by subtracting all financial aid (including campus work, if applied to account balance, 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 or contact via the web at www.afford.com 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.

UMHB will not release transcripts until all accounts have been settled. The University also reserves the right to withhold a student's access to campus services, including MyCampus and UMHB email, and to restrict a student's participation in university events, including commencement, for failure to make complete payment of a student account. 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 made to correct errors or omissions are payable upon receipt.

For any check not honored by a bank, a returned check fee of \$25 will be charged and check writing privileges on campus may be revoked.

UMHB utilizes the UMHB Sadermail account as the official means of communication account notices to students. It is the student's responsibility to periodically check their Sadermail accounts.

Late Payment Fee

Payments are due by August 1, 2013 for the Fall semester, and December 13, 2013 for the Spring semester. Summer and Minimester due dates are posted each term on the Bursar's website and in the financial notices sent to students upon registration. Students who are not enrolled and current in the Tuition Management System (TMS) payment plan whose account balance is \$100 or greater will be assessed a late payment fee of \$50. Accounts must be paid in full by the dates below to avoid the late payment fee:

September 1 for the Fall semester
 February 1 for the Spring semester
 May 19 for May Minimester
 June 10 for Summer I
 July 8 for Summer II

For students enrolled in the payment plan, if monthly payments are not sufficient to cover account balance by the last payment due date for the payment plan enrolled, the late payment fee may still be assessed to the student's account each month. Please verify monthly payments to TMS will be sufficient to cover the outstanding balance.

This **non-refundable** fee will be assessed each month thereafter until the account is paid in full or referred for collections.

Collection Costs

The student will remain responsible for all unpaid balances incurred. In the event an account becomes delinquent and is placed with an outside agency for collection, all collection costs and/or legal fees will be the responsibility of the student.

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 official withdrawal 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 semester day, (4 calendar days) scheduled from the first day of the start of the semester

80% refund of tuition prior to expiration of first 2 weeks (14 calendar days), scheduled from first day of start of semester

60% refund of tuition prior to expiration of first 3 weeks (21 calendar days), scheduled from first day of start of semester

40% refund of tuition prior to expiration of first 4 weeks (28 calendar days), scheduled from first day of start of semester

No tuition refunds will be made after the end of the 28th calendar day, counted from the first day of the semester.

Refunds for courses other than regular day classes will be prorated.

Summer terms:

100% refund of tuition prior to expiration of first 2 semester days (scheduled from first day of semester)

80% refund of tuition prior to expiration of first 4 semester days (scheduled from first day of semester)

60% refund of tuition prior to expiration of first 8 semester days (scheduled from first day of semester)

40% refund of tuition prior to expiration of first 10 semester days (scheduled from first day of semester)

No tuition refunds will be made after the end of the 10th semester day counted from the first day of semester.

Refunds for courses other than regular day classes will be prorated.

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

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.

To request a transcript, students may visit the Registrar's website at: <http://registrar.umhb.edu/how-request-transcript>

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, or any other department or agency considered a part of the University.

ACADEMIC STANDARDS

Credit Hour

The semester credit hour is a unit by which an institution measures its course work. The value of a semester credit hour can be determined by time, the educational experience, and outside preparation by the student.

The following constitutes the definition of a semester credit hour for various modes of instruction offered at UMHB:

1. At least fifteen (15) contact hours, as well as, a minimum of thirty (30) hours of student homework is required for each semester credit hour.
2. Laboratory courses, with little outside work, require a minimum of forty-five (45) contact hours. If moderate outside work is required, thirty (30) contact hours are required.
3. Art courses follow the recommendations for awarding credit as recommended by The National Association of Schools of Art and Design (NASAD) and the Texas Association of Schools of Art (TASA). In lecture courses, like art history, normally one semester hour of credit represents one 50-minute session each week of the term. For our studio classes, normally a ratio of one semester hour of credit equals two hours of contact time and one hour of outside work per week. For example, a three semester credit hour course would require six faculty contact hours per week. Note: Faculty contact must be sufficient to ensure the development of knowledge and skills required by each course. Normally, faculty contact is greater at the foundation or introductory level than at the advanced studio level.
4. Music courses follow the recommendations for awarding credit as required by The National Association of Schools of Music (NASM). Normally, a semester hour of credit represents at least three hours of work each week for a period of fifteen or sixteen weeks. In lecture classes, such as music history, normally one semester hour of credit is given for one 50-minute session plus two hours of homework each week of the term. For ensembles, like laboratory classes, normally one semester hour of credit is given for two to four 50-minute rehearsal sessions per week, depending on the ensemble. For applied lessons, normally one semester hour of credit is given for each three hours of practice, plus the necessary individual 30-minute lesson per week with the instructor. For example, a two semester credit hour applied lesson would meet for two 30-minute lessons per week.
5. Internships, clinical, and field experiences require a minimum of forty-five (45) clock hours for each semester credit hour.
6. For online, hybrid, and other nontraditional modes of delivery, semester credit hours are assigned based on learning outcomes that are equivalent to those in a traditional course setting, forty-five (45) hours of work by a typical student for each semester hour of credit.

Syllabi for every course will contain the appropriate definition of a semester credit hour from the list above. Each course should then follow this definition.

Course Numbers

The first digit in the numbering system denotes the course level (5 & 6 Master's, 7 Doctoral). The second digit denotes the number of semester hours the course carries. The third and fourth digits are departmental numbers.

Student Course Load

Full-time Load:

Fall/Spring Semester	9 semester hours minimum
Summer Session	9 semester hours minimum

For graduate programs consisting of 2-semester hour courses, eight (8) semester hours for a semester is considered full time, unless otherwise noted under a specific Program of this catalog.

Overload: 12 semester hours or more

Grading System

Grade	Range	Interpretation of Grades
A	91-100	Excellent
B	81-90	Average
C	71-80	Below Average
F	70 and below	Failing
I*		Incomplete
IP*		In Progress
P*		Pass
CR*		Credit
NC*		No Credit
S*		Satisfactory
U*		Unsatisfactory
AU*		Audit
W*		Withdrawal
WP*		Withdrawal—Passing
WQ**		Withdrawal—Failing
NG*		No Grade Submitted

*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). It is the responsibility of the student to contact his/her professor prior to course culmination to execute the Incomplete Grade Contract.

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 (excluding full summer term). If more than thirty days are required, an extension request is to be submitted by the student through the instructor and Program Director to the Dean of the Graduate School. Approved extensions will be filed with the Registrar’s Office. An extension longer than the end of the next semester (excluding 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

Grades are posted on MyCampus at <https://mycampus.umhb.edu/ics/>.

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. Two consecutive terms of enrollment with a semester or cumulative GPA of less than 3.00 will result in dismissal from the program. A student who has been dismissed may apply for readmission to the University and/or to the program of interest one calendar year after dismissal. Resubmission of GRE/GMAT score report and transcript(s) is not required. With approval of the Program Director, the Dean of the Graduate School, and the University Graduate Council, students may be readmitted sooner than one calendar year after dismissal.

Academic Appeal

Students may appeal any academic decision believed to be arbitrary, capricious, or unfair. Appeals must be initiated within 30 days of the date of the decision or action being appealed. The student should first appeal the decision in writing to the person who made it by stating the appropriate rationale for reconsideration, the requested remedy, and the student's contact information. If the matter is not resolved, the student may then appeal that decision in writing to the next highest authority.

In matters related to academic coursework, the line of appeal is first, the faculty member; second, the graduate program director; third, the Dean of the Graduate School; and finally, the Provost's Office.

Each person to whom an appeal is made will normally respond to the student in writing within five (5) business days of receipt of the appeal. Extensions may be granted by the Provost in cases where the issue requires more extensive review and/or other extenuating circumstances. The student will have ten (10) calendar days from the date of that response to appeal to the next level.

The Graduate Dean and/or Provost's Office may request a meeting with the student and other parties involved. Appeals will be considered only if they are from students enrolled at UMHB upon initiation of the first appeal. Conversations and/or correspondence with anyone other than students and UMHB faculty/staff will not be considered in responses to appeals until and unless the issue has been appealed to the Provost's Office.

Students should understand that mere dissatisfaction with a grade or decision is not grounds for an appeal. For an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the university's policies and procedures.

NOTICE: Academic Policies for Particular Programs

With approval from the Provost, certain schools or programs within the University (e.g., Nursing) establish and publish their own policies regarding academic standards, academic sanctions, and academic appeals. To the extent these specialized policies differ from the academic policies contained in this Catalog, the specialized policies will control.

REGISTRATION POLICY AND PROCEDURES

Registration is completed according to the procedures and time schedule published on the website at <http://registrar.umhb.edu>.

Academic Advisement

Each student is assigned an academic advisor. Advisors assist students in arranging their schedule of classes and in making progress toward their chosen 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 nor may a credit course be changed to an audit 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 by re-taking that course at UMHB. However, while the highest grade earned will be used to compute the grade point average, all grades will remain on the transcript. Re-taking courses at other institutions that were initially taken at UMHB may satisfy degree requirements but the UMHB course grade will remain on the transcript.

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 complete the schedule change via MyCampus (through the UMHB online registration system) or go, in person, to the Registrar's Office. 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 website for the exact dates of each drop period as these dates will vary:**

- **The Pre-Census Period:** If a course is dropped before or on the census date, 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/WQ" Period:** If a course is dropped during the "WP/WQ" Period, the class is recorded on the student's transcript with a grade of "WP" or "WQ" as reported by the instructor.
- **No course may be dropped after the end of the "WP/WQ" Period.**

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 complete the official Withdrawal Form in the Registrar's Office and secure the approval of the Business Office. University housing students must also secure the approval of the Dean of Students before withdrawing from the University.

A student whose withdrawal is necessitated by illness or injury will be given three weeks within which to withdraw officially.

Students experiencing a disruption in enrollment lasting longer than one academic year must reorganize their respective degree plan to conform with the current catalog.

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/UMHB identification number, and complete address of where the transcript is to be sent. Requests can be sent to:

University of Mary Hardin-Baylor
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, or any other department or agency considered a part of the University.

MILITARY BENEFITS

Veterans and Family Members

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, 33, 35, 1606, and 1607.

The University contacts for individuals planning to use Veterans Administration (VA) benefits are the Veterans' Certifying Officials 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 VA 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's Office to determine any awarding of military credit.
3. In coordination with an assigned academic advisor, register for only courses that are required for completion of your selected degree.
4. Maintain satisfactory academic progress. The provisions found under the headings of "Scholastic Probation" and "Academic Suspension" in this catalog will apply.

Veterans will automatically be certified each semester unless they notify the Registrar's Office in writing prior to the start of the specific semester.

Tuition Assistance

The University of Mary Hardin-Baylor is approved through the Memorandum of Understanding (MOU) enforced by the Department of Defense (DOD) to facilitate Tuition Assistance (TA) benefits for Servicemembers.

To receive Tuition Assistance benefits:

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. Complete admission requirements through the Go Army Ed Portal.
3. Have an evaluation of service schools/experiences completed by the Registrar's Office to determine any awarding of military credit.
4. Register for classes through the University in coordination with assigned academic advisor. Provide Certification Coordinator with a copy of UMHB class schedule.
5. Register for classes through the Go Army Ed Portal to secure available Tuition Assistance benefit.
6. Maintain satisfactory academic progress. The provisions found under the headings of "Scholastic Probation" and "Academic Suspension" in this catalog will apply.

Note: Active Duty Servicemembers should seek information about UMHB's Military Scholarship from the Financial Aid Office.

Yellow Ribbon Program

The Yellow Ribbon Program is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008.

To be eligible for the Yellow Ribbon Program:

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. Be eligible for Chapter 33 Post 9/11 veteran benefits at the 100% rate (as determined by the Department of Veterans Affairs). Chapter 33 Post 9/11 100% rate eligibility must be verified by the DD-214 Member-4 and Certificate of Eligibility (provided by the Department of Veteran Affairs).

Note: According to VA, Active Duty Servicemembers and their spouses are not eligible to participate in the Yellow Ribbon Program.

This program allows UMHB to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the \$19,198.31 cap for private institutions. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

As a result of our Yellow Ribbon matching grant, merit and institutional based scholarships will no longer be awarded and previously awarded merit and institutional based scholarships will be cancelled. However, as noted above, tuition and mandatory fees will be covered through a combination of the Post 9/11 G.I. Bill, Yellow Ribbon, and UMHB.

Conditions are as follows:

1. The Yellow Ribbon Grant is applied as a credit to the student's account, and no cash and/or check payments will be awarded to the student.
2. The Yellow Ribbon Grant is used exclusively towards prior or current program charges.
3. The Yellow Ribbon Grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.

Servicemembers Opportunity College

The University of Mary Hardin-Baylor is a member of the Servicemembers Opportunity Colleges (SOC) Consortium.

Servicemembers Opportunity Colleges Consortium

The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

GRADUATE STUDENT SERVICES AND FACILITIES

As part of the fees students pay when registering for graduate courses at UMHB, many resources, services, and facilities are available. We invite you to participate in and take advantage of these opportunities.

Student Liability Insurance

Student Liability Insurance is provided by the University at no additional cost to the student for all students who participate in clinical instruction courses. For more information, contact your graduate program director.

The Robert and Linda Black Center for Counseling, Testing, and Health Services

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, Testing & Health Services. Students desiring accommodation(s) for a disabling condition are responsible for providing acceptable documentation to this individual. As a general rule, acceptable documentation must have been produced within the last 3 years by a licensed professional qualified to make the respective diagnosis. If the student has an obvious or non-changing condition (blindness, absence of a limb, etc.), the school may not require the documentation to be dated within the last 3 years. 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 & Health Services
 UMHB Box 8437
 900 College Street
 Belton, Texas 76513
 Office: (254) 295-4696
 Fax: (254) 295-4196
 Email: nwilliams@umhb.edu

Counseling

Professional and confidential clinical counseling services are available to students in need of assistance with a wide variety of issues. 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. Free counseling services are offered to currently enrolled students on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. If a student wishes to continue counseling services beyond short-term, UMHB counselors may be available on a fee-for-service basis, as schedules permit. Confidentiality is maintained in accordance with state regulations and disclosure of information is made only with the written consent of the student, unless required by law.

Health Services Center

A vital component of the university experience for UMHB students is a healthy lifestyle. The goal of the UMHB Health Services Center is to educate students on health issues and encourage healthy lifestyles. Health fairs, wellness screenings, and health topic presentations are examples of UMHB's effort to educate and empower students to make informed decisions about their health.

A full-time Registered Nurse serves as Coordinator of UMHB Health Services Center and provides a range of student health services, including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources, if needed.

The UMHB Health Services Center is available at no cost to UMHB students during regular business hours, with or without an appointment. The Health Services Center is located on the third floor of the Mabee Student Center.

Student requirements:

- Once accepted for admission to UMHB, all students who are applying for campus housing must submit a housing application, which includes a Medical History form.
- Once accepted for admission to UMHB, all international students are required to complete a Medical History form.

- Vaccinations and TB Tests:
- Effective January 2, 2012, the State of Texas requires all first-time students &/or transfer students who are 29 years or younger to receive a vaccination for Bacterial Meningitis. The vaccine must be obtained within five years preceding enrollment or a booster is required. Written evidence of vaccination must be submitted to UMHB. A student must receive vaccination or booster at least 10 days prior to the first of class or moving into campus housing, whichever is first (Texas Education Code, §51.9192, Subchapter Z).
- If a student has been outside the US in the last year for more than a 2 week period, a TB skin test is recommended. Once accepted for admission to UMHB, international students from countries identified as “TB high-risk” (source: World Health Organization) are required to submit a negative TB test. The test results must be dated no more than 6 months prior to the student’s initial enrollment date at UMHB. Either a negative TB skin test or a negative (normal) chest x-ray report will be accepted. Test results may be included on the UMHB Medical History form or scanned and emailed separately to UMHB Health Services. Students are encouraged to submit proof of current immunizations for their age, as published by the State of Texas. (source: 25 TAC §§97.61; 97.63-97.72) Health Services Center contact

UMHB assumes no responsible for medical expenses incurred by students and strongly encourages all students to maintain individual medical insurance.

Various health insurance applications are available for the student’s convenience at the health center. It is up to the individual student/parent to choose which healthcare plan would best meet their needs.

University Career Services

Mission: The mission of Career Services is to assist 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. Additionally, CS is there to assist the graduate student in career development growth for fulfillment in life and work in an organized and effective manner.

Services: Complimentary services include: Assessments, Career Coaching, Career Fairs, Crusader Successes, Career Choices & Job Postings Publications, Internship Searches, Job Listings, Interview Techniques, Resume Clinics, and Research Tips. 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: CRU CONNECTION is the platform Career Services uses for part-time, internships, and full-time job postings, including liberal arts, business, technology, teaching positions, health care, and ministry opportunities.

Career Events: Several campus job fairs and Company Showcase Days are hosted each year, as well as a calendar listing of area career-related activities for graduate students to participate in.

Interviews: Mock interview appointments are available for graduate students to prepare for important job interviews. The Career Services Center offers a resource area for general career planning and partners with several national career search internet organizations that serve college graduates.

The University Career Services 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 have access to the Career Center services 24 hours a day on the intranet and internet. Career Services also partners with Monster College, and Townsend Memorial Library Libguides.

Visit Career Services website and events calendar at www.umhb.edu/careerservices

University of Mary Hardin-Baylor

University Career Services

UMHB Box 8415

900 College Street

Belton, TX 76513

Office: (254) 295-4691

Fax: (254) 295-5692

careerservices@umhb.edu

<http://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. The library acquires materials in greater depth in those disciplines for which graduate work is offered. Graduate faculty and librarians select materials specifically to support the curriculum. Monographs, full-text journals, databases, and cataloged web sites provide infrastructure to graduate research.

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 information literacy and lifelong learning. If books or journal articles needed for research are unavailable at Townsend Memorial Library, graduate students may borrow materials from other libraries either through interlibrary loan or by means of a TexShare card.

Townsend Memorial Library currently provides 36 public access computers containing the Microsoft Office Suite for word processing as well as searching capabilities for the online catalog, databases, and internet.

The library contains total volume holdings of almost 205,000 items, including books, audiovisual materials, and electronic books. The library subscribes to about 850 print journals and there is online access to more than 80,000 full-text journals. The library provides access to 100 subscription databases and almost 29,000 electronic book titles.

Current UMHB graduate students who have a valid library account may access library resources electronically from off-campus locations. Additional information about the library may be found at <http://umhblib.umhb.edu> or by calling (254) 295-4637 or (877) 316-3313 (toll-free).

Library hours are Monday-Thursday 7:30 a.m.–1:00 a.m.; Friday 7:30 a.m.–5:00 p.m.; Saturday 10:00 a.m.–6:00 p.m.; and Sunday 2:00 p.m.–1:00 a.m.

Student Organizations

Graduate students are welcome to join a variety of UMHB student organizations. More information can be found at: <http://studentorgs.umhb.edu/welcome>

Mayborn Campus Center

All students currently enrolled at UMHB are eligible to become members of the Mayborn Campus Center. To become a member, check in at the front desk of the fitness center and fill out a registration packet.

Students are required to scan their ID card at the card reader for entry into the fitness center, pool, and recreation gym every time they enter the facility.

Lockers, when available, are available for rent at the Control Desk for \$11 per semester and \$22 per year. Small workout towels will be available for use at no cost while the student is in the fitness center. These workout towels are to be placed in the laundry hamper before the user leaves the area.

Members are allowed to bring guests into the facility. A \$5 guest fee will be charged per visit. Guests must follow all Mayborn Center rules and will be required to complete a waiver and health risk questionnaire before using the facility.

The Mayborn Campus Center will enforce the following dress code: closed-toe, clean athletic shoes must be worn. For your safety, no sandals/flip flops, steel-toed, or non-athletic shoes are permitted. No bare midriffs, ultra short shorts, excessively tight or see through clothing, or cut t-shirts that expose one's sides are allowed. Blue jeans will not be allowed when using equipment, as rivets can damage upholstery. If you violate any of these rules you will be asked to modify your workout attire.

Normal Operating Hours - Fitness Center

Monday - Thursday	6 A.M. - 11 P.M.
Friday	6 A.M. - 10 P.M.
Saturday	10 A.M. - 8 P.M.
Sunday	4 P.M. - 8 P.M.

Normal Operating Hours - Pool

(Times subject to change)

Please check the front desk for the current pool schedule.

Monday - Friday	6 A.M. - 9 P.M.
Saturday	10 A.M. - 8 P.M.
Sunday	CLOSED

Recreation Gym “Open Gym” Hours

Hours vary due to scheduled activities. Please feel free to call for more information on availability.

Dining Services

The student dining facility is located in Hardy Hall.

Hours of Operation:

Breakfast (M-F)	7:15 A.M. - 9:45 A.M.
Lunch (M-F)	11:00 A.M. - 1:30 P.M.
Dinner (M-Su)	4:30 P.M. - 7:15 P.M.
Saturday Brunch	11:00 A.M. - 1:30 P.M.
Sunday Brunch	12:00 P.M. - 2:00 P.M.

The Crusader Café (Sub) is located in The Mabee Student Center.

Hours of Operation:

Mon. - Thurs.	7:00 A.M. – 12:00 A.M.
Fridays	7:00 A.M. - 6:00 P.M.
Summer hours	8:00 A.M. – 2:00 P.M.

CLASSROOM EXPECTATIONS AND ETHICS

Christian Citizenship

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 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.

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.

Class Attendance

The University of Mary Hardin-Baylor expects regular and punctual attendance in class. Punctuality is deemed to be as important as attendance, because tardiness is disruptive and distracting to both faculty and fellow students and is undesirable for personal and professional activities. Students coming to class late are responsible for checking with the instructor to make sure they were not marked absent. Because attendance is expected, students are responsible for all course work and assignments.

An absence due to participation in certain activities may be designated as a University Excused Absence. If an absence is designated as a University Excused Absence, then faculty will provide reasonable opportunity for students to make up work that is missed. If it is not feasible for the student to make up work, some allowance may be made in order that the student not be overly penalized. The student must inform the instructor of University Excused Absences in advance of that absence. This will allow a reasonable opportunity for the student to make up work missed. Depending on the policy of the individual instructor, University Excused Absences may count toward the total number of absences allowed in a course.

All absences are counted from the first class session of the term. It is the student's responsibility to approach the instructor regarding making up the work for any missed classes. Individual colleges and individual faculty may have more specific attendance requirements cited in their syllabi. Students are expected to be aware of and abide by the attendance policy that pertains to each class.

Academic Decorum

The learning environment involves an exchange of ideas and an exploration of concepts between faculty and students and a certain level of decorum facilitates that learning environment. In order to create an effective learning environment, students pledge to:

1. Come to class prepared. This includes careful reading of assignments, being prepared to participate in discussions and completing any assignments that are due.
2. Be attentive and responsive in class
3. Respect fellow students' opinions and ideas
4. Contribute to the class by making topic-specific comments as appropriate
5. Offer critiques and alternative ideas in a non-condescending manner
6. Provide a fair share of work to group projects and team activities

Examples of disruptive behaviors to avoid include:

1. Talking, sleeping, or otherwise distracting members of the class
2. Using electronic devices in class without permission or in a manner that disrupts the class or other students
3. Exhibiting argumentative or attention-seeking behavior

4. Failing to show respect or act with civility

Academic Integrity

As an institution committed to the Christian values of honesty and integrity, the University of Mary Hardin-Baylor expects all members of the learning community to commit themselves to high standards of academic integrity. Academic integrity is vital not only as we live out our Christian calling but also for our students' success in their future vocations. To that end, students are expected to take responsibility for all the work they produce at the University and to ensure that it meets the University's standards for academic integrity.

1. Written work should reflect the student's own ideas and any use of others' words, ideas, or patterns of thought should be appropriately quoted and/or cited.
 - Plagiarism in any form is expressly prohibited.
 - Failure to comply with the university's copyright policy is expressly prohibited.
2. Students are responsible for understanding the instructor's rules governing any particular piece of academic work and abiding by those rules. Any questions about persons or materials not authorized to be used on any particular assignment should be clarified before accessing those persons or materials.
 - Submitting academic work produced with unauthorized assistance or materials is expressly prohibited. This may include assistance from fellow students, other faculty members, textbooks, notes, online resources, or commercial sources such as professional paper writers that are available for hire, or any other material that has not been authorized by the instructor for use.
 - Papers (in whole or in part) or other work prepared for one course should not be submitted to meet the requirements of another course without express permission from the instructor.
3. Students assigned to collaborate in group projects should contribute their fair share of the work necessary to complete the project or notify the instructor of their failure to contribute.
4. Academic integrity requires that students be truthful in all their academic work.
 - Falsifying research data, lab reports, or other academic work product is expressly prohibited.
 - Students should refrain from disclosing the specific contents of any test, exam, or other required assignment to a student who will, or may, later be required to complete that same assignment.
 - Students should refrain from soliciting or otherwise acquiring specific information about the contents of any test, exam, or other assignment that will, or may, be administered in the future.
5. As members of a learning community, we all have a responsibility to assure that all members have equal access to learning materials.
 - Keeping, taking, intentionally misplacing or damaging library books, online files, laboratory equipment, or other academic resources in order to obtain an academic advantage over another student is expressly prohibited.
 - Exhibiting behavior that disrupts the learning environment of the classroom deprives students of learning opportunities and may be grounds for expulsion from the class session. Students dismissed from a class for voluntary disruptions may be counted as absent for that class. Repeated incidents may be grounds for expulsion from the course.
6. Students taking online courses should be diligent to maintain the same standards of academic integrity for work performed off campus as for work performed in the classroom, the library, or other campus facilities. Online students should maintain strict privacy of their login identity and passwords.
7. The University's standards of academic integrity go beyond the classroom to encompass all aspects of a student's academic life.
 - Falsifying an academic record, a degree plan, a prerequisite waiver, or any other official document is expressly prohibited.
 - Students should not mislead any official of the University in order to secure a required form or otherwise obtain an academic advantage.
8. The University is a learning community in which participants are responsible for one another.

- Assisting a student in any violation of the academic integrity standards is expressly prohibited. For example, providing or receiving unauthorized assistance, including (but not limited to) taking another student's exam, providing answers to another student during a test, or contributing to another student's written work without permission.
9. In furtherance of the mutual responsibility students share for academic integrity, students are expected to respond fully and candidly to any request from a University official for assistance in any investigation of violations of the University's standards.
- Failure to respond candidly and fully to such a request is a violation of the university's standards.

This is not an exhaustive list and the university reserves the right to interpret and reasonably apply academic standards to individual situations.

A student who fails to meet these standards of academic integrity may receive a lower grade (including zero) on an assignment or a lower grade (including an "F" or "No Credit") for the course, as determined by the instructor. The penalty for academic dishonesty may also include more severe penalties, up to expulsion from the University. Conduct which violates the student Code of Conduct may also be grounds for disciplinary action as described in the Student Handbook.

For more information regarding academic integrity at UMHB, contact the Provost's Office.

DEGREES

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

Doctor of Education (Ed.D.)

P-12 (with superintendent certification)

Higher Education

Leadership in Nursing Education

Master of Arts (M.A.)

Counseling

Clinical Mental Health Counseling (p. 63)

Licensed Professional Counselor

National Board Certified Counselor

Marriage & Family Christian Counseling (p. 65)

Licensed Marriage and Family Therapist

Academic Specialization Program (p. 69)

Master of Business Administration (M.B.A.)

Accounting (p.48)

Dual BBA/MBA (p.50)

Information Systems Management (p.49)

International Business (p. 49)

Management (p. 49)

Master of Education (M.Ed.)

Educational Administration (p. 54) (with principal certification)

Administration of Intervention Programs (p. 55)

Curriculum and Instruction (p. 53) (Fields of study)

Master of Science in Information Systems (M.S.I.S)

Computer Technology

Systems Management

Master of Science in Education (M.S.Ed.)

Exercise Science (p. 56)

Sport Administration

Master of Science in Nursing (M.S.N.)

Nursing Education (p. 71)

Nurse Leader (p. 71)

Family Nurse Practitioner (p. 72)

REQUIREMENTS

Requirements for graduate degrees are listed on the following pages under the appropriate degree titles. As a general rule, students who complete their programs without disruptions or undue delays are allowed to apply the degree requirements in the catalog in force at the time of admission to their program (See Graduation Under a Particular 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:

1. Earn a minimum of 30 semester hours (total varies with specific degree requirements and hours required for doctoral degrees are considerably more) 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.
2. For a Master's degree, complete at least half of the course work in 6000-level classes. For a Doctor of Education degree, all course work must be 7000-level courses. 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.
3. 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 prior to Fall Registration for May graduates, and prior to Spring Registration for August and December graduates.

The Program Director must approve substitutions and/or waivers affecting the degree plan at the time the degree plan is formalized. The completed substitution and/or waiver form(s) must accompany the signed degree plan.

Once the degree plan has been reviewed and approved by the Registrar's Office, a Graduation Audit 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's Office to discuss the degree plan, the student is welcome to do so. A student experiencing a disruption in enrollment lasting longer than one academic year must reorganize his/her degree plan under the current catalog. The student cannot make formal application for degree, however, without Registrar's Office approval.

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

4. Make formal application for degree and pay graduation fee by January 31 for Spring graduates, by May 31 for Summer graduates, and by September 30 for Fall graduates. Students filing for graduation after their respective deadline will be charged a late fee.

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

Students failing to graduate in their respective anticipated graduation year and term may roll their application for degree and graduation fee forward for the duration of one academic year. Students still failing to graduate after the expiration of one academic year must reorganize their respective degree plan to conform with the current catalog as well as must submit another application for degree and pay another graduation fee by the deadlines mentioned above.

Transfer Credit

The University of Mary Hardin-Baylor accepts in transfer a maximum of six semester hours of graduate credit toward master's degrees and 12 semester hours of graduate credit toward doctoral degrees provided that those graduate courses were (1) completed no more than five years before admission to UMHB; (2) are from regionally accredited United States institutions of higher education; (3) received a grade of at least a "B;" and (4) consisted of subject matter equivalent to UMHB course(s) applicable to the student's program of study.

Transfer course equivalencies are determined through the collaborative efforts of the Registrar's Office, the graduate program Director, the Dean of the Graduate School, and the Provost's Office on the basis of the comparability of the nature, content, and level of the learning experiences to those offered by UMHB and the appropriateness and applicability of the learning experiences to the programs offered by UMHB.

Transfer courses along with their respective credit hours and grades are posted to students' academic records and are available for degree planning purposes by the end of the semester in which the transcripts are received. The accepted transfer course grades are incorporated into the student's cumulative GPA.

Course work with a grade of "B" or higher from United States colleges or universities accredited by other Council for Higher Education Accreditation (CHEA) recognized accrediting bodies may be considered for transfer on a course-by-course basis upon the written petition of the student to the graduate program director under which the course content falls. Documentation detailing content studied such as course syllabi may be requested for petition consideration. All transcripts, certificates, and diplomas from institutions outside the United States must be sent to an approved foreign credential evaluation service for a course-by-course evaluation in order for the possibility of transfer credit to be determined.

Credit is not awarded for experiential learning.

Credit from quarter system schools will be converted to semester hours:

Quarter	Semester
5	3.33
4	2.67
3	2.0
2	1.33
1	0.67

Only official transcripts will be evaluated for potential transfer credit.

- New students must submit an official transcript from ALL previously attended colleges and universities. Even though courses taken at one institution may be noted on another institution's transcript, an official transcript from each institution at which courses were taken is required. Transcripts should be sent directly from prior institutions to the UMHB Graduate Admissions Office.

University of Mary Hardin-Baylor
Graduate Admissions Office
UMHB Box 8402
900 College Street
Belton TX 76513

- Readmitted students who attended any other institutions during their absence from UMHB must submit official transcripts reflecting such attendance. Transcripts should be sent directly from the institutions to the UMHB Graduate Admissions Office.

University of Mary Hardin-Baylor
Graduate Admissions Office
UMHB Box 8402
900 College Street
Belton TX 76513

- Current students who concurrently enroll in other institutions must submit official transcripts reflecting their concurrent enrollment. Transcripts should be sent directly from the institution to the UMHB Registrar's Office.

University of Mary Hardin-Baylor
Registrar's Office
UMHB Box 8425
900 College Street
Belton TX 76513

Students at the University of Mary Hardin-Baylor who wish to enroll in course work at another institution and apply those hours toward their UMHB degree must complete the Pre-Approval of Transfer Credits form and submit it to the Registrar's Office. The purpose of this permission is to ensure appropriate content, graduate classification of the course, and overall

suitability for the student's degree plan.. Courses approved by one graduate program as substitutions for program requirements are not automatically granted approval by other graduate programs using the same program requirements.

Students at the University of Mary Hardin-Baylor who wish to enroll in course work in a foreign country and apply those hours toward their UMHB degree must secure written permission from their graduate program director and the Dean of the Graduate School. Documentation should be provided through a foreign transcript evaluation service.

UMHB is not responsible for courses taken without proper approval.

Transfer credit inquiries may be directed to registrar@umhb.edu or 254-295-4510.

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) provided the student maintains continuous enrollment during "long" semesters;
3. graduate under the catalog for any subsequent year in which the student was registered at Mary Hardin-Baylor (within the five-year limitation) provided the student maintains continuous enrollment during "long" semesters; 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" semester or the catalog for the next "long" semester (within the five-year limitation) provided the student maintains continuous enrollment during "long" semesters.

Students experiencing a disruption in enrollment lasting longer than one academic year must reorganize their respective degree plan to conform with the current catalog.

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 2013-2014 is valid for graduation purposes through Summer 2018 for a degree-seeking student enrolling in the Fall of 2013. A degree-seeking 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 the Dean of the Graduate School to continue in the graduate program under the new degree plan.

The University makes changes to degree requirements from time to time in order to keep its programs current with developments in education. Students should also be aware that requirements of organizations outside the University (such as the Texas Education Agency) sometimes change, thus necessitating a change in degree requirements.

Although a previous edition of the University's academic catalog may control the academic criteria for awarding a student a degree or a major or minor in any academic field or certain academic honors and awards, the policies and procedures contained in the most recent edition of the catalog will always control. For example, matters such as academic standards, classroom expectations and ethics, and academic appeals are always controlled by the most recent catalog.

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 semester hours from the first degree to the second degree provided the courses for which the six semester hours were earned are applicable to the second master's degree program.

Commencement Ceremonies

Commencement ceremonies are held at the conclusion of the Fall and the Spring terms.

- Because commencement exercises are meaningful experiences in the academic lives of students, all students are encouraged to participate when possible.
- Students must settle all accounts in order to be eligible to participate in commencement exercises. UMHB may restrict students from participating in commencement for failure to make complete payment of student accounts.

- A student may be excused from commencement exercises and be permitted to graduate in absentia with approval from the Registrar's Office. Students desiring to graduate in absentia should submit a written request to the Registrar's Office not less than two weeks prior to the commencement exercise.
- Diplomas will be mailed within four weeks of the commencement exercise to the address provided on the application for degree.
- Students lacking a maximum of seven (7) semester hours toward degree completion (as confirmed by the Registrar's Office) may petition the Registrar's Office for permission to participate in commencement exercises no earlier than January 31 for Spring participants or September 30 for Fall participants. Any exceptions to the maximum hours lacking for degree completion must be approved by the Provost. Participation in commencement exercises is not equivalent to graduation. Students granted permission by the Registrar's Office or the Provost to "walk" in the ceremony are not official graduates. They will not receive diplomas nor will their degrees be posted to their transcripts until all their degree requirements have been completed. Degree conferral dates will not be retroactive. The official degree conferral date of the semester in which the students' outstanding degree requirements are completed will apply. Students failing to graduate after the expiration of one academic year must reorganize their respective degree plan to conform with the current catalog as well as must submit another application for degree and pay another graduation fee by the applicable deadlines.
- Students may petition the Provost for permission to delay participation in commencement exercises if students are unable to participate in the ceremony immediately following their degree completion.

BUSINESS PROGRAMS

Master of Business Administration (M.B.A.)

Accounting
Information Systems Management
International Business
Management
Dual B.B.A./M.B.A.

Master of Science in Information Systems (M.S.I.S.)

Vision

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 business at UMHB are marked by 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.

Objectives

The College of Business seeks to provide a broad education that prepares graduates to succeed and competitive, global 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-MBA and MSIS

A minimum 3.0 GPA is required for regular admission. In addition, the applicant is responsible for scheduling a personal interview with the program director. Applicants are expected to have a record of academic or other achievements demonstrating a likelihood of succeeding in the program. See the Admissions section of this catalog for admission application procedures and costs.

Departmental Admission Appeals Process

A student who has been denied admission by the Graduate School may appeal the decision through written request to the UMHB Graduate Council with copies of the written request sent to the Program Director of the respective graduate program, Dean of the College of Business, Dean of the Graduate School, and the University Provost.

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

Dr. Nancy Bonner, Program Director

Purpose of the Program

The Master of Business Administration (M.B.A.) degree is designed to prepare graduates for business leadership positions. The knowledge, practiced skills, and attitudes needed for success in management are taught. Critical and applied thinking as well as oral and written professional communication are emphasized throughout the program. Students can choose to concentrate in one of four tracks: Accounting, Information Systems Management, International Business, or Management.

Length of Program

The program consists of 36 graduate semester hours and successful completion of a Practicum. Classes are offered in the evening in two 7 or 8-week sessions each fall and spring semester, and one 7 week session each summer. Many students complete their M.B.A. in 2 years by attending evening classes on a part-time basis while continuing their full-time employment.

B.B.A./M.B.A.

UMHB Bachelor of Business Administration (B.B.A.) students are eligible to apply for the combined B.B.A./M.B.A. program during their junior year. Admission to the Graduate School is required before enrolling in graduate courses. The program requires 150 hours and is normally completed in five years. See the Program Director for more information.

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 – BSYS 3312), business data analysis/statistics (UMHB – BQBA 2301 or BQBA 2302), and computer literacy (UMHB – BCIS 1301). The computer literacy requirement may be fulfilled by the exhibition of a working knowledge of PCs and an ability to use software tools 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. Students lacking prerequisite courses should contact the program director to obtain information regarding options for taking specific courses.

Graduation Requirements

- A cumulative G.P.A. of 3.0 or higher for all M.B.A. courses must be earned.
- A professional paper (Practicum - BADM 6090) must be satisfactorily completed. It is generally written and presented during the student's final semester. Guidelines for the practicum are available from the Program Director and on our website <http://graduate.umhb.edu/mba/mba-practicum>.
- All M.B.A. courses and the professional paper (Practicum) must be successfully completed within 5 years of starting the M.B.A. program.

CURRICULUM

M.B.A. Core Courses

28 hours as follows:

BADM 6090	Integrated Bus Management Practicum	
BADM 6210	Managerial Communication	2
BADM 6220	Entrepreneurship	2
BADM 6212	Organizational Behavior & Change Management	2
BADM 6241	Values-Driven Leadership	2
BADM 6243	Global Issues in Business and Society	2
BADM 6250	Legal Environment of Business	2
BACC 6221	Accounting for Managers	2
BECO 6231	Managerial Economics & Planning	2
BFIN 6262	Financial Management	2
BMGT 6261	Strategy & Managerial Decision Making	2
BMKT 6241	Marketing Management	2
BQBA 6211	Quantitative Methods & Managerial Decision Making	2
BSYS 6242	Info Systems & Technology	2
BSYS 6250	Logistics & Operations Management	2

BADM 6243: International Business Track students must substitute a course from another track, as this course is included as a track course. For students unable to attend the international trip component of BADM 6243, they may substitute a different international business course

BACC 6221: Accounting Track students may substitute a course from another track

Accounting Track Courses

8 hours:

BACC 5220	Non-Profit Accounting	2
BACC 6231	Contemporary Accounting Issues	2
BACC 6243	Fraud Examination	2
BACC 6252	Accounting Research	2

Information Systems Management Track Courses

8 hours from the following:

BCIS 6255	Software Project Management	2
BCIS 6265	Information Systems Management	2
BCIS 6270	Information Systems Security	2
BCIS 6245	Information & Knowledge Management	2
BCIS 6223	Developing Systems for Decision Support	2

International Business Track Courses

8 hours:

BADM 6243	Global Issues in Business and Society	2
BADM 6251	Global Strategies in Economics & Finance	2
BMGT 6260	International Management	2
BMKT 6251	Global Marketing & Competition	2

Management Track Courses

8 hours:

BMGT 6221	Human Resources	2
BMGT 6232	Competition & the Entrepreneurial Manager	2
BMGT 6235	Advanced Management Theory & Practice	2
BMGT 6260	International Management	2

SUGGESTED SCHEDULE - M.B.A. STUDENT

First Year**Fall "A" Term**

BADM 6210	Managerial Communication TRACK	2
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Spring "A" Term

BACC 6221	Accounting for Managers TRACK	2
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Summer

BADM 6243	Global Issues in Business and Society International Trip	2
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Fall "B" Term

BADM 6220	Entrepreneurship	2
BSYS 6242	Info Systems & Technology	2

Spring "B" Term

BECO 6231	Managerial Economics & Planning	2
BSYS 6250	Logistics & Operations Management	2

Second Year**Fall "A" Term**

BQBA 6211	Quantitative Methods & Managerial Decision Making	2
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TRACK

Spring "A" Term

BMKT 6241	Marketing Management	2
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TRACK

Summer

BADM 6241	Values-Driven Leadership	2
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Fall "B" Term

BADM 6212	Organizational Behavior & Change Management	2
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BFIN 6262	Financial Management	2
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Spring "B" Term

BMGT 6261	Strategy & Managerial Decision Making	2
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BADM 6250	Legal Environment of Business	2
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Final Semester

BADM 6090	Integrated Bus Management Practicum	
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5-YEAR COMBINED BBA/MBA

The combined BBA/MBA allows UMHB students who are currently pursuing a BBA degree to complete their MBA in one additional year beyond what would normally be required for the BBA. Students must meet all requirements for regular admission to the graduate program, including a minimum undergraduate 3.0 GPA. Students must declare their intent and apply to the graduate program in their Junior year in order to complete all requirements within their 5th year. Students will begin taking graduate courses while they are completing their undergraduate courses, and the following undergraduate courses will be waived: BLAW 3311, BMGT 4349, and BSYS 3325. The content of these courses will be covered in appropriate graduate courses. In the event the student does not complete all courses required for the Combined BBA/MBA, they will be required to complete BLAW 3311, BMGT 4349, and BSYS 3325 in order to be awarded their BBA degree. Upon completing all requirements of the Combined BBA/MBA, the student will be awarded both degrees at Commencement.

5-YEAR COMBINED BBA/MBA - ACCOUNTING MAJORS

The combined BBA/MBA in Accounting contains all necessary coursework to qualify the graduate to sit for the Uniform CPA Exam under the current requirements set forth by the Texas State Board of Public Accountancy. In addition to the BBA accounting requirements, students must complete all MBA course requirements in the Accounting track.

Students must declare their intent in the spring semester of their Junior year and have completed or be enrolled in BACC 3422 and BACC 3325. Admission to the 5-year Accounting program requires a minimum 3.0 undergraduate GPA overall and a minimum 3.0 GPA in all Accounting Courses.

SUGGESTED SCHEDULE - COMBINED BBA (ACCOUNTING MAJOR)/MBA

(refer to UMHB Undergraduate Catalog Suggested Schedule for BBA Accounting Major for the sequence of courses for Freshman thru Junior year)

Senior Fall

BACC 4323	Cost Accounting	3
BACC 4331	Auditing I	3
BADM 6220	Entrepreneurship	2
BADM 6210	Managerial Communication	2
	Accounting Track	2
	Accounting Track	2

Senior Spring

BACC 4341	Financial Statement Analysis	3
BACC 6221	Accounting for Managers	2
BECO 6231	Managerial Economics & Planning	2

BSYS 6250 Logistics & Operations Management 2

BACC 6221: Accounting Track students may substitute a course from another MBA track.

Summer Senior Year

BADM 6243 Global Issues in Business and Society 2
BADM 6241 Values-Driven Leadership 2

5th Year Fall

BSYS 6242 Info Systems & Technology 2
BQBA 6211 Quantitative Methods & Managerial
Decision Making 2
BFIN 6262 Financial Management 2
BADM 6212 Organizational Behavior & Change
Management 2
Accounting Track 2

5th Year Spring

BMGT 6261 Strategy & Managerial Decision
Making 2
BMKT 6241 Marketing Management 2
BADM 6250 Legal Environment of Business
Accounting Track 2
BADM 6090 Integrated Bus Management
Practicum 2

MASTER OF SCIENCE IN INFORMATION SYSTEMS (M.S.I.S.)

Dr. Nancy Bonner, Program Director

Purpose of the Program

The Master of Science in Information Systems (M.S.I.S.) degree is designed to provide a specialized graduate education for information systems professionals. The M.S. in Information Systems will provide knowledge to succeed in understanding, developing, implementing, and managing information systems in all types of industries and organizations.

Length of Program

The program consists of 36 graduate semester hours. Classes are offered in the afternoon and evening in two 8-week sessions each semester. Most students complete their M.S.I.S. in 2 years by taking classes on a part-time basis, allowing students to attend school while continuing their full-time employment; however, it is possible to complete the program in less than 2 years if a student chooses to take more than 4 classes per semester.

Prerequisites

A minimum of 9 hours of information systems courses at the undergraduate level is required for admittance.

Admission Requirements

See Admissions Requirements for M.B.A. and M.S.I.S

Graduation Requirements

- A G.P.A. of 3.0 or higher for all M.S.I.S. courses must be earned.
- An information systems capstone (BCIS 6295) must be satisfactorily completed, generally during the student's final semester.
- All M.S.I.S. courses and the information systems capstone must be successfully completed within 5 years of starting the M.S.I.S. program.

DEGREE REQUIREMENTS

M.S.I.S. Required Courses

BADM 6235 Business Process Management I 2

BADM 6260	Business Process Management II	2
BCIS 6220	Database Development & Administration	2
BCIS 6225	Systems Analysis, Modeling and Design	2
BCIS 6230	Emerging Information Technologies	2
BCIS 6240	Systems Development and Implementation	2
BCIS 6243	Enterprise Systems	2
BCIS 6245	Information & Knowledge Management	2
BCIS 6255	Software Project Management	2
BCIS 6265	Information Systems Management	2
BCIS 6270	Information Systems Security	2
BCIS 6280	Programming Concepts	2
BCIS 6295	Information Systems Capstone Guided Electives- 10 hrs	2

EDUCATION PROGRAMS

Master of Education (M.Ed.)

Educational Administration
Administration of Intervention Programs
Curriculum and Instruction

- Education (EDUC)
- Special Education (EDSP)
- Reading (READ)

Master of Science in Education (M.S.Ed.)

Exercise Science
Sport Administration

Doctor of Education (Ed.D.)

P-12
Higher Education
Leadership in Nursing Education

Professional certification programs are available for Educational Administration (Principal), Educational Administration (Superintendent), Reading Specialist, Master Reading Teacher, and Special Education.

Vision

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

Mission

The mission of the Graduate Programs in Education at the University of Mary Hardin-Baylor is to develop educational practitioners and service professionals who exemplify leadership in value-centered education, and 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 and special education.

CURRICULUM AND INSTRUCTION (M.ED.)

Dr. Kris Ward, Program Director

The Master of Education in Curriculum and Instruction degree is a 36 hour program which will prepare specialists in curriculum design, management, and implementation in PK-12 and post-secondary learning environments. In addition to this focus, a student-selected cognate will afford the opportunity for advanced study in a complementary area. Students who satisfactorily complete the M.Ed. in Curriculum and Instruction will have the academic credentials to serve as curriculum specialists, in both public and private, as well as PK-12 and postsecondary education endeavors. Completion of this degree will provide the M.Ed. graduate with the academic credentials to serve as faculty in postsecondary schools, such as community colleges. This degree is not designed to lead to certification; however, individual program choices within the cognate can be tailored to meet certain requirements for certificated areas.

DEGREE REQUIREMENTS

Required courses:

EDUC 6352	Applications of Educational Research	3
EDUC 6340	Assessment and Evaluation	3
EDAD 6362	School Law	3
EDAD 6364	Administration of Programs Diverse	3
EDAD 6367	School & Its Instructional Program	3
EDUC 6090	Comprehensive Examination	

21 hours from one of the following cognates:

Elementary Education
 Secondary Education
 Reading Education
 Special Education

EDUCATIONAL ADMINISTRATION (M.ED.)

Dr. Craig Hammonds, Program Director

Purpose of the Program

The Educational Administration programs at UMHB are designed to prepare practitioners to become leaders who lead by example, are driven by a vision of success, and are advocates in shared decision-making. Further, they must become both politically astute, managers of conflict, public servants charged to work with school boards, and are able to respond quickly to a wide-range of issues dealing with diversity, technology, finance, and continuous school improvement for every child.

Both the M.Ed. in Educational Administration and the Superintendent Certification Program employ alternative delivery, cohort and non-cohort models utilizing select Saturday classes during the Fall and Spring semesters with abbreviated summer institutes.

DEGREE REQUIREMENTS

Required Courses

To earn a Master of Education degree with a major in Educational Administration: a student must complete 30 semester hours as follows:

EDUC 6340	Assessment and Evaluation	3
EDAD 6360	Administrative Theory & Practice	3
EDAD 6361	Instructional Leadership & Evaluation	3
EDAD 6362	School Law	3
EDAD 6363	School Business Management & Finance	3
EDAD 6364	Administration of Programs Diverse	3
EDAD 6365	Human Resource Management	3
EDAD 6366	The Role of the Principal	3
EDAD 6367	School & Its Instructional Program	3
EDUC 6352	Applications of Educational Research	3
EDUC 6090	Comprehensive Examination	

PROFESSIONAL PRINCIPAL CERTIFICATE

A student must complete the 30 semester hours listed above, complete the 3 semester hour principal internship (EDAD 6391), earn the M.Ed. degree, have a valid Texas teacher certificate, have two years of acceptable classroom teaching experience, and pass TExES Examination #68.

SUPERINTENDENT CERTIFICATE

To be recommended for certification, a student must have a master degree posted on their transcript, have a valid Texas teacher certificate, have a valid Texas principal certificate, complete the 15 semester hours of coursework listed below, and pass TExES Examination #195.

Required Courses

EDAD 6370	Superintendent: Leadership Challenges	3
EDAD 6373	The Superintendent: Leadership in a Pluralistic Society	3
EDAD 6376	The Superintendent: The 21st Century Curriculum	3

EDAD 6377	The Superintendent: School Reform 21st Century	3
EDAD 6379	Superintendent Internship	3

ADMINISTRATION OF INTERVENTION PROGRAMS (M.ED.)

Dr. Kris Ward, Program Director

The Master of Education in Administration of Intervention Programs is a dynamic program which prepares one to serve as an interventionist or an administrator of intervention programs. Graduates may elect to take the Master Reading Teacher examination furthering employment opportunities. Significant emphasis is placed on federal and state guidelines for intervention programs, demands specific to the interventionist, and working with students at-risk.

To earn a Master of Education degree with a major in Administration of Intervention Programs and to take the Master Reading Teacher examination, a student must complete 33 semester hours as follows:

DEGREE REQUIREMENTS

Required Courses

EDAD 6362	School Law	3
EDAD 6367	School & Its Instructional Program	3
EDUC 6340	Assessment and Evaluation	3
EDUC 6352	Applications of Educational Research	3
EDAD 6363	School Business Management & Finance	3
EDUC 6090	Comprehensive Examination	
EDUC 5351	Classroom & Behavior Management Techniques	3
READ 6301	Problems in Teaching Reading EC-12	3
EDUC 6355	Progress Monitoring for the Interventionist	3
EDUC 6320	Analysis of Mathematical Constructs	3
EDAD 6361	Instructional Leadership & Evaluation	3
READ 5354	Assessment & Pedagogy for Teachers of ELL	3

Course may require leveling course determined by program director review of transcripts.

MASTER READING TEACHER (MRT) CERTIFICATE

Dr. Kris Ward, Program Director

This is a graduate certification program, not a degree program. Hours earned may apply to the M.Ed. with Reading cognate degree. To pursue the MRT, a student must be admitted to the UMHB Graduate School.

Students pursuing certification as a Master Reading Teacher must complete 12 semester hours of specific coursework, as indicated below. Additionally, the student must have a valid Texas teacher certificate, have two (2) years of acceptable classroom teaching experience, pass the TExES Examination #151 and receive approval from the Texas Education Agency.

DEGREE REQUIREMENTS

Required Courses

READ 6301	Problems in Teaching Reading EC-12	3
READ 6353	Reading: A Linguistic Perspective	3
READ 5354	Assessment & Pedagogy for Teachers of ELL	3
READ 6358	Advanced Assessment in Reading	3

MASTER OF SCIENCE IN EDUCATION (M.S.ED.) - EXERCISE SCIENCE

Dr. Colin Wilborn, Program Director

Purpose of the Program

The University of Mary Hardin-Baylor aspires to be a leader in the field of exercise science on both a regional and national level. The graduate program in Exercise Science is committed to developing outstanding graduates who will pursue careers in a wide range of exercise science disciplines.

The purpose of the graduate program in Exercise Science is to prepare students from diverse backgrounds for careers as Exercise Physiologist, Athletic & Fitness Administrators, Coaching, Strength and Conditioning Specialist, and Sport Management Specialists. Furthermore, the graduate program in EXSS seeks to prepare students who wish to continue their pursuit of higher education through doctoral programs or professional certification programs. A twenty-seven hour core curriculum is required of all majors: twenty-seven hours in Exercise Science and nine hours in electives. Each student must successfully complete requirements for a culminating experience by taking an oral and written comprehensive examination. There is no foreign language requirement.

CURRICULUM

EXSS Core (24 hours as follows)

EXSS 6320	Performance Nutrition	3
EXSS 6380	Advanced Exercise Physiology	3
EXSS 6381	Musculoskeletal & Biomechanical Assessment	3
EXSS 6352	Research Methods in Exercise Science	3
EXSS 6360	Advanced Stats & Applied Research	3
EXSS 6340	Management & Leadership in Sport	3
EXSS 6370	Sport Psychology	3
EXSS 6350	Readings, Issues, Trends, Problems in EXSS	3
EXSS 6090	Comprehensive Exam	

Guided Electives (12 hours)

Program Requirements:

1. Bachelor's degree in Exercise Science or related field and/or must include the following courses:
 - a. 3 hours—Kinesiology
 - b. 3 hours—Exercise Physiology
 - c. 4 hours—Anatomy and Physiology I
2. 3.0 GPA
3. Interview with EXSS Graduate Program Director

SPORT ADMINISTRATION

Dr. Colin Wilborn, Program Director

DEGREE REQUIREMENTS

Course List

EXSS 6352	Research Methods in Exercise Science	3
EXSS 6350	Readings, Issues, Trends, Problems in EXSS	3
EXSS 6370	Sport Psychology	3
EXSS 6340	Management & Leadership in Sport	3
EXSS 6320	Performance Nutrition	3

EXSS 6381	Musculoskeletal & Biomechanical Assessment	3
EDAD 6362	School Law	3
EDAD 6367	School & Its Instructional Program	3
EDUC 6340	Assessment and Evaluation	3
EDAD 6391	Principal Internship	3
EDAD 6364	Administration of Programs Diverse	3
EDAD 6366	The Role of the Principal	3

Program Requirements

1. Bachelor's degree in Exercise Science of related field
2. 3.0 GPA
3. Interview with EXSS Graduate Program Director

DOCTOR OF EDUCATION PROGRAM (ED.D.) - LEADERSHIP IN EDUCATIONAL ADMINISTRATION

Dr. Marlene Zipperlen, Program Director

Vision

Graduates of the Doctor of Education program will be thoroughly prepared to engage in leadership, collaboration, decision-making, research, and reform initiatives in higher education and P-12 environments.

Mission

The mission of the Doctor of Education program is to create exemplary educational leaders for the P-12 and higher education environments through a Christian framework. These leaders will be grounded in leadership theory, application strategies, consumption/production of research, collaboration, data-driven decision making, and the blending/balancing of knowledge, ethics, and faith in the overall leadership process. The three-year 60 hours program prepares graduates to engage in leadership, collaboration, decision-making, research, and reform initiatives in various educational sectors.

Program Entrance Requirements

- Submit official transcript of a completed Master's degree from an accredited university in an area related to the proposed studies, with a minimum grade-point average of 3.5 on a 4.0 scale for courses applied toward a Master's degree.
- Submit scores from the Graduate Record Exam (G.R.E.) or may, upon approval, submit the Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT), or other nationally-recognized aptitude tests with comparable scores (scores are valid for five years).
- Interview with members of the Ed.D. faculty.
- Compose an essay response to an educational leadership prompt. (The essay and the interview will be held on the same day.)
- Submit resume or curriculum vita documenting educational background, professional experience, certifications and endorsements, professional development and training, community service, and general references.
- Receipt of three completed letters of recommendation addressing the applicant's professional and academic background.
- Submit employment verification document or artifact, if employed.

Transfer Credits

- Credit must be earned within five years prior to matriculation into the doctoral program.
- Graduate level credit must be beyond the master's degree from an accredited Graduate School.
- Credits transferred in must be appropriate to the degree sought.
- Transfer credit must be approved by members of the Ed.D. Faculty

Mode of Instruction

Students will be admitted to the program in cohorts and complete all courses and experience as a group over a three-year period. The cohort promotes collaboration and helps to create a community of learners.

Courses will be delivered in a variety of methods including, but not limited to lecture, discussion, presentations, readings, speakers, group collaboration, problem-based activities, and case studies. The program also includes required state, national, and international summer institutes. The Doctor of Education Program affords doctoral students the flexibility to study while maintaining obligations to families and careers. Classes will meet five weekends during each long semester on Friday and Saturday.

Residency Requirement

The doctoral student may fulfill residence requirements through completion of 30 credit hours of which 18 must be taken as a full-time student (9 hours in a long semester; 6 hours summer semesters).

Admissions to Candidacy

Students are admitted to candidacy for the Doctor of Education degree only after they have successfully passed the research qualifying examination and have completed thirty-six (36) semester hours of program study. The qualifying exam must be completed at least two semesters prior to the date the degree is conferred. If any part of the examination is failed the examining committee shall recommend reexamination. No more than two failures are permitted. The qualifying examination is a test of competence in the areas of research, methods and design.

Assignment of Dissertation Committee

Upon advancement to candidacy, students are allowed to recommend their preference for dissertation committee members and chairpersons to the Ed. D. faculty. The committee will consist of the faculty member chairperson and two other committee members.

Culminating Examinations

The Doctor of Education Program has three (3) Culminating Examinations which serve as final prerequisites for graduation. Students are permitted to graduate only after they have successfully completed the leadership readings examination, professional portfolio-presentation, and dissertation defense.

The chairperson of the dissertation committee will ensure that a formal announcement of the dissertation defense is made, that the defense is conducted fairly, and that it is open to the faculty.

Time Limitation

The maximum time limit for the doctoral degree is five years from the point of matriculation. After this time, the appropriate required coursework may be revalidated or not according to the policy of the individual degree program in consultation with the Graduate School. Candidates are not allowed to continue in the doctoral program after ten years has elapsed from the semester of admission.

CURRICULUM

Leadership Core: (24 hours)

EDAD 7301	Advanced Learning Theories/Practice	3
EDAD 7302	Professional Ethics and Values	3
EDAD 7303	Diversity and Learning	3
EDAD 7304	Planning and Problem Solving	3
EDAD 7305	Organizational Change	3
EDAD 7306	Dynamics of Leadership	3
EDAD 7307	Law, Religion and Public Policy	3
EDAD 7308	Field-Based Internship	3

Research and Dissertation: (15 hours)

EDAD 7310	Research I Design and Methods	3
EDAD 7311	Research II Design and Methods	3
EDAD 7312	Research III Advanced Design and Methods	3

Summer Institutes: (9 hours)

EDAD 7313	Trends in Educational Thought	3
EDAD 7314	Seminar: Education (Washington DC)	3
EDAD 7315	International Trends in Educational Leadership	3

Cognate Studies: (12 hours-preparation for Superintendent Certification)

P-12:

EDAD 7316	Leadership Challenges of the	3
EDAD 7317	Leadership in a Global Community	3
EDAD 7318	Managing the P-12 Curriculum	3
EDAD 7319	School Reform 21st Century	3

Cognate Studies: (12 hours)

Higher Education:

EDAD 7320	Managing the Higher Education	3
EDAD 7321	American College & University	3
EDAD 7322	Higher Education Administration	3
EDAD 7323	Student Affairs in Higher Education	3

Cognate Studies: (12 hours)

Nursing

NURS 7330	Advanced Curriculum Development and Interprofessional Education in Nursing Education	3
NURS 7331	Theories and Concepts in Nursing Leadership	3
NURS 7332	Evidence-Based Practice in Classroom and Clinical Instruction	3
NURS 7333	Innovation in Classroom Clinical, and Simulation Teaching and Evaluation in Nursing	3

Dissertation: (6 hours)

EDAD 7324	Dissertation I	3
EDAD 7325	Dissertation II	3
EDAD 7100	Dissertation III	1

COUNSELING PROGRAMS

Dr. Marta Garrett, Director

Vision

The Graduate Counseling Program at the University of Mary Hardin-Baylor aspires to be the program of choice for persons seeking development as viable, competent, effective, and ethical professional mental health counselors and educators. Students and faculty collaboratively pursue knowledge, faith, compassion, justice and innovative ideas so that they may develop and provide counseling and educational services to diverse community populations throughout the nation and abroad.

Mission

The Graduate Program in Counseling seeks to prepare students from diverse backgrounds and cultural experiences as master's level clinicians for the mental health fields. The program also equips students with skills needed to continue their academic training at the doctoral level. This program gives 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, non-maleficence, 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, and the Texas State Board of Examiners for Marriage and Family Therapists.

Goals

GOAL I: To prepare students from diverse backgrounds and cultural experiences to become ethical master's level clinicians for the counseling profession in a global society.

GOAL II: To provide students with knowledge and competence in counseling skills, theory, assessment, empirically-based research, and personal growth so that they are able to deliver counseling services in a variety of work settings.

GOAL III: To provide students with a broad-based counseling curriculum that meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), educational requirements for Texas licensure and/or certification by the Texas State Board of Examiners for Licensed Professional Counselors, and/or the Texas State Board of Examiners of Marriage and Family Therapists, as applicable to the student's program of choice.

GOAL IV: To equip students with skills needed to continue their academic training at the doctoral level.

Programs

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

- Clinical Mental Health Counseling Program (CMHC)** – 60 hours (CACREP accredited)
- Marriage, Family and Child Counseling Program (MFCC)** – 60 hours (seeking CACREP accreditation)
- Christian Marriage and Family Counseling Program (CMFC)**– 48 hours
- Academic Specialization Program** – 36 hours (no licensure or certification)

The three licensure and certification programs follow a core curriculum which is the basic building block for the professional counselor, regardless of setting. All students complete courses in the following areas:

- developmental counseling
- counseling theories
- group theories, dynamics, and process
- lifestyle and career development
- multicultural counseling
- measurement and appraisal
- research and evaluation

- professional orientation and ethics

In addition, a sequence of specialized courses is offered within each program area (i.e., Clinical Mental Health Counseling, Marriage, Family, & Child Counseling, and Christian Marriage & Family Counseling). Clinical practicum and/or internship experiences in an appropriate clinical setting are offered in conjunction with the core and specialized counseling courses. Program requirements in the Academic Specialization allow students to take courses offered by other departments which enable students to broaden their knowledge base in their area of interest.

A student's allowable course load is typically nine (9) credit hours in the fall and spring semesters, and six (6) credit hours in the summer or when enrolled in the Internship sequence. Exceptions must be submitted to the Program Director in writing and approved by the Dean of the Graduate School

Admission Requirements

Applicants seeking enrollment in a Master of Arts program must submit

- Three (3) letters of recommendation (from professionals, former instructors, bosses, etc.) attesting to applicant's character and ability to complete graduate work.
- A completed interview with the Departmental Graduate Admissions Committee.
- A signed student agreement form (which includes a background check)

Admission to or completion of a graduate program does not guarantee licensure by any state licensing board.

Clinical Mental Health Counseling Program & Marriage, Family & Child Counseling Program

To enter either of these 60 credit programs the student must have completed a baccalaureate degree from a regionally accredited university with a major in psychology or closely related field with a minimum of twelve semester hours of psychology or social sciences. 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 or research course.

Christian Marriage and Family Counseling Program

To enter this program the student must have completed a baccalaureate degree from a regionally accredited university with a major in social sciences, religion, or closely related field with a minimum of twelve semester hours of psychology or social sciences. Additionally, students must complete 6 hours in Biblical studies - 3 hours in Old Testament Survey and 3 hours in New Testament Survey, or equivalent courses, from a regionally accredited college or university.

Students in all counseling degree tracks must meet the following requirements:

- have a minimum cumulative undergraduate 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.
- have a minimum cumulative score of 300 on the verbal and quantitative portions (if GRE is taken after August, 2011; 900 minimum if taken before August 2011); and a minimum score of 3.0 on the analytical section of the General Test of the Graduate Record Examination (GRE) – if overall undergraduate GPA is below a 3.0.
- Upon receiving a conditional offer of admission, demonstrate physical, mental, and emotional qualifications sufficient, with or without reasonable accommodation, to meet the academic and technical requirements of the counseling profession.

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 through a review of their writing sample, interview, academic credentials, and letters of recommendation.
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, independent research, professional orientation, and capacity to successfully perform in the counseling profession. 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. 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.

The Graduate Counseling Program is both academic and experiential. Therefore, the student must demonstrate more than cognitive abilities. Evaluation using the Counselor Competencies Scales (CCS) will be made at various points throughout the program.

The Professional Performance Evaluation (PPE) supersedes all other requirements for a class, and no credit for the class may be earned in the event that a "0", (does not meet criteria for program level) is indicated. A copy of the PPE and CCS can be electronically accessed at

<http://graduate.umhb.edu/counseling>

3. Acceptance as a candidate is required for all clinical degrees. Students with a GPA of 3.00 or better must apply twice for admission to candidacy: after the completion of a minimum of 12 semester hours **and again** after the completion of CNSL 6395 Practicum. 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 academic knowledge, class participation and interpersonal skills, writing ability (both content and construct), speaking and presentation skills, independent research, professional orientation, self-reflection and self-care, and freedom from mental health problems that, even with reasonable accommodation would interfere with occupational functioning.

The committee may decide to accept the applicant with qualification pending completion of the first semester of practicum or reject the applicant. "Acceptance with qualification pending completion of the first semester of practicum" means that the student will make improvements in the areas that the faculty have commented on in the "candidacy letter" and will demonstrate good use of counseling knowledge, skills, and ethics in the first semester of practicum. 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 and may result in dismissal from the program.

A student's application for candidacy may be deferred if the committee has some question regarding the student's appropriateness for candidacy. Students will be notified in writing ("candidacy letter") of the response to their application for candidacy and of any recommendations or requirements for improvement.

4. During clinical instruction:

Students must apply for and be approved to take clinical instruction classes prior to enrolling in these courses. Students are evaluated during Practicum and Internship by their Faculty Supervisor when working only at the Community Life Center or by their Faculty Supervisor and Site Supervisor when working at both the Community Life Center and an off-campus counseling site. All supervisors will use the Counseling Competencies Scales (CCS) to give their students evaluations at mid-term and at the end of the semester.

5. Following administration of comprehensive examination:

Students accepted for candidacy must register for and successfully complete a comprehensive examination conducted by the graduate counseling faculty during the students' last semester of course work prior to graduation. All comprehensive examinations cover material presented in the courses required according to the degree specialization. The comprehensive exam in the three clinical programs is a standardized written examination. The comprehensive examination in the academic specialization is a written examination constructed by three or more faculty to represent the student's individualized degree plan. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program. 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 Counseling from UMHB.

Master of Arts in Counseling (M.A.)

CLINICAL MENTAL HEALTH COUNSELING PROGRAM

Dr. H. Ty Leonard, Program Coordinator

The Clinical Mental Health Counseling program at the University of Mary Hardin-Baylor is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Clinical Mental Health Counseling program is currently accredited under the 2009 standards.

Mission

The mission of the Clinical Mental Health Counseling Program is to prepare students for licensure and certification as knowledgeable and ethical professional counselors to meet the increasing demand for mental health services in a complex society with a diverse population by offering a curriculum that combines theory and concepts with skills development and meets the requirements as set forth by the Texas State Board of Examiners of Professional Counselors and the Council for Accreditation of Counseling and Related Educational Programs.

Goals

Goal 1: To equip students with the knowledge, skills, dispositions, and behaviors to become ethical, mental health counselors in a complex society with a diverse population.

Goal 2: To prepare students to sit for licensure by meeting 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.

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 **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 take and pass a national certification examination.

COURSE REQUIREMENTS 60 HOURS

Core Counseling Courses (24 hours)

CNSL 6302	Career Development and Information Sources	3
CNSL 6308	Professional Orientation & Ethics	3
CNSL 6310	Lifespan Development Seminar	3
CNSL 6312	Group Processes	3
CNSL 6315	Advanced Psychopathology	3
CNSL 6320	Theories of Counseling	3
CNSL 6345	Research and Statistical Methods	3
CNSL 6351	Diversity Issues	3

Clinical Mental Health Counseling Specialized Courses (27 hours)

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
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CNSL 6305	Addictions Counseling and Psychopharmacology	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318	Marriage and Family Theories in Counseling	3
CNSL 6326	Psychological Assessment	3
CNSL 6330	Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6353	Consultation, Prevention, & Supervision	3
CNSL 6370	Clinical Mental Health Counseling	3
CNSL 6394	Pre-Practicum	3

Clinical Instruction (9 hours)

CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

Comprehensive Examination (0 hours)

CNSL 6090	Comprehensive Examination	
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Counselor Preparation Comprehensive Examination (CPCE). The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program.

CLINICAL MENTAL HEALTH COUNSELING DEGREE PLAN

This section identifies how the UMHB Clinical Mental Health Counseling Program meets the 10 academic content areas required in Rule §681.83 and §681.84 Academic Course Content of Title 22, Texas Administrative Code, Part 30, Chapter 681, effective June 1, 2012 for meeting the course requirements for licensure as a professional counselor in the State of Texas:

Human growth and development

CNSL 6310	Lifespan Development Seminar	3
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Abnormal human behavior

CNSL 6305	Addictions Counseling and Psychopharmacology	3
CNSL 6315	Advanced Psychopathology	3

Appraisal or assessment techniques

CNSL 6326	Psychological Assessment	3
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Counseling theory

CNSL 6320	Theories of Counseling	3
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Counseling methods or techniques**Counseling Individuals**

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6394	Pre-Practicum	3

Theory and Types of Groups

CNSL 6312	Group Processes	3
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Research

CNSL 6345	Research and Statistical Methods	3
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Lifestyle and career development

CNSL 6302	Career Development and Information Sources	3
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Social and cultural and family issues

CNSL 6318	Marriage and Family Theories in Counseling	3
CNSL 6330	Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6351	Diversity Issues	3

Professional orientation

CNSL 6308	Professional Orientation & Ethics	3
CNSL 6353	Consultation, Prevention, & Supervision	3
CNSL 6370	Clinical Mental Health Counseling	3

Practicum (internship)

CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

In addition to completing all degree requirements, students who want to become **Licensed Professional Counselors (LPC)** in Texas must, after graduation, 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 take the National Counselor Exam and apply to the Texas State Board of Examiners of Professional Counselors for a temporary license. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Professional Counselors.

MARRIAGE, FAMILY, AND CHILD COUNSELING PROGRAM

Dr. Wen-Mei Chou, Program Coordinator

Mission

The mission of the Marriage, Family, and Child Counseling Program (MFCC) is to provide students with the academic knowledge, the therapeutic skills, and the ethical foundations necessary to practice in the field of marriage and family therapy within secular settings. This program prepares students through curriculum designed to meet the academic requirements set forth by Council for Accreditation of Counseling and Related Educational Programs (CACREP) and to sit for the Marriage and Family Therapy licensing exam (which would allow for LMFT licensure in Texas and several other states). This program is seeking CACREP accreditation.

Goals

Goal 1: To provide students with the academic knowledge, the therapeutic skills, the ability to and the ethical foundations necessary for competent practice in the field of marriage and family therapy in a global society.

Goal 2: To prepare students to sit for licensure in Texas and other states by meeting the nationally recognized academic requirements set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

COURSE REQUIREMENTS – 60 HOURS

Counseling Core Courses (24 hours)

CNSL 6302	Career Development and Information Sources	3
CNSL 6308	Professional Orientation & Ethics	3
CNSL 6310	Lifespan Development Seminar	3
CNSL 6312	Group Processes	3
CNSL 6315	Advanced Psychopathology	3

CNSL 6320	Theories of Counseling	3
CNSL 6345	Research and Statistical Methods	3
CNSL 6351	Diversity Issues	3

Marriage, Family, and Child Counseling Specialized Courses (27 hours)

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
CNSL 6304	Couples Counseling	3
CNSL 6306	Counseling Children & Adolescents	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318	Marriage and Family Theories in Counseling	3
CNSL 6327	Marriage and Family Assessment & Treatment	3
CNSL 6353	Consultation, Prevention, & Supervision	3
CNSL 6393	Advanced Marriage and Family Techniques	3
CNSL 6394	Pre-Practicum	3

Clinical Instruction (9 hours)

CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

Comprehensive Examination (0 hours)

MFCC 6090	Comprehensive Exam	
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Marriage & Family Therapy Practice Examination. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program.

MARRIAGE, FAMILY, AND CHILD COUNSELING

This section identifies how the UMHB Marriage, Family & Child Counseling Program meets the academic content areas required in Rule §801.113 (d) and (e) and §801.114, Academic Course Content of Title 22, Texas Administrative Code, Part 35, Chapter, 801, effective 5/18/2008 and modified in 2012 for meeting the course requirements for licensure as a marriage and family therapist in the State of Texas:

Theoretical Foundations of Marriage and Family Therapy (1 course)

CNSL 6318	Marriage and Family Theories in Counseling	3
CNSL 6320	Theories of Counseling	3
CNSL 6394	Pre-Practicum	3

Assessment and Treatment in Marriage and Family Therapy (4 courses)

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
CNSL 6304	Couples Counseling	3
CNSL 6306	Counseling Children & Adolescents	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6327	Marriage and Family Assessment & Treatment	3
CNSL 6393	Advanced Marriage and Family Techniques	3

Human Development, Gender, Multicultural Issues and Family Studies (2 courses)

CNSL 6310	Lifespan Development Seminar	3
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CNSL 6351	Diversity Issues	3
Psychopathology (1 course)		
CNSL 6315	Advanced Psychopathology	3
Professional Ethics (1 course)		
CNSL 6308	Professional Orientation & Ethics	3
Applied Professional Research (1 course)		
CNSL 6345	Research and Statistical Methods	3
Supervised Clinical Practicum (12 months or 3 courses)		
CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

In addition to completing all degree requirements, students who want to become **Licensed Marriage & Family Therapist (LMFT)** in Texas must, after graduation, complete a 3000 clock hour internship approved by the Texas State Board of Examiners of Marriage & Family Therapists. Prior to beginning this internship, graduates must apply to take the Marriage & Family Therapist Licensure examination and apply to the Texas State Board of Examiners of Marriage & Family Therapists for a temporary license. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Marriage & Family Therapists.

CHRISTIAN MARRIAGE & FAMILY COUNSELING PROGRAM

Dr. David Howard, Program Coordinator

Mission

The mission of the Christian Marriage and Family Counseling Program (CMFC) is to provide students with the academic knowledge, the therapeutic skills, the ability to integrate spirituality and counseling, and the ethical foundations necessary to practice in the field of marriage and family therapy within Christian faith-based settings. The program prepares students through curriculum designed to meet the academic requirements set forth by the Texas State Board of Examiners of Marriage and Family Therapists and to sit for the Marriage and Family Therapy licensing exam.

Goals

Goal 1: To provide students with the academic knowledge, the therapeutic skills, the ability to integrate spirituality and counseling, and the ethical foundations necessary for competent practice in the field of marriage and family therapy in a global society.

Goal 2: To prepare students to sit for licensure by meeting the academic requirements set forth by the Texas State Board of Examiners of Marriage and Family Therapists.

COURSE REQUIREMENTS 48 HOURS

Counseling Core Courses (18 hours)

CNSL 6308	Professional Orientation & Ethics	3
CNSL 6310	Lifespan Development Seminar	3
CNSL 6312	Group Processes	3
CNSL 6315	Advanced Psychopathology	3
CNSL 6345	Research and Statistical Methods	3
CNSL 6351	Diversity Issues	3

Marriage, Family, & Child Counseling Specialized Courses (21 hours)

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
CNSL 6304	Couples Counseling	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318	Marriage and Family Theories in Counseling	3

CNSL 6327	Marriage and Family Assessment & Treatment	3
CNSL 6393	Advanced Marriage and Family Techniques	3
CNSL 6394	Pre-Practicum	3
Clinical Instruction (9 hours)		
CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

Comprehensive Examination (0 hours)

MFCC 6090	Comprehensive Exam	
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Marriage & Family Therapy Practice Examination and written statement integrating faith in counseling. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program.

MARRIAGE AND FAMILY CHRISTIAN COUNSELING DEGREE PLAN:

This section identifies how the UMHB Marriage, Family & Child Counseling Program meets the academic content areas required in Rule §801.113 (d) and (e) and §801.114, Academic Course Content of Title 22, Texas Administrative Code, Part 35, Chapter, 801, effective 5/18/2008 and modified in 2012 for meeting the course requirements for licensure as a marriage and family therapist in the State of Texas:

Theoretical foundations of marriage and family therapy (1 course)

CNSL 6318	Marriage and Family Theories in Counseling	3
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Assessment and treatment in marriage and family therapy (4 courses)

CNSL 6301	Brief Counseling Interventions with Individuals & Families	3
CNSL 6304	Couples Counseling	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6327	Marriage and Family Assessment & Treatment	3
CNSL 6393	Advanced Marriage and Family Techniques	3

Human Development, gender, multicultural issues and family studies (2 courses)

CNSL 6310	Lifespan Development Seminar	3
CNSL 6351	Diversity Issues	3

Psychopathology (1 course)

CNSL 6315	Advanced Psychopathology	3
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Professional ethics (1 course)

CNSL 6308	Professional Orientation & Ethics	3
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Applied professional research (1 course)

CNSL 6345	Research and Statistical Methods	3
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Supervised clinical practicum (12 months or 3 courses)

CNSL 6394	Pre-Practicum	3
CNSL 6395	Practicum	3
CNSL 6397	Internship I	3
CNSL 6398	Internship II	3

In addition to completing all degree requirements, students who want to become **Licensed Marriage & Family Therapist (LMFT)** in Texas must, after graduation, complete a 3000 clock hour internship approved by the Texas State Board of Examiners of Marriage & Family Therapists. Prior to beginning this internship, graduates must apply to take the Marriage & Family Therapist Licensure examination and apply to the Texas State Board of Examiners of Marriage & Family Therapists for

a temporary license. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Marriage & Family Therapists.

ACADEMIC SPECIALIZATION PROGRAM

Dr. Raylene Statz, Program Coordinator

Mission

The Academic Specialization Program is designed for students who need an advanced degree to pursue further academic study or for professional development.

Goal

Goal: The goal of the Academic Specialization Program is to give students who do not desire to become licensed an opportunity to pursue graduate study for the purpose of furthering their knowledge and skills needed for professional development and career advancement.

This is not a clinical degree and does not lead to state licensure or certification.

COURSE REQUIREMENTS

36 hours from the following courses

Required Courses (18 hours)

CNSL 6310	Lifespan Development Seminar	3
CNSL 6315	Advanced Psychopathology	3
CNSL 6320	Theories of Counseling	3
CNSL 6345	Research and Statistical Methods	3
CNSL 6351	Diversity Issues	3
CNSL 6326	Psychological Assessment	3

Electives (18 hours)

Students in this degree track may select Outside Electives (up to 9 credits may be gained from other graduate disciplines such as business or education with the approval of the student's advisor and/or Graduate Program Director).

Recommended Coursework

CNSL 6302	Career Development and Information Sources	3
CNSL 6305	Addictions Counseling and Psychopharmacology	3
CNSL 6308	Professional Orientation & Ethics	3
CNSL 6312	Group Processes	3
CNSL 6316	Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318	Marriage and Family Theories in Counseling	3
CNSL 6353	Consultation, Prevention, & Supervision	3

Comprehensive Examination (0 hours)

CNSL 6090	Comprehensive Examination	
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The Comprehensive Exam will cover all courses taken by the student. The Academic Specialization Comprehensive Examination consists of 180 multiple-choice questions that have been developed and submitted by faculty members within the Graduate Counseling Program and faculty members other UMHB disciplines (to cover coursework taken by the student as part of his/her degree). The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program.

MASTER OF SCIENCE IN NURSING (M.S.N.)

Dr. Carrie Johnson, Program Director

Vision

The vision of the Master of Science in Nursing program is to provide a curriculum which:

1. Allows entry into the advanced practice nursing roles.
2. Is based on Christian principles and values, as well as sound nursing and education theory.
3. Promotes evidence-based practice in meeting the health and education needs for select client populations.
4. Promotes life-long learning and a foundation for doctoral study.
5. Focuses on professional and community involvement.

The University of Mary Hardin-Baylor also offers a Leadership in Nursing Education track within its Doctoral Program. More information can be found under the Doctor of Education Programs.

Mission

The Graduate Program in the College of Nursing supports the missions of the College of Nursing and the University of Mary Hardin-Baylor through innovative teaching methods and the integration of practical experiences in both clinical and classroom teaching. The Master of Science in Nursing program builds on a foundation of undergraduate nursing education to prepare registered nurses for an advanced functional role that requires increased accountability, expertise, and leadership. The mission of the graduate program of the Scott and White College of Nursing is to prepare excellent nurse educators, leaders, and practitioners by providing specialty practice with an expanded theoretical and empirical knowledge base. The College of Nursing strives to prepare nurses who use Christian values and professional principles.

Program Student Learning Outcomes

Upon completion of the curriculum, it is expected that graduates of the program will:

1. Use informatics and technology to design and implement safe, effective, and efficient practice models based on evidenced-based rationales.
2. Integrate professional, ethical, moral, legal and spiritual concepts to improve outcomes within a multi-cultural, global environment.
3. Develop scholarly contributions to enhance the body of nursing knowledge.
4. Evaluate nursing's contributions to the improvement of healthcare policy and systems in a diverse global society.
5. Formulate strategies to facilitate the education of individuals, families, communities, and aggregates/clinical populations within the multi-disciplinary health care team.

Admission Requirements

To be eligible for admission to the graduate program in nursing, an applicant must be accepted for admission to the Graduate School of the University of Mary Hardin-Baylor (refer to the Admissions section of the UMHB Graduate Catalog). Applicants to the M.S.N. program must meet certain additional criteria:

1. A baccalaureate degree in nursing from an NLNAC or CCNE accredited school of nursing.
2. Current, unencumbered licensure as a Registered Nurse in the State of Texas or as exempted as a federal employee.
3. Grade Point Average (GPA) of 3.0 in last 60 hours of undergraduate program (BSN).
4. Two academic and professional references reflecting achievement and motivation for graduate study.
5. Completion of an undergraduate statistics course with a grade of "C" or better.
6. Completion of an undergraduate nursing research course with a grade of "C" or better.

7. Minimum of one year of full time clinical practice as a registered nurse prior to admission in the clinical area selected as the area of clinical specialization. Applicants with less than one year full time clinical experience in the selected clinical area will be considered if currently employed in the area of specialization.
8. Personal interview with the Director of the MSN Program or the director's designee.

MASTER OF SCIENCE IN NURSING (M.S.N.)

Requirements for the Degree

To graduate, the student must meet the following requirements:

1. Maintain a grade point average of 3.0 or above on a 4.00 scale. No grade below 2.00 (C) will be accepted. If the student earns more than one C, progression in the program will be evaluated.
2. Completion of all degree requirements within five years of date of admission into the program.

COMPREHENSIVE EXAM

Each student must pass NURS 6090 Comprehensive Exam in their chosen area of study prior to entering

NURS 6611	Family Nurse Practitioner Immersion	6
NURS 6612	Nursing Education Practicum (6)	6
	or	
NURS 6614	Capstone Project	6

CURRICULUM

Major Areas of Study for MSN

Nursing Education

Clinical Nurse Leader

Family Nurse Practitioner

MSN Core Courses (24 hours)

NURS 6312	Theoretical Perspectives	3
NURS 6320	Ethics, Culture & Spiritual Concept	3
NURS 6321	Nursing Research	3
NURS 6327	Advanced Health Assessment	3
NURS 6336	Epidemiology & Population Health Research	3
NURS 6337	Advanced Pharmacology	3
NURS 6338	Advanced Pathophysiology	3
NURS 6341	Health Care Policy, Delivery Systems and Financing	3

MSN NURSING ADVANCED PRACTICE AREA

Each student must complete the Core Courses, the Comprehensive Exam and the required courses in at least one nursing practice area:

Nursing Education (Total of 39 hours)

NURS 6331	Curriculum Development	3
NURS 6332	Teaching Strategies	3
NURS 6342	Theory & Evaluation in Practice (3)	3
NURS 6612	Nursing Education Practicum (6)	6

Clinical Nurse Leader (Total of 39 hours)

NURS 6354	Clinical Nurse Leader Role	3
NURS 6613	Leadership in Clinical Nursing	6
NURS 6614	Capstone Project	6

Family Nurse Practitioner (Total of 48 hours)

NURS 6310	Family Nurse Practitioner I: Intro to the Role	3
NURS 6311	Family Health I Adult-Gerontology: Health Promotion and Disease Prevention	3
NURS 6314	Family Health II: Women & Children: Health Promotion and Disease Prevention	3
NURS 6328	FNPII: Family Health Care Management and Finance	3
NURS 6329	Family Health I Adult-Gerontology: Illness and Disease Management	3
NURS 6330	Family Health II Women & Children: Illness and Disease Management	3
NURS 6611	Family Nurse Practitioner Immersion	6

Masters Nursing Certificates

- Nursing Education
- Advanced Nurse Educator Role: A 12-hour certificate which includes any combination of nurse educator courses (NURS 6325, NURS 6326, NURS 6331, NURS 6332 or NURS 6342). This certificate provides the strongest background to be an educator in an academic program.

GRADUATE COURSES

BACC - Accounting

BACC 5220 - Non-Profit Accounting (2)

This course addresses accounting issues related to non-profit organizations. Topics include fund accounting, budget, and control issues, revenue and expense recognition, and issues of reporting for non-profit entities. Additional topics include cash flow analysis, expenditure control, long range financial planning, audits, grant and contract management, and compliance with nonprofit accounting and financial management principles in reference to maintaining public access and ethical standards.

Distribution: Graduate (Business).

BACC 5312 - Advanced Accounting (3)

An in-depth study into of accounting for partnerships, governmental accounting and foreign currency transactions branches, investments in equity securities, and business combinations. Preparation of consolidated financial statements. Prerequisite: Application of the MBA program and 18 hours of upper-level accounting.

Distribution: Graduate (Business).

BACC 5313 - Advanced Auditing Issues & Techniques (3)

Topics include audit theory and legal ramifications; statistical auditing and sampling techniques, analysis of financial data, transactions, and statements; and preparation of auditing opinions based upon work papers. Also, current audit statements from authoritative agencies will be examined. Prerequisite: A grade of "C" or better in BACC 4331 or its equivalent. Application to the MBA program and 18 hours of upper level accounting.

Distribution: Graduate (Business).

BACC 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BACC 6221 - Accounting for Managers (2)

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 cost for decision making. Prerequisite: BACC 2311.

Distribution: Graduate (Business).

BACC 6229 - Advanced Accounting Information (2)

Detailed study of accounting information systems with emphasis on computer-based information systems theory, design, and implementation; topics include systems analysis, relational dataset theory, decision support systems, and internal control issues. Prerequisite: Minimum 24 hours of accounting to include BACC 3229 or BCIS 3312 (or their equivalent)

Distribution: Graduate (Business).

BACC 6231 - Contemporary Accounting Issues (2)

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.

Distribution: Graduate (Business).

BACC 6243 - Fraud Examination (2)

This course will cover reasons for fraud, types of fraud, warning signs, fraud detection technological tools, investigative techniques and financial statement screening. Prerequisites: BACC 4332 and Graduate Status.

Distribution: Graduate (Business).

BACC 6252 - Accounting Research (2)

Review and elaboration of intermediate accounting principles developed through a series of advanced accounting problems and case studies requiring research; topics to include historical and current developments, research methodology, and research sources relevant to the field. Prerequisite: Minimum 20 hours of accounting.

Distribution: Graduate (Business).

BACC 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BACC 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BADM - Business Administration

BADM 5333 - Advanced Effective Organizational Leadership (3)

"Advanced Effective Organizational Leadership" (AEOL) is designed to take the organization leader and future leader beyond the theory of managing resources. AEOL will examine the practical application of: (1) the characteristics of effective leaders, (2) the process involved in moving from manager to leader, and (3) leadership tools to help insure success in leading organizations.

Distribution: Graduate (Business).

BADM 6090 - Integrated Bus Management Practicum (0)

An integrated management practicum which integrates knowledge and skills learned in the M.B.A. program. 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 "Guidance for Graduate Master of Business Practicum." It must be taken during the student's final semester.

Distribution: Graduate (Business).

BADM 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BADM 6210 - Managerial Communication (2)

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

Distribution: Graduate (Business).

BADM 6212 - Organizational Behavior & Change Management (2)

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

Distribution: Graduate (Business).

BADM 6220 - Entrepreneurship (2)

This course presents the entrepreneurial process of establishing a new enterprise, including idea generation, identifying opportunities, and converting concepts into successful businesses. Issues with developing profit and non-profit organizations will be addressed.

Distribution: Graduate (Business).

BADM 6235 - Business Process Management I (2)

An introduction to the design of an organization's structure and business processes with a primary focus on applying the concepts and techniques of business process analysis. Students will learn and apply the techniques of lean and six-sigma to improve the business processes of an organization. Appropriate software will be used to aid students in business process analysis.

Distribution: Graduate (Business).

BADM 6241 - Values-Driven Leadership (2)

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.

Distribution: Graduate (Business).

BADM 6243 - Global Issues in Business and Society (2)

A review of critical issues in global economies. Topics include the unique problems and opportunities facing multi-national firms, the various environments of international business, and the management of international operations. This course is offered as an International Trip each summer.

Distribution: Graduate (Business).

BADM 6250 - Legal Environment of Business (2)

A study of selected internal legal constraints imposed on businesses by contractual relationships, by statutes governing the sale and purchase of goods, and by rights and duties imposed in debtor-creditor relationships; selected external legal constraints imposed on businesses by actual and potential tort liabilities, and by government regulations; the various means and procedures for resolving legal disputes in business matters.

Distribution: Graduate (Business).

BADM 6251 - Global Strategies in Economics & Finance (2)

This course focuses on understanding and applying appropriate economic and financial strategies within organizations, from a global perspective. Topics include the decision to invest abroad, forecasting exchange rates and managing exchange risk, and international portfolio diversification. Prerequisites: BECO 2311, BECO 2312, BFIN 3311.

Distribution: Graduate (Business).

BADM 6260 - Business Process Management II (2)

An advanced coverage of business processes that addresses workflow management, process management and modeling notation. Methods of introducing and implementing information technologies to enable process management and organizational change are examined. Appropriate software will be used to aid students in business process analysis. Prerequisite: BADM6235

Distribution: Graduate (Business).

BADM 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BADM 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BCIS - Business Computer Info Systems

BCIS 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BCIS 6220 - Database Development & Administration (2)

In-depth examination of database modeling, development, and administration. Database models are studied with emphasis placed on relational database models. The importance of database to business software applications is covered.

Distribution: Graduate (Business).

BCIS 6223 - Developing Systems for Decision Support (2)

This course focuses on the use and application of information systems to support the decision making process. Topics include decision making models, tools and techniques, design and development of decision support systems, executive information systems, knowledge-based systems, neural networks, expert systems and group support systems including web-based decision support systems.

Distribution: Graduate (Business).

BCIS 6225 - Systems Analysis, Modeling and Design (2)

A study of the systems development life cycle with focus on the planning, analysis and design phases. The student will explore the various tools, techniques, and models used by systems analysts, including data modeling and process modeling, from both a traditional and object oriented perspective.

Distribution: Graduate (Business).

BCIS 6230 - Emerging Information Technologies (2)

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.

Distribution: Graduate (Business).

BCIS 6240 - Systems Development and Implementation (2)

This course focuses on issues related to design, construction, testing and implementation of business application software. Students will analyze a business problem and develop a software application to address the business requirements. Software project management techniques will be employed to track and report progress. Students will present a working prototype of their application. Prerequisites: BCIS 6280

Distribution: Graduate (Business).

BCIS 6243 - Enterprise Systems (2)

Develop a process-oriented view of the organization and its relationships with suppliers and customers. Evaluate the roles of enterprise resource planning (ERP) systems, customer relationship management (CRM) systems, and supply chain management (SCM) systems in automating those relationships and transforming organizations and markets (global perspectives). Illustrate these concepts by studying an example of an ERP system and how that system is used to automate the business processes and provide operational and management information to the organization.

Distribution: Graduate (Business).

BCIS 6245 - Information & Knowledge Management (2)

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.

Distribution: Graduate (Business).

BCIS 6255 - Software Project Management (2)

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

Distribution: Graduate (Business).

BCIS 6265 - Information Systems Management (2)

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.

Distribution: Graduate (Business).

BCIS 6270 - Information Systems Security (2)

Students will investigate a variety of issues dealing with information and information systems security, including cyber and physical security, social engineering, network and systems security, intrusion detection/prevention, and cryptography. A focus will be on the SecSDLC and developing and maintaining Security Blueprints.

Distribution: Graduate (Business).

BCIS 6275 - Telecommunications & Networking (2)

This course will cover fundamental concepts, principles, and practical issues relevant to the design, analysis, and implementation of enterprise-level trusted networked information systems. Topics covered include client/server networks, network hardware and software, distributed computing, key issues in network management, and the fundamentals of telecommunications.

Distribution: Graduate (Business).

BCIS 6280 - Programming Concepts (2)

This course provides an examination of the programming environment including problem-solving, design, and implementation of business-oriented applications.

Distribution: Graduate (Business).

BCIS 6283 - Advanced Programming (2)

This course is an exploration of developing business programming in a modern object-oriented language. Students will learn how to build and use classes and object, how to interact with databases from within programming constructs and how to design and develop well-structured software. Prerequisites: BCIS 6280

Distribution: Business.

BCIS 6285 - Web Services and SOA (2)

This course presents concepts, features, and architectural models of Web Services from three perspectives: framework, process, and applications. Students will study emerging standard protocols, and will learn how to describe, expose, discover, and invoke software over the Web. Students will also explore the use of Web Services to resolve business application integration issues.

Distribution: Graduate (Business).

BCIS 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BCIS 6295 - Information Systems Capstone (2)

This course allows students to apply concepts and skills acquired in their coursework to a real world business problem. Working in teams under the direction of a faculty member, students will plan, manage, and complete a project for a business organization. (Students take this course their final semester)

Distribution: Graduate (Business).

BCIS 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BECO - Economics

BECO 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BECO 6231 - Managerial Economics & Planning (2)

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.

Distribution: Graduate (Business).

BECO 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BECO 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BFIN - Finance

BFIN 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BFIN 6262 - Financial Management (2)

A study of corporate financial strategy and optimizing models for financial decision-making. Prerequisite: BACC 2311, BFIN 3311, BQBA 6211 and BACC 6221 or consent of the instructor.

Distribution: Graduate (Business).

BFIN 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BFIN 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BIOL - Biology

BIOL 5190 - Independent Learning (1)

Graduate studies in Biology, which may include, but are not limited to, one or more of the following topics: ornithology, cell biology, developmental biology, marine biology, ecology, genetics, bacteriology, vertebrate and invertebrate zoology, and herpetology. Students will be exposed to advanced laboratory techniques in the area of study and will be expected to demonstrate competency in using peer-reviewed literature sources. Prerequisite: approval of department chairperson. Laboratory fee when applicable.

Distribution: Graduate (Sciences).

BIOL 5191 - Seminar (1)

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

Distribution: Graduate (Sciences).

BIOL 5290 - Independent Learning (2)

Graduate studies in Biology, which may include, but are not limited to, one or more of the following topics: ornithology, cell biology, developmental biology, marine biology, ecology, genetics, bacteriology, vertebrate and invertebrate zoology, and herpetology. Students will be exposed to advanced laboratory techniques in the area of study and will be expected to demonstrate competency in using peer-reviewed literature sources. Prerequisite: approval of department chairperson. Laboratory fee when applicable.

Distribution: Graduate (Sciences).

BIOL 5291 - Seminar (2)

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

Distribution: Graduate (Sciences) .

BIOL 5390 - Independent Learning (3)

Graduate studies in Biology, which may include, but are not limited to, one or more of the following topics: ornithology, cell biology, developmental biology, marine biology, ecology, genetics, bacteriology, vertebrate and invertebrate zoology, and herpetology. Students will be exposed to advanced laboratory techniques in the area of study and will be expected to demonstrate competency in using peer-reviewed literature sources. Prerequisite: approval of department chairperson. Laboratory fee when applicable.

Distribution: Graduate (Sciences).

BIOL 5391 - Seminar (3)

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

Distribution: Graduate (Sciences) .

BIOL 5490 - Independent Learning (4)

Graduate studies in Biology, which may include, but are not limited to, one or more of the following topics: ornithology, cell biology, developmental biology, marine biology, ecology, genetics, bacteriology, vertebrate and invertebrate zoology, and herpetology. Students will be exposed to advanced laboratory techniques in the area of study and will be expected to demonstrate competency in using peer-reviewed literature sources. Prerequisite: approval of department chairperson. Laboratory fee when applicable.

Distribution: Graduate (Sciences).

BIOL 5491 - Seminar (4)

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

Distribution: Graduate (Sciences).

BIOL 6190 - Research Problems in Biology (1)

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.

Distribution: Graduate (Sciences).

BIOL 6191 - Special Topics (1)

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.

Distribution: Graduate (Sciences).

BIOL 6290 - Research Problems-Biology (2)

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.

Distribution: Graduate (Sciences).

BIOL 6291 - Special Topics (2)

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.

Distribution: Graduate (Sciences).

BIOL 6390 - Research Problems-Biology (3)

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.

Distribution: Graduate (Sciences).

BIOL 6391 - Special Topics (3)

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.

Distribution: Graduate (Sciences).

BIOL 6490 - Research Problems-Biology (4)

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.

Distribution: Graduate (Sciences).

BIOL 6491 - Special Topics (4)

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.

Distribution: Graduate (Sciences).

BMGT - Management

BMGT 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BMGT 6221 - Human Resources (2)

This course is about both the design and execution of human resource management strategies. It adopts the perspective of a general manager and addresses human resource topics (including reward systems, performance management, high-performance

human resource systems, training and development, recruitment, retention, equal employment opportunity laws, work-force diversity, and union-management relations hips) from a strategic perspective. Prerequisite: BMGT 3310.

Distribution: Graduate (Business).

BMGT 6232 - Competition & the Entrepreneurial Manager (2)

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.

Distribution: Graduate (Business).

BMGT 6235 - Advanced Management Theory & Practice (2)

This course explores how managers and leaders will influence support from subordinates. Turbulent changes in the future will require leaders at all levels to find innovative solutions to organizational problems. This course draws on and integrates the concepts from a number of leadership and management theories to assist the student in preparing how they will address difficult organizational problems and the related changes.

Distribution: Graduate (Business).

BMGT 6260 - International Management (2)

Focuses on the management of the multinational corporation (MCN). The objectives are to discuss specific managerial challenges and opportunities faced by MNC's, to provide knowledge and conceptual frameworks necessary for understanding and managing MNC's, and to train and develop skills for effective global leadership. Prerequisite: BMGT 3310.

Distribution: Graduate (Business).

BMGT 6261 - Strategy & Managerial Decision Making (2)

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.

Distribution: Graduate (Business).

BMGT 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BMGT 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BMKT - Marketing

BMKT 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BMKT 6241 - Marketing Management (2)

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

Distribution: Graduate (Business).

BMKT 6251 - Global Marketing & Competition (2)

This course focuses on understanding and applying various marketing strategies and activities to enable organizations to be competitive in the global marketplace. Prerequisite: BMKT 3311.

Distribution: Graduate (Business).

BMKT 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BMKT 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BQBA - Quantitative Business Analysis

BQBA 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BQBA 6211 - Quantitative Methods & Managerial Decision Making (2)

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

Distribution: Graduate (Business).

BQBA 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BQBA 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BSYS - Business Systems

BSYS 6191 - Special Topics (1)

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").

Distribution: Graduate (Business).

BSYS 6242 - Info Systems & Technology (2)

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

Distribution: Graduate (Business).

BSYS 6250 - Logistics & Operations Management (2)

A study of various aspects of supply chain management and business processes to include planning and scheduling, lean logistics, inventory management, and operational integration.

Distribution: Graduate (Business).

BSYS 6291 - Special Topics (2)

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").

Distribution: Graduate (Business).

BSYS 6391 - Special Topics (3)

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").

Distribution: Graduate (Business).

BXXX - Professional Business**BXXX 6191 - Special Topics (1)**

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary.

Distribution: Business.

BXXX 6291 - Special Topics (2)

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary.

Distribution: Business.

BXXX 6391 - Special Topics (3)

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary.

Distribution: Business.

BXXX 6629 - Special Topics (2)

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary.

Distribution: Business.

CHEM - Chemistry**CHEM 5190 - Independent Learning (1)**

Opportunities for special studies in chemistry utilizing the chemical literature and/or laboratory techniques. Topics include but are not limited to: advanced analytical chemistry, advanced inorganic chemistry, biochemistry, chemistry seminar, environmental chemistry, environmental issues, handling hazardous materials, "hands-on" science for elementary and middle school teachers, organic synthesis, physical chemistry, practicum in clinical chemistry, and safety in the academic laboratory. Prerequisite: approval of department chairperson. Laboratory fee when applicable. Offered when needed.

Distribution: Graduate (Sciences).

CHEM 5290 - Independent Learning (2)

Opportunities for special studies in chemistry utilizing the chemical literature and/or laboratory techniques. Topics include but are not limited to: advanced analytical chemistry, advanced inorganic chemistry, biochemistry, chemistry seminar, environmental chemistry, environmental issues, handling hazardous materials, "hands-on" science for elementary and middle school teachers, organic synthesis, physical chemistry, practicum in clinical chemistry, and safety in the academic laboratory. Prerequisite: approval of department chairperson. Laboratory fee when applicable. Offered when needed.

Distribution: Graduate (Sciences).

CHEM 5390 - Independent Learning (3)

Opportunities for special studies in chemistry utilizing the chemical literature and/or laboratory techniques. Topics include but are not limited to: advanced analytical chemistry, advanced inorganic chemistry, biochemistry, chemistry seminar, environmental chemistry, environmental issues, handling hazardous materials, "hands-on" science for elementary and middle school teachers, organic synthesis, physical chemistry, practicum in clinical chemistry, and safety in the academic laboratory. Prerequisite: approval of department chairperson. Laboratory fee when applicable. Offered when needed.

Distribution: Graduate (Sciences).

CHEM 5490 - Independent Learning (4)

Opportunities for special studies in chemistry utilizing the chemical literature and/or laboratory techniques. Topics include but are not limited to: advanced analytical chemistry, advanced inorganic chemistry, biochemistry, chemistry seminar, environmental chemistry, environmental issues, handling hazardous materials, "hands-on" science for elementary and middle school teachers, organic synthesis, physical chemistry, practicum in clinical chemistry, and safety in the academic laboratory. Prerequisite: approval of department chairperson. Laboratory fee when applicable. Offered when needed.

Distribution: Graduate (Sciences).

CHEM 6190 - Chemical Research (1)

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

Distribution: Graduate (Sciences).

CHEM 6290 - Chemical Research (2)

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

Distribution: Graduate (Sciences).

CHEM 6390 - Chemical Research (3)

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

Distribution: Graduate (Sciences).

CHEM 6490 - Chemical Research (4)

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

Distribution: Graduate (Sciences).

CNSL -Counseling

CNSL 6090 - Comprehensive Examination (0)

This exam 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 a standardized written exam. Questions cover the area of specialization as indicated on the student's degree plan and in this catalog. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program. The comprehensive exam may only be retaken once.

Distribution: Graduate (Counseling).

CNSL 6191 - Seminar (1)

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

Distribution: Counseling (Graduate).

CNSL 6199 - Continuing Supervision of Clinical Placement (1)

This course is designed to provide a mechanism for students to gain supervision for required internship hours that were not completed during the semester in which they were enrolled in internship (for students enrolled either in CNSL 6397 or CNSL 6398). Students who have not completed a minimum of 80% (240) of the required 300 hours for Internship II must enroll in this course in order to continue accruing hours for internship. Students who wish to accrue supervised hours outside of the published dates of a course may also use this course to accrue internship hours. Students are required to meet with faculty and complete a deficiency contract stating how long they need to complete the remaining hours and to enroll in one credit for each month (or portion of a month) they need to complete the required hours for Internship II (e.g., one month or less = one credit; one to two months = two credits; two to three months = 3 credits). This course can be enrolled in concurrently with CNSL 6398 Internship II (for students who did not complete Internship I hours on time). This course can also be used for students who were unable to complete CNSL 6398 Internship II hours as a means of maintaining continuous enrollment until graduation. This course can be repeated as needed. Approval is needed prior to registering for this course. Lab fee is required.

Distribution: Counseling (Graduate).

CNSL 6291 - Seminar (2)

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

Distribution: Counseling (Graduate).

CNSL 6299 - Continuing Supervision of Clinical Placement (2)

This course is designed to provide a mechanism for students to gain supervision for required internship hours that were not completed during the semester in which they were enrolled in internship (for students enrolled either in CNSL 6397 or CNSL 6398). Students who have not completed a minimum of 80% (240) of the required 300 hours for Internship II must enroll in this course in order to continue accruing hours for internship. Students who wish to accrue supervised hours outside of the published dates of a course may also use this course to accrue internship hours. Students are required to meet with faculty and complete a deficiency contract stating how long they need to complete the remaining hours and to enroll in one credit for each month (or portion of a month) they need to complete the required hours for Internship II (e.g., one month or less = one credit; one to two months = two credits; two to three months = 3 credits). This course can be enrolled in concurrently with CNSL 6398 Internship II (for students who did not complete Internship I hours on time). This course can also be used for students who were unable to complete CNSL 6398 Internship II hours as a means of maintaining continuous enrollment until graduation. This course can be repeated as needed. Approval is needed prior to registering for this course. Lab fee is required.

Distribution: Counseling (Graduate).

CNSL 6301 - Brief Counseling Interventions with Individuals & Families (3)

This course provides an in-depth study of the theory and practice of brief counseling with individuals, couples, and families. Students will learn to integrate brief and solution-focused theory and apply these skills with individuals and families.

Distribution: Graduate (Counseling).

CNSL 6302 - Career Development and Information Sources (3)

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. Lab fee.

Distribution: Counseling (Graduate).

CNSL 6304 - Couples Counseling (3)

This course provides students with an understanding of the various systemic approaches and presenting issues in marital and couples therapy and unique ethical dilemmas faced in working with couples. The experiential component of the course gives students the opportunity to practice marital counseling strategies using a variety of approaches.

Distribution: Graduate (Counseling).

CNSL 6305 - Addictions Counseling and Psychopharmacology (3)

Students are introduced to the theories and etiology of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment. This course also introduces the student to psychopharmacological interventions as they relate to clinical mental health counseling to include medication classification, indications, contraindications, and side-effects. Techniques used in psychoeducation with clients and other health care members are also discussed.

Distribution: Counseling (Graduate) .

CNSL 6306 - Counseling Children & Adolescents (3)

This course serves as an introduction to play therapy and provides an overview of counseling interventions with children and adolescents in agency, school, and community-based settings. Group, individual, and family systems techniques will be covered. Emphasis will be on understanding the interactions between the developmental needs of children and adolescents and finding counseling techniques appropriate for these age groups. Childhood disorders and developmental diagnoses will also be discussed as well as techniques for consulting with parents.

Distribution: Counseling (Graduate).

CNSL 6308 - Professional Orientation & Ethics (3)

This course, offered in a lecture and seminar format, provides students with the opportunity to study ethical standards as they apply to counselors and mental health providers. The course examines various codes of ethics, professional organizations, licensure and other credentialing processes, advocacy and public policy, professional identity, and current issues within the counseling profession. This course must be taken the first or second semester of the student's graduate course of study and prior to enrolling in clinical instruction courses. Students must pass this course with a grad of "B" or higher before they can be admitted to candidacy. This course may be retaken only once.

Distribution: Counseling (Graduate).

CNSL 6310 - Lifespan Development Seminar (3)

This course provides an in-depth study of the theories of physical, cognitive, social and emotional development from the prenatal period through aging and death. Biological and environmental foundations, cultural influences, and diversity of lifestyles in adult development are considered. Strategies for facilitating development and wellness across the lifespan are included. This course will use both lecture and seminar formats. The student will learn how human development impacts the counseling process.

Distribution: Counseling (Graduate).

CNSL 6312 - Group Processes (3)

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. Lab fee required.

Distribution: Counseling (Graduate).

CNSL 6315 - Advanced Psychopathology (3)

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 and treatment of psychopathology. This course also introduces the student to assessment, diagnosis, and treatment planning using the Diagnostic and Statistical Manual of Mental Disorders classification system. This course is a prerequisite for CNSL 6326, Psychological Assessment. Students must pass this course with a grade of "B" or higher before they can be admitted to candidacy. This course may be retaken only once.

Distribution: Counseling (Graduate).

CNSL 6316 - Applied Counseling Techniques in Individual & Family Counseling (3)

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 a model for direct intervention. Students will present digital video recordings of counseling sessions. Prerequisite CNSL 6320. Lab fee.

Distribution: Counseling (Graduate).

CNSL 6318 - Marriage and Family Theories in Counseling (3)

Basic concepts and theories in marriage and family therapy are discussed. The focus of the course is on theories of change and foundations of family systems work, including assessment, case conceptualization, and treatment planning.

Distribution: Counseling (Graduate).

CNSL 6320 - Theories of Counseling (3)

This course introduces students to the theories used in the counseling profession and to the historical, current, and future trends in the practice of counseling. The counselor as a person and professional is explored. Students will engage in an in-depth study of the major concepts and practices of the contemporary therapeutic systems. Students must pass this course with a grade of "B" or higher before they can be admitted to candidacy. This course may be retaken only once. Lab fee.

Distribution: Counseling (Graduate).

CNSL 6326 - Psychological Assessment (3)

The theory, ethical considerations, and practice of general diagnostic procedures are discussed. Students will learn the concepts of quantified assessment including statistical methods used in test development. In addition to learning to use the clinical interview, mental status exam, and biopsychosocial history as means of client assessment, students will also learn to use assessment instruments for appraisal of intelligence, achievement, personality, and addictions. Students will administer, score, and interpret a psychological battery of tests and complete a comprehensive assessment report. Prerequisites: CNSL 6308, CNSL 6315, CNSL 6320. Lab fee.

Distribution: Counseling (Graduate).

CNSL 6327 - Marriage and Family Assessment & Treatment (3)

This course addresses the assessment of individual, couple, and family functioning from a systemic viewpoint. This course is designed to provide a background in relational diagnosis and assessment including skills necessary to conduct a relational assessment interview, as well as the development of assessment skills through the use of family sculpture, family genogram, role play, and exercises. The planning and implementation of marital, couple and family treatment methods are also discussed.

Distribution: Counseling (Graduate).

CNSL 6330 - Trauma and Crisis Counseling with Individuals and Families (3)

This course is designed to prepare students to respond effectively in critical situations and to help counsel clients who are experiencing crisis events in their lives. Students will learn that crisis intervention are founded on theory and will be able to apply theory to crisis intervention techniques to individual and family situations. Special attention will be paid to counseling approaches for use with circumstantial and developmental life crises in the community.

Distribution: Counseling (Graduate) .

CNSL 6345 - Research and Statistical Methods (3)

The goal of this course is to introduce the student to the concepts and techniques of research used in the counseling profession. The course is designed to be theoretical and applied. Students will develop an understanding of basic qualitative and quantitative research design and basic statistical analysis. Lab fee.

Distribution: Counseling (Graduate) .

CNSL 6351 - Diversity Issues (3)

This course presents 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 the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in organizations, in clinical practice, and in the community.

Distribution: Counseling (Graduate).

CNSL 6353 - Consultation, Prevention, & Supervision (3)

This course covers counselor roles, behaviors, and expectations in prevention, consultation, and supervision. Methods, models, and principles of consultation, prevention, and supervision are explored. Prevention and consultation opportunities for

counselors are discussed for interventions related to individuals, couples, and families. Related legal and ethical issues are explored. The counselor's role in understanding client advocacy and promoting mental health in a multicultural society are discussed.

Distribution: Counseling (Graduate).

CNSL 6370 - Clinical Mental Health Counseling (3)

This course will integrate the student's professional knowledge and skills basic to clinical mental health counseling and practice. Students will explore a wide variety of topics within the field to include: the role, functions, and settings of clinical mental health counselors; administration and management of mental health programs and services; strategies for supporting client education and advocacy; and knowledge of public mental health and government policies. Prerequisites: CNSL 6308, CNSL 6315, CNSL 6316, and CNSL6320.

Distribution: Counseling (Graduate).

CNSL 6391 - Seminar (3)

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

Distribution: Counseling (Graduate).

CNSL 6393 - Advanced Marriage and Family Techniques (3)

The course is a clinical skills building course. Emphasis is on integrating theoretical constructs and therapeutic skills. This course will also cover diverse family issues, such as working with extended families, single parents, families in the process of divorce, remarried families, and domestic violence.

Distribution: Counseling (Graduate).

CNSL 6394 - Pre-Practicum (3)

This course is designed to be an in-depth study of specific theoretical interventions, to introduce the student to appropriate professional behavior in the clinical setting and to provide practice experience in skills needed in the clinical counseling environment, such as assessment, diagnosis, treatment planning, and record-keeping.

Distribution: Counseling (Graduate).

CNSL 6395 - Practicum (3)

This course is the first of three clinical instruction courses offering supervised clinical practice in counseling skills, behaviors, professional orientation/disposition, and assessment. Primary emphasis is on performing counseling and related activities in a specified agency, church, or community clinical mental health setting. Practicum students are required to work as counseling interns at the UMHB Community Life Center, the counselor training facility for the Graduate Counseling Program (and/or at a faculty-approved off campus site). A total of 100 clock hours are required. Of these 100 hours, 40 must be direct counseling experience with the remaining 60 hours in assessment, report writing, case consultation, peer-supervision, client staffing and educational enhancement activities such as session tape reviews and book reviews related to specific disorders, theories, and/or issues. Prerequisites: CNSL 6308, CNSL 6312, CNSL 6315, CNSL 6320, CNSL 6326, CNSL 6351, CNSL 6370, and CNSL 6394. Lab fee is required.

Distribution: Counseling (Graduate).

CNSL 6397 - Internship I (3)

This course is the first half of the two-semester clinical internship course which offers supervised clinical practice in counseling skills, behaviors, professional orientation/dispositions, and assessment. Internship provides the graduate student with practical experiences that are an integral part of the helping profession. Students will work as interns at the UMHB Community Life Center and at a faculty-approved off-campus site of their choice. Interns will complete 300 clock hours of supervised internship, 120 of which are direct service (counseling) and 180 of which are indirect service. They will receive a minimum of one hour per week of individual or triadic supervision by the off-site supervisor, a minimum of one hour per week of individual or triadic supervision by the faculty supervisor, and will attend one and a half hours per week of group supervision provided by the faculty supervisor. Students who do not completed at least 80% or 240 hours of the clinical hours required in this course by the published deadline for this course must enroll in CNSL 6399 concurrently with CNSL 6398 to complete these hours. Approval is needed the semester prior to registering for this course. Prerequisite: CNSL 6395. Lab fee is required.

Distribution: Counseling (Graduate).

CNSL 6398 - Internship II (3)

This course is the second half of the two-semester clinical internship course which offers supervised clinical practice in counseling skills, behaviors, professional orientation/dispositions, and assessment. Internship provides the graduate student with practical experiences that are an integral part of the helping profession. Students will work as interns at the UMHB Community Life Center and at a faculty approved off-campus site of their choice. Interns will complete 300 clock hours of supervised internship, 120 of which are direct service (counseling) and 180 of which are indirect service. They will receive a minimum of one hour per week of individual or triadic supervision by the off-site supervisor, a minimum of one hour per week of individual or triadic supervision by the faculty supervisor, and will attend one and a half hours per week of group supervision provided by the faculty supervisor. Students who do not completed at least 80% or 240 hours of the clinical hours required in this course by the published deadline for this course must enroll in CNSL 6399 to complete these hours. Approval is needed the semester prior to registering for this course. Lab fee is required.

Distribution: Counseling (Graduate).

CNSL 6399 - Continuing Supervision of Clinical Placement (3)

This course is designed to provide a mechanism for students to gain supervision for required internship hours that were not completed during the semester in which they were enrolled in internship (for students enrolled either in CNSL 6397 or CNSL 6398). Students who have not completed a minimum of 80% (240) of the required 300 hours for Internship II must enroll in this course in order to continue accruing hours for internship. Students who wish to accrue supervised hours outside of the published dates of a course may also use this course to accrue internship hours. Students are required to meet with faculty and complete a deficiency contract stating how long they need to complete the remaining hours and to enroll in one credit for each month (or portion of a month) they need to complete the required hours for Internship II (e.g., one month or less = one credit; one to two months = two credits; two to three months = 3 credits). This course can be enrolled in concurrently with CNSL 6398 Internship II (for students who did not complete Internship I hours on time). This course can also be used for students who were unable to complete CNSL 6398 Internship II hours as a means of maintaining continuous enrollment until graduation. This course can be repeated as needed. Approval is needed prior to registering for this course. Lab fee is required.

Distribution: Counseling (Graduate).

EDAD - Educational Administration**EDAD 6181 - Special Topics (1)**

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.

Distribution: Graduate (Education).

EDAD 6281 - Special Topics (2)

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.

Distribution: Graduate (Education).

EDAD 6360 - Administrative Theory & Practice (3)

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.

Distribution: Graduate (Education).

EDAD 6361 - Instructional Leadership & Evaluation (3)

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.

Distribution: Graduate (Education).

EDAD 6362 - School Law (3)

Legislation and litigation which forms the basis of education at national, state, and local levels is surveyed. Topics include professional rights and responsibilities of school administrators and other school personnel, federal and state laws and guidelines related to special populations, parent and student rights, contractual legalities and implications of the law in human resources management. Requires travel fee; amount subject to change.

Distribution: Graduate (Education).

EDAD 6363 - School Business Management & Finance (3)

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.

Distribution: Graduate (Education).

EDAD 6364 - Administration of Programs Diverse (3)

Designed to promote fidelity in implementation of special programs, this course focuses on standard protocols appropriate for diverse student populations within EC-12 public schools. An emphasis is placed on the application of current state and federal expectations to meet the academic and behavioral needs of all students employing interventions aligned with individual student needs. Response-to-Intervention, special education, at-risk, migrant/immigrant, ESL, bilingual, gifted/talented, dyslexia, and vocational/technical programs are examined.

Distribution: Graduate (Education).

EDAD 6365 - Human Resource Management (3)

This course is a seminar/survey course of the administrator's (mid-manager) function in the areas of student services, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; and placement, evaluation, promotion, retention, and termination. Students explore the mid-manager's administrative role, what does the principal need to know about and be proficient in: testing programs, student health programs; social work; student records and confidentiality rules; food service; school safety; transportation services; and attendance services. All of these services are considered to be "non-instructional." This course gives the student the opportunity to holistically study the role of the mid-manager in the real world.

Distribution: Graduate (Education).

EDAD 6366 - The Role of the Principal (3)

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. Requires travel fee; amount subject to change.

Distribution: Graduate (Education).

EDAD 6367 - School & Its Instructional Program (3)

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.

Distribution: Graduate (Education).

EDAD 6368 - Applications Educational Research (3)

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.

Distribution: Graduate (Education).

EDAD 6370 - Superintendent: Leadership Challenges (3)

Students will examine the role of the superintendent of schools as the chief educational officer of the local school district. The superintendent of schools in today's contemporary educational organizations have primary and ultimate responsibility in two areas, leadership and management. Districts require leaders with a vision of the future and the skills necessary for communicating the vision to others. This course gives participants the tools necessary to make effective decisions. Instructional Leadership Development Training. (ILD)

Distribution: Graduate (Education).

EDAD 6373 - The Superintendent: Leadership in a Pluralistic Society (3)

This course examines the leadership components, skills, and philosophies essential to district culture, communication, and community relations. The superintendent competencies of collaboration, communication, stewardship, and community mobilization are investigated, leading to the facilitation, articulation, and implementation of a shared vision of learning.

Distribution: Graduate (Education).

EDAD 6376 - The Superintendent: The 21st Century Curriculum (3)

It is recognized that the superintendent is the chief curriculum officer of the school district. This course will feature a comprehensive review of the literature focusing on the relationship between staff development and student learning. Special emphasis will be placed on the process of curriculum auditing, planning, and policy development. Additional course components include institutional delivery, state and national accreditation standards, accountability issues, and student assessment.

Distribution: Graduate (Education).

EDAD 6377 - The Superintendent: School Reform 21st Century (3)

To prepare the student for the superintendency, this course will feature a study of state accreditation standards, district program evaluation, and personnel evaluation. Special emphasis will be placed on writing and presenting the evaluation for the district stakeholders, characteristics of standardized tests, scoring, test data disaggregation, and test taking skills. Professional Development Appraisal System training. (PDAS)

Distribution: Graduate (Education).

EDAD 6379 - Superintendent Internship (3)

High-quality clinical activities will prepare the aspiring administrator to be a change agent and instructional leader for schools of the future. This course provides supervised professional clinical activities (two semesters) in the area of the public school superintendency to promote theory-to-practice connections.

Distribution: Graduate (Education).

EDAD 6381 - Special Topics (3)

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.

Distribution: Graduate (Education).

EDAD 6391 - Principal Internship (3)

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 (two semesters). 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.

Distribution: Graduate (Education).

EDAD 7100 - Dissertation III (1)

Continuous enrollment must be maintained until graduation. The dissertation course provides the mechanics by which the student continues enrollment.

Distribution: Graduate (Education).

EDAD 7181 - Special Topics (1)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education).

EDAD 7190 - Independent Study (1)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education).

EDAD 7281 - Special Topics (2)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education).

EDAD 7290 - Independent Study (2)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education).

EDAD 7301 - Advanced Learning Theories/Practice (3)

This course is designed to investigate the complex issues of a human thinking and learning. Factors affecting cognition such as theories of human development, learning, motivation, instruction, and assessment are explored. Learning theories relevant throughout the life span are examined. Additional topics of study will include the impact of student diversity and exceptionality on effective teaching and the role of standardized testing in instructional planning.

Distribution: Graduate (Education).

EDAD 7302 - Professional Ethics and Values (3)

The purpose of Professional Ethics and Values is to provide participants with knowledge and understanding of theoretical frameworks used for making decisions regarding right, wrong, and permissible. Students will develop knowledge, competence, and confidence regarding the resolution of moral/ethical decisions. The concept of applied ethics will be analyzed and put into practice regarding real-world dilemmas. Participants will create and resolve dilemmas according to best theoretical framework and application of ethics.

Distribution: Graduate (Education).

EDAD 7303 - Diversity and Learning (3)

This course is a study of diversity topics relevant to learning. Topics include cultural backgrounds, values, and attitudes with an emphasis on research, practice, and leadership.

Distribution: Graduate (Education).

EDAD 7304 - Planning and Problem Solving (3)

This course is a study of both short and long-range planning and problem solving techniques of effective educational leaders for the age of standards and accountability.

Distribution: Graduate (Education).

EDAD 7305 - Organizational Change (3)

Change is inevitable in any organization and this is particularly evident within educational organizations. This truth becomes more evident when considering the rapidly changing demographics bringing a more diverse society, competition in a global economy, increased diversity associated with immigration. This course gives the doctoral learner the opportunity to analyze the various change theories and processes and then apply the knowledge gained in a practical application format in which the learner designs a change plan, implements and leads change in an educational organization. \$50 Leadership Seminar Fee.

Distribution: Graduate (Education).

EDAD 7306 - Dynamics of Leadership (3)

This course examines advanced leadership theory and application by analysis of organizational structure, culture, system, change, and function. Research, theory, and methods are addressed to encourage the application of best practice. This will be accomplished through the exploration and mastery of the following topics: the organizational environment and culture, the structure and culture of systems, the change process, essential skills and competencies for advanced leaders, management dynamics, and challenges for the future.

Distribution: Graduate (Education).

EDAD 7307 - Law, Religion and Public Policy (3)

Attention will be given to the role of religion in public education, with special attention to legislative and judicial guidelines. We will also review major court decisions affecting school prayer, presentation of religious texts, teaching of religious topics, religious music and programs, etc. Moreover, we will study government funding of private religious education, especially court decisions that define the rules. Finally, we will explore legal rights and responsibilities of school administrators and other school personnel.

Distribution: Graduate (Education).

EDAD 7308 - Field-Based Internship (3)

Doctoral students complete a required doctoral internship (EDAD 7308) in the third year. In preparing the doctoral internship proposal, students select an intern setting that provides the greatest opportunity for development as a scholar-practitioner leader. The internship experience may be completed within the student's current employing organization or in another setting. If a student chooses to complete a second internship, it must be completed in a different setting. (Cross-listed with EDAD 6379, Superintendency Internship)

Distribution: Graduate (Education).

EDAD 7310 - Research I Design and Methods (3)

The purpose of Research I is to establish the foundation for doctoral level research. The course offers an overview of both quantitative and qualitative methods and designs with an emphasis on critically evaluating research. Other topics include general data collection and analysis. Students will develop a problem statement, literature review, and potential research method regarding a self-selected topic in educational leadership.

Distribution: Graduate (Education).

EDAD 7311 - Research II Design and Methods (3)

The purpose of Research II is to explore both quantitative and qualitative methods with an emphasis data collection. Topics include archival data, instrument development, descriptive statistics, sampling, and the protection of human subjects for research. SPSS software will be used for quantitative analysis.

Distribution: Graduate (Education).

EDAD 7312 - Research III Advanced Design and Methods (3)

The purpose of Research III is to explore both quantitative and qualitative methods with an emphasis in data analysis. Topics include inferential statistics, triangulation of data, and rigor. Students will develop a research proposal. SPSS software will be used for quantitative analysis.

Distribution: Graduate (Education).

EDAD 7313 - Trends in Educational Thought (3)

The first Summer Institute (State) is designed to present an in-depth orientation of the doctoral program, the College of Education, and the University of Mary Hardin-Baylor. In addition, the students will have an opportunity to gain insight into the professional education organizations, the governing bodies of educational institutions, and the influence or neglect of government on P-16 education. The experience will provide the doctoral students with current knowledge of the world of education in a P-16 environment. The Institutes are one of the unique aspects of the design of the doctoral program. Through the opportunity to travel, the doctoral students will be immersed in other cultures, organization, and ideas.

Distribution: Graduate (Education).

EDAD 7314 - Seminar: Education (Washington DC) (3)

Administrators of the future will develop an understanding of our national history, culture, the way in which our national government conducts its business, and how agendas are formulated and impacted. Through an expansion of their knowledge of individuals and organizations with which educators can network about different levels and facets of educational endeavors, the doctoral student will learn how this experience might apply to professional practice and personal growth.

Distribution: Graduate (Education).

EDAD 7315 - International Trends in Educational Leadership (3)

Educational leaders of the future will need a world view, as culture, society, and learning become increasingly complex and interrelated. International experience and exposure will facilitate development of global perspective and will provide a unique dimension in the preparation of school leaders.

Distribution: Graduate (Education).

EDAD 7316 - Leadership Challenges of the (3)

The purpose of the course is to study the American school superintendency in relations to major issues facing schools and superintendents, forces effecting superintendents' behaviors, and the complexity of responsibilities associated with the superintendent's role as a chief educational officer. The course is designed to examine and understand concepts and ideas related to human relationships that ultimately determine the effectiveness of the superintendent and the success of the school. (Cross-listed with EDAD 6370, Leadership Challenges)

Distribution: Graduate (Education).

EDAD 7317 - Leadership in a Global Community (3)

The purpose of the course is to develop advanced level knowledge of leadership theory, philosophy, strategy, principle, and best practices. Content and discussion will cover the local, state, national, and international perspectives. The superintendent competencies of collaboration, communication, stewardship, and community mobilization will be investigated in detail. The course will allow for advanced level facilitation, articulation, application, and implementation of content and strategies. (Cross-listed with EDAD 6373, Leadership in a Pluralistic Society)

Distribution: Graduate (Education).

EDAD 7318 - Managing the P-12 Curriculum (3)

Designed for graduate students who desire to pursue employment in P-12 public education, this course focuses on advanced principles of curriculum development and on strategies and techniques for the organization, implementation, and management of curricula within the P-12 classroom. Research-based approaches and learning theories are presented, as well as trends in P-12 public education curriculum. Emphasis is placed on designing and analyzing programs of study within the context of P-12 education, with a focus on governance, finance, learner expectations, and assessment as related to curriculum. (Cross-listed with EDAD 6376, The 21st Century Curriculum)

Distribution: Graduate (Education).

EDAD 7319 - School Reform 21st Century (3)

To prepare the student for the superintendency, this course will feature a study of state accreditation standards, district program evaluations, and personnel evaluations. Special emphasis will be placed on writing and presenting the evaluation for district stakeholders, scoring, test data disaggregation, and test taking guidelines. (Cross-listed with EDAD 6377, School Reform in the 21st Century)

Distribution: Graduate (Education).

EDAD 7320 - Managing the Higher Education (3)

This course focuses on advanced principles of curriculum development and on strategies and techniques for the organization and management of the post-secondary classroom. Research-based approaches and adult learning theories are presented, as well as trends in curriculum development. Special emphasis is placed on designing and analyzing programs of study within the context of higher education. Issues related to internal and external factors affecting learners, such as equity in curriculum design, are explored. Preparation for writing curriculum and teaching in higher education is paramount throughout the course.

Distribution: Graduate (Education).

EDAD 7321 - American College & University (3)

Study of the faculty role and expectations in teaching, scholarship, and service: topics include the professoriate and faculty governance, academic freedom and tenure, legal issues, professional practice, and career development.

Distribution: Graduate (Education).

EDAD 7322 - Higher Education Administration (3)

This course will examine the organization and administration of the diverse types of institutions found in today's higher education arena. It will explore the different missions and purposes of universities, community colleges, state colleges, private liberal arts colleges, propriety colleges, technical colleges, and private universities. The course will investigate strengths and weaknesses associated with various organizational structures. It will also examine leadership behavior and the impact of leadership and structure on institutional effectiveness. Speakers and case studies from diverse sectors of higher education will be incorporated into the classroom learning activities.

Distribution: Graduate (Education).

EDAD 7323 - Student Affairs in Higher Education (3)

This course examines the organization and administration of student affairs in institutions of higher education. Theories, research, and methods are addressed to encourage the application of theory into practice. This will be achieved by exploring the following topics: the administrative environment of student affairs, organizational and management issues of student affairs, essential skills and competencies for student affairs managers, diversity and student affairs, student policy and compliance issues, commitment to professional education, and challenges for the future.

Distribution: Graduate (Education).

EDAD 7324 - Dissertation I (3)

This course is designed to synthesize the knowledge and skills developed in previous research courses and apply them to the doctoral dissertation proposal process.

Distribution: Graduate (Education).

EDAD 7325 - Dissertation II (3)

The purpose of the Dissertation 2 course is to synthesize the knowledge and skills developed in previous research courses and seminars and apply them to the doctoral dissertation process. Throughout the dissertation course, students will work closely with instructor and committee.

Distribution: Graduate (Education).

EDAD 7381 - Special Topics (3)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education) .

EDAD 7390 - Independent Study (3)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate (Education).

EDSP - Special Education

EDSP 5331 - Development of Disabled Learners (3)

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.*

Distribution: Graduate (Education).

EDSP 5332 - Interventions for Educating Individuals with Low Incidence Disabilities (3)

This course is an in-depth study of individuals with low incidence disabilities. Instruction includes teaching strategies from multiple theoretical frameworks and the coordination of these models to positively impact the school experience for students with low incidence disabilities. The characteristics and factors affecting individuals with low incidence disabilities are explored.

Distribution: Graduate (Education).

EDSP 5333 - Interventions for Educating Individuals with Developmental Disabilities (3)

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.*

Distribution: Graduate (Education).

EDSP 5334 - Assessment in Special Education (3)

This course provides an in-depth exploration of formal and informal means of assessment. Administration of instruments used for screening and diagnosing is required. The supports needed for transitioning across educational environments and integration into various program placements are presented.

Distribution: Graduate (Education).

EDSP 5338 - Practicum for the Educational Diagnostician (3)

This practical application course is designed to provide supervised experiences in intervention and special education settings. The primary focus of the course is the role and professional responsibilities of an educational diagnostician. This course meets practicum guidelines established by the Texas Education Agency for professional certifications.

Distribution: Graduate (Education).

EDSP 5339 - Interventions for Educating Individuals with Specific Learning Disabilities (3)

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.

Distribution: Graduate (Education).

EDSP 5363 - Assistive Technology Resources & Services (3)

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.*

Distribution: Graduate (Education).

EDSP 6181 - Special Topics (1)

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.*

Distribution: Graduate (Education).

EDSP 6281 - Special Topics (2)

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.

Distribution: Graduate (Education).

EDSP 6320 - Professional Roles Responsibilities (3)

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.*

Distribution: Graduate (Education).

EDSP 6324 - Approaches to Standardized Testing (3)

This course explores the theory and implications of individual intelligence testing for assessment, educational placement, and research. Practical experiences in administration, interpretation, and report writing for the Wechsler Intelligence Scales, non-verbal intelligence assessments, and cognitive assessments are required. (Cross-listed with PSCO 6324, Wechsler Intelligence Testing)

Distribution: Graduate (Education).

EDSP 6338 - Interventions & Transitions for Students Across the Special Education Spectrum (3)

This course addresses the state and federal guidelines for eligibility across the categories served within special education. Serving students with disabilities from initial diagnosis through transitioning is stressed. Specific emphasis will be placed on students with emotional or behavioral disorders as it relates to tiered interventions.

Distribution: Graduate (Education).

EDSP 6339 - Education for Disabled Youth (3)

This course examines educational procedures and programs for secondary school students with disabilities. Emphasis is placed on theory and transitional issues, transition services, career education, and vocational adjustment and rehabilitation services.*

Distribution: Graduate (Education).

EDSP 6340 - Environments of Special Learners (3)

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.

Distribution: Graduate (Education).

EDSP 6341 - Trends & Issues for the Education of Exceptional Learners (3)

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

Distribution: Graduate (Education).

EDSP 6351 - Minority Population Groups & the Exceptional Learner (3)

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)

Distribution: Graduate (Education).

EDSP 6381 - Special Topics (3)

This service course is designed to permit this 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.

Distribution: Graduate (Education).

EDUC - Education

EDUC 5303 - Curriculum & Instruction in the Elementary School (3)

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.

Distribution: Graduate (Education).

EDUC 5314 - Curriculum & Instruction - Sec (3)

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 innovation in this area will be explored. Application will be required in terms of graduate research, model teaching, curriculum writing, cooperative learning, and peer teaching.

Distribution: Graduate (Education).

EDUC 5320 - Advanced Early Childhood Development (3)

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.

Distribution: Graduate (Education).

EDUC 5351 - Classroom & Behavior Management Techniques (3)

Examines strategies for maintaining a positive learning environment in the classroom. Emphasis will be placed on defining problem areas, procedures for modifying behaviors, and evaluation of teacher effectiveness.

Distribution: Graduate (Education).

EDUC 6090 - Comprehensive Examination (0)

Candidates for any of the master's degrees in the College of Education must satisfactorily pass a comprehensive examination. A graduate student must be admitted to candidacy for a degree before s/he will be allowed to take the comprehensive examination. The policies and procedures for the comprehensive examination are available in the College of Education secretary's office. Early in their degree program students should review the requirements for taking the examination. Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the dean, at an earlier time. Five hours are allowed for the exam. Unless departmental requirements are more limiting, students who attempt the comprehensive examination three times and are not successful, will be dropped from the graduate program.

Distribution: Graduate (Education).

EDUC 6181 - Special Topics (1)

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.

Distribution: Graduate (Education).

EDUC 6281 - Special Topics (2)

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.

Distribution: Graduate (Education).

EDUC 6320 - Analysis of Mathematical Constructs (3)

This course will examine mathematics concepts children must learn in order to think and reason to solve problems. By gaining an understanding of how children learn math, students will acquire skills to use effective instructional strategies, integrate assessment, monitor progress, and link current research to classroom practices.

Distribution: Graduate Education.

EDUC 6340 - Assessment and Evaluation (3)

This course provides an in-depth study of assessment and evaluation principles and practices related to student achievement. Criterion- and norm-referenced assessments are explored. Concepts include data-disaggregation, analysis, construct validity, reliability, teacher-created assessments, and specific instruments used for screening, diagnosis, programming, progress-monitoring, high-stakes testing, and evaluation.

Distribution: Graduate (Education).

EDUC 6351 - School in a Multicultural Society (3)

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).

Distribution: Graduate (Education).

EDUC 6352 - Applications of Educational Research (3)

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.

Distribution: Graduate (Education).

EDUC 6353 - Teaching Methodology Professional (3)

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.

Distribution: Graduate (Education).

EDUC 6355 - Progress Monitoring for the Interventionist (3)

Evidence-based approaches to monitor students at-risk are the focus of this course. Data-driven decision-making to meet the needs of struggling students through tiered interventions is stressed. Significance is placed on supervision of successful progress monitoring systems, issues related to budgeting for intervention programs, and productive collaboration among constituents throughout the intervention process.

Distribution: Graduate (Education).

EDUC 6381 - Special Topics (3)

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.

Distribution: Graduate (Education).

ENGL - English

ENGL 5190 - Independent Learning (1)

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 school. Independent study courses are not to be taken in place of existing courses. Prerequisites: permission of instructor, the department chairperson, and dean of the school.

Distribution: Graduate (Humanities).

ENGL 5290 - Independent Learning (2)

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 school. Independent study courses are not to be taken in place of existing courses. Prerequisites: permission of instructor, the department chairperson, and dean of the school.

Distribution: Graduate (Humanities).

ENGL 5300 - Special Topics (3)

Special Topics for graduate students in literature, rhetoric, and writing. May be repeated for credit when content varies. Prerequisites: Permission of the department chairperson.

Distribution: Graduate (Humanities).

ENGL 5390 - Independent Learning (3)

Instruction and practice in writing information 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*.

Distribution: Graduate (Humanities).

ENGL 5391 - Seminar (3)

A study of a selected literary topic.

Distribution: Graduate (Humanities).

ENGL 5490 - Independent Learning (4)

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 school. Independent study courses are not to be taken in place of existing courses. Prerequisites: permission of instructor, the department chairperson, and dean of the school.

Distribution: Graduate (Humanities).

EXSS- Exercise Sport Science

EXSS 5350 - Principles & Techniques Strength Training and Conditioning (3)

Current principles and procedures essential to strength training and conditioning practices; emphasis on the development and practical applications of aerobic conditioning, joint flexibility, muscular strength, power, and endurance programs.

Distribution: Graduate (Education).

EXSS 6090 - Comprehensive Exam (0)

Candidates for any of the master's degrees in the College of Education (Department of Exercise Sport Science) must satisfactorily pass a comprehensive examination. A graduate student must be admitted to candidacy for a degree before he/she will be allowed to take the comprehensive examination. The policies and procedures for the comprehensive examinations are available in the Department of Exercise Sport Science secretary's office. Early in their degree program students should review the requirements for taking the examination. Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the dean, at an earlier time. Five hours

are allowed for the completion of the written portion of the exam. Unless departmental requirements are more limiting, students who attempt the comprehensive examination two times and are not successful, will be dropped from the graduate program.

Distribution: Graduate (Education).

EXSS 6320 - Performance Nutrition (3)

Sport nutrition is an evolving, dynamic area of exercise and sport science. This course will focus on nutritional assessments, recommendations and evaluations as they relate to the athlete. The specific roles of the energy nutrients, vitamins and minerals will be studied. In addition, the course will include studies in thermoregulatory processes as they relate to water and electrolyte absorption. Laboratory applications will be a primary focus in the class. Prerequisites: EXSS 3395 or equivalent.

Distribution: Graduate (Education).

EXSS 6325 - Sport Law (3)

An examination of the potentially litigious sport activity settings and the applied legal concepts and aspects. Emphasis on tort law, risk management, product liability, constitutional law, contract law, administrative/statutory law, legal system, labor/antitrust law, crowd control, security, and legal research.

Distribution: Graduate (Education).

EXSS 6330 - Fundamentals of Biomechanical Analysis (3)

This course is designed to develop observational and analytical skills as they relate to human movement. Emphasis is placed on developing a systematic approach to analysis. Students will use these skills to evaluate fundamental movement patterns.

Distribution: Graduate (Education).

EXSS 6335 - Marketing in Sport (3)

A survey of marketing concepts through the utilization, application, and initiation of marketing research including promotion, public relations, and sponsorship campaigns designed for the sport industry. Emphasis on marketing plans, fundraising campaigns, corporate sponsorship proposals, assessment of promotional needs and limitations, and development of a comprehensive promotion plan.

Distribution: Graduate (Education).

EXSS 6340 - Management & Leadership in Sport (3)

An analysis of planning, organizing, leading, and evaluating efforts resulting in the creation of a vision and the establishment of goals for professional and amateur sport organizations. Emphasis on effective management practices, policy development, negotiation, conflict resolution, strategic planning, leadership theory, decision-making, problem solving, and event management principles.

Distribution: Graduate (Education).

EXSS 6345 - Socio-Cultural Context of Sport (3)

A philosophical examination of cultural influences affecting contemporary sport managers. Emphasis on historical influences, philosophical ethos, economical volatility, political pressures, the legal system, education, and ethical dilemmas revealed through sport and from sport participants.

EXSS 6350 - Readings, Issues, Trends, Problems in EXSS (3)

(cross-listed with EDUC 6350) Designed to provide an opportunity for critical analysis and study of selected problems, trends, techniques, and issues in EXSS as presented in published items and research and related to programs including physical education, athletics, movement, and sport sciences.

Distribution: Graduate (Education).

EXSS 6352 - Research Methods in Exercise Science (3)

This course will explore qualitative research design and analysis. This course will serve as an introduction to statistics, experimental design, and proposal writing. Developmental theory, investigation and gathering of data, statistical analysis and evaluation, and research reporting as these relate to research in exercise science.

Distribution: Graduate (Education).

EXSS 6355 - Clinical Exercise Physiology (3)

Advanced theory and practical application to clinical aspects of exercise physiology, exercise testing and prescription, ECG analysis and interpretation, and pharmacotherapy. Concentration is focused on diseased and disabled populations that are observed in clinical settings. Prerequisite: EXSS 3395 and 4394.

Distribution: Graduate (Education).

EXSS 6360 - Advanced Stats & Applied Research (3)

This course is designed to develop statistical and research techniques involving descriptive, inferential, and non-parametric methods for research applications in the areas of Exercise and Sport Science, Sport Management, and Education. Emphasis is placed on applying correct statistical and research techniques with computer application. Prerequisites: EDAD 6368 or EDUC 6352.

Distribution: Graduate (Education).

EXSS 6365 - Exercise Endocrinology (3)

An in-depth examination of the role of the endocrine system on metabolism and how nutrition affects hormonal control, regulation, substrate availability, catabolism and anabolism. The scope will focus on the role of the endocrine system in response to exercise in the human body. Prerequisite: EXSS 6380 or equivalent.

Distribution: Graduate (Education).

EXSS 6370 - Sport Psychology (3)

An in-depth study an application of the psychological principles relating to the coaching profession. Emphasis will be placed on principles which influence behavior, enhance skill acquisition and maximize sport performance of athletes and coaches involved in sport.

Distribution: Graduate (Education).

EXSS 6375 - Exercise & Nutritional Biochemistry (3)

A study of the biochemistry of humans in relation to nutrition and exercise with an emphasis on the basic elements of carbohydrate, fat and protein metabolism, the role of nutrition in providing energy, building/repairing tissues and regulating metabolic processes during sports and the degree to which nutrition may enhance fitness. Prerequisite: EXSS 6380 or equivalent.

Distribution: Graduate (Education).

EXSS 6380 - Advanced Exercise Physiology (3)

This course will focus on aerobic and anaerobic sport performance to include cardiovascular, respiratory and metabolic processes. The course will include broad testing methodologies in fitness, body composition, aerobic and anaerobic capacity, nutritional factors and thermoregulatory processes. Extensive use of laboratory application will be a primary focus in the class. Prerequisites: BIOL 2440 and EXSS 3395 or equivalent.

Distribution: Graduate (Education).

EXSS 6381 - Musculoskeletal & Biomechanical Assessment (3)

This course is designed to develop observational and analytical skill as they relate to human movement. In addition, this course is designed to provide advanced athletic training and rehabilitation knowledge in a didactic and practical setting.

Distribution: Graduate (Education).

EXSS 6385 - Advanced Athletic Training & Rehab (3)

Designed to provide advanced athletic training and rehabilitation knowledge in a didactic and practical setting for teachers and coaches related to injury prevention, athletic injury evaluation, emergency care, and rehabilitation aspects of sports medicine.

Distribution: Graduate (Education).

EXSS 6395 - Internship (3)

Internship in exercise science will consist of supervised practical experience in a setting to be determined by the graduate director. The course requires a culminating project.

Distribution: Graduate (Education).

MFCC - Marriage Family Christian Counseling

MFCC 6090 - Comprehensive Exam (0)

This exam 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 a standardized written exam. Questions cover the area of specialization as indicated on the student's degree plan and in this catalog. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Graduate Counseling Program. The comprehensive exam may only be retaken once.

Distribution: Counseling (Graduate) .

MFCC 6399 - Marriage & Family Therapy Supervision (3)

This course is designed to explore the major conceptual approaches, methods, and techniques; evaluation; and ethical and legal issues related to clinical supervision of marriage and family therapists. Definitions, theory-based approaches, supervision formats, and research are reviewed. This course is taught with both a didactic and experiential component. Throughout this course, students will focus on strategies for working with supervisees representing diverse backgrounds and developmental and learning styles. After a critical analysis of the purpose of supervision and theoretical frameworks and models of marriage and family supervision. Students will develop and apply their own theory of supervision in a supervised practice setting that includes each student supervising a group of marriage and family practicum students. Approval is needed prior to registering for this course.

Distribution: Counseling (Graduate).

NURS - Nursing

NURS 6099 - Comprehensive Examination (0)

Candidates for any of the master's track option in the College of Nursing must satisfactorily pass a comprehensive examination. The comprehensive examination tests the breadth of a student's knowledge within the scope of the track within the MSN curriculum. The examination includes a written portion and, at the discretion of the examination committee, it may also include an oral component. The course is graded on a "Pass/No Credit" option. A grade of "Pass" is required to graduate from the track within the college of nursing. A graduate student must be admitted to candidacy for a degree before he/she will be allowed to take the comprehensive examination. Early in their degree program students should review the requirements for taking the examination. Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the dean, at an earlier time. Unless departmental requirements are more limiting, students who attempt the comprehensive examination two times and are not successful will be dropped from the graduate program.

Distribution: Nursing.

NURS 6310 - Family Nurse Practitioner I: Intro to the Role (3)

The focus of this course is on the role of the Family Nurse Practitioner in health promotion, disease management and diagnosis for populations across the lifespan. Concepts from the foundational core are used to identify the competencies necessary for advanced nursing practice in the promotion of health and prevention of illness. Emphasis is placed on the development and assumption of the role of the Family Nurse Practitioner, including practice management, as a member of the interdisciplinary health care team. 2 (3) This course must be taken as a prerequisite or co-requisite with 6311 and 6314. Prerequisites: NURS 6337, 6338, and 6341.

Distribution: Graduate (Nursing).

NURS 6311 - Family Health I Adult-Gerontology: Health Promotion and Disease Prevention (3)

The focus of this course is on the role of the Family Nurse Practitioner in health promotion and disease prevention among adults-gerontology. Concepts from the foundational core are used to identify the competencies necessary for advanced nursing practice as it relates to the promotion of health and prevention of illness among adults and older adults is presented. Emphasis is placed on the evidence-based care as the practitioner partners with patients, families, and other health care providers to

maintain wellness in this population. 2 (3) Pre- or Co-requisite: NURS 6310 and NURS 6314. Prerequisites: NURS 6327, 6337, 6338, 6341.

Distribution: Graduate (Nursing).

NURS 6312 - Theoretical Perspectives (3)

The focus of this course is on the use of theoretical frameworks to direct research, practice and education. Concepts of theory and theory building are explored. Selected theories from nursing, science, organizational and systems theory will serve as a framework for inquiry. 3 (0)

Distribution: Graduate (Nursing).

NURS 6313 - Population Based Health Promotion (3)

This course is designed to provide the student with opportunities to discuss strategies to promote health, risk reduction, and prevention of health problems throughout the lifespan. This course focuses on concepts used in the development and evaluation of population-based health programs.

Distribution: Graduate (Nursing).

NURS 6314 - Family Health II: Women & Children: Health Promotion and Disease Prevention (3)

The focus of this course is on the introduction of role of the Family Nurse Practitioner in health promotion and illness prevention for women and children. Concepts from the foundational core are used to identify the competencies necessary for advanced nursing practice as it relates to the promotion of health and prevention of illness among women and children. Emphasis is placed on the evidence-based care of women and children in health promotion and developmental progression. Pre- or Co-requisite: NURS 6310 and 6311. Prerequisites: NURS 6327, 6337, 6338, and 6341.

Distribution: Graduate (Nursing).

NURS 6320 - Ethics, Culture & Spiritual Concept (3)

This course is designed to advance the understanding of ethical, cultural and spiritual concepts. The impact of these concepts on health and health care outcomes is reviewed. The student will gain an increased perspective on the integration of faith and health. Application of ethical analysis and clinical reasoning to assess, intervene and evaluate nursing care is included. 3 (0)

Distribution: Graduate (Nursing).

NURS 6321 - Nursing Research (3)

This course builds upon concepts studied in undergraduate nursing research. Topics include increased depth in research designs, epistemological framework for design and the research of a specified problem. Emphasis includes critique and utilization of theory, education and practice. 3 (0)

Distribution: Graduate (Nursing).

NURS 6325 - EBP I: Classroom Management (3)

This course examines issues related to working with adult learners in the classroom and the factors that impact learning in the classroom/clinical setting. Emphasis is placed on the management of disruptive student behaviors which interfere with learning (incivility, unprepared student, honors students, overly friendly/familiar students, etc.). Students will study the impact of social change, educational structure, political forces, economics, and curriculum demands on the learning environment. A research project related to interventions is required.

Distribution: Graduate (Nursing).

NURS 6326 - EBP II: Technology & Informatics Nursing Education (3)

This course examines the technology available to enhance the educational experience in the classroom and/or clinical setting. Emphasis is placed on the integration of services, alternative activities, and other resources into the classroom/clinical learning environment. A research project related to the integration of educational technologic resources is required.

Distribution: Graduate (Nursing).

NURS 6327 - Advanced Health Assessment (3)

This course focuses on the development of clinical reasoning and technical skills in performing accurate, comprehensive, health assessment across the life span and across populations. Interpretation of diagnostic findings as they relate to differential diagnoses is included. Prerequisite: NURS 6338.

Distribution: Graduate (Nursing).

NURS 6328 - FNPII: Family Health Care Management and Finance (3)

The focus of this course is on the role of the Family Nurse Practitioner in the management of populations across the lifespan. This course provides an overview of practice, business, finance, and management principles necessary to establish and maintain a successful clinical practice or programs.

Distribution: Graduate (Nursing).

NURS 6329 - Family Health I Adult-Gerontology: Illness and Disease Management (3)

The focus of this course is on the role of the Family Nurse Practitioner in the management of acute and chronic illness and disease among the adult-gerontology population. Concepts from the foundational core are used to identify the competencies necessary for advanced nursing practice as it relates to the illness and disease management. Emphasis is placed on evidence-based care as the practitioner partners with patients, families, and other health care providers to treat illness and manage disease in this population. 2 (3) Prerequisite: NURS 6311, 6314, 6310, 6327, 6337, 6338, and 6341.

Distribution: Graduate (Nursing).

NURS 6330 - Family Health II Women & Children: Illness and Disease Management (3)

The focus of this course is on the role of the Family Nurse Practitioner in acute and chronic illness and disease management for women and children across the lifespan. Concepts from the foundational core are used to identify the competencies necessary for advanced nursing practice as it relates to the illness and disease management. Emphasis is placed on the evidence-based care of women and children in illness and disease management in this population. 2 (3) Prerequisites: NURS 6311, 6314, 6327, 6337, 6338, and 6341.

Distribution: Graduate (Nursing).

NURS 6331 - Curriculum Development (3)

This course is designed to introduce the student to curriculum design and development. The student investigates the many components of curriculum, social and consumer factors influencing the curriculum development, the philosophical foundation of curriculum, theoretical framework, program objectives and organization of learning experiences to fulfill problem objectives. Consideration is given to the requirements of external nursing accrediting agencies (BNE, AACN, CCNE, NLN, and NLNAC).

Distribution: Graduate (Nursing).

NURS 6332 - Teaching Strategies (3)

This course surveys the principles of teaching and learning as well as various learning theory. The students is expected to design a teaching session for a selected population, and incorporate various teaching strategies, including the clinical teaching role. Additionally, relationship, trends and issues in nursing education.

Distribution: Graduate (Nursing).

NURS 6336 - Epidemiology & Population Health Research (3)

This course focuses on determinants of health and principles of epidemiologic data to design and deliver evidence-based, culturally relevant clinical prevention interventions and strategies. Health promotion strategies are presented for improving population-based health outcomes for individuals, families, communities and aggregate/clinical populations. 2.5 (1.5) Prerequisite: NURS 6321.

Distribution: Graduate (Nursing).

NURS 6337 - Advanced Pharmacology (3)

This course focuses on advanced pharmacology including pharmacokinetics, pharmacodynamics and pharmacotherapeutics, for all broad categories of agents. Issues explored include evidence-based practice guidelines, cost containment strategies, alternative interventions and systems management for effective patient outcomes. 2.5 (1.5)

Distribution: Graduate (Nursing).

NURS 6338 - Advanced Pathophysiology (3)

This course focuses on those physiological and pathophysiological processes that are the basis for direct patient care across the lifespan. The focus is on regulatory mechanisms that maintain homeostasis and the clinical problems that arise in the pathophysiological state. 2.5 (1.5)

Distribution: Graduate (Nursing).

NURS 6341 - Health Care Policy, Delivery Systems and Financing (3)

This course focuses on the study of decision making, responsibilities, systems and procedures in the development of health care policy. The influence of social determinants on health care is presented including: accessibility, accountability and affordability. Change theory is used as students explore the role of advocacy and the relationship between policy, health economics and health care outcomes. Prerequisite: NURS 6312.

Distribution: Graduate (Nursing).

NURS 6342 - Theory & Evaluation in Practice (3) (3)

This course is designed to acquaint the student with general principles and theory necessary for the design and development of a systematic plan for evaluation of a nursing program. Methods and techniques for data collection of outcomes measures are reviewed. Test construction, clinical evaluation, program evaluation, agency assessment and graduate follow-up are included.

Distribution: Graduate (Nursing).

NURS 6354 - Clinical Nurse Leader Role (3)

The focus of this course is on the role of the clinical nurse leader and their contribution to the improvement of patient outcomes in a variety of settings. Additional emphasis is placed on methods to promote quality care and facilitate health promotion. The role of the CNL within nursing leadership and various care environments will be reviewed.

Distribution: Graduate (Nursing).

NURS 6391 - Seminar (3)

This course is designed to permit the offerings of topics of current interest.

Distribution: Graduate (Nursing).

NURS 6611 - Family Nurse Practitioner Immersion (6)

The immersion experience focuses on the synthesis of previously learned knowledge, skills and abilities as a provider of advanced nursing care to individuals, families and populations across the lifespan. Emphasis is placed on the management of patients with acute and chronic illnesses, health promotion needs and illness prevention. This course will occur in a capstone process and include both an advanced didactic and clinical component in which the student will demonstrate the role of the advanced practice nurse as a member of the interdisciplinary health care team. 0.5 (16.5) for 250 hours of clinical. Prerequisites: NURS 6310, 6311, 6314, 6328, 6329, 6330.

Distribution: Graduate (Nursing).

NURS 6612 - Nursing Education Practicum (6) (6)

Designed to provide the student with an opportunity to synthesize theory, refine concepts of curriculum design and develop evaluation skills in a variety of settings. Emphasis is given to development of lesson plans, implementation of plan, test construction, and clinical supervision and evaluation of student performance. Emphasis is placed on the development of the teaching portfolio. This course is considered the capstone of the MSN curriculum where the student can put into practice what has been learned in the program. Class and clinical laboratory experiences with a group of undergraduate nursing students is included.

Distribution: Graduate (Nursing).

NURS 6613 - Leadership in Clinical Nursing (6)

This course introduces students to the role and responsibilities of a clinical nurse leader (CNL). Leadership skills are discussed within the broader framework of system change and quality improvement. The emphasis is on working with interdisciplinary

teams to create and shape effective health care delivery systems responsive to the needs of individuals and families. Includes 75 hours of clinical experience.

Distribution: Graduate (Nursing).

NURS 6614 - Capstone Project (6)

This course focuses on the application of the clinical nurse leader's assessing, planning, intervening, monitoring, and evaluating of patient needs within the health care setting. Emphasis is placed on developing and implementing an evidence-based, interdisciplinary, collaborative, and cost effective approach to health care with select populations. Course content will assist students in the exploration and application of issues important to the clinical nurse leader in self-selected clinical experiences.

Distribution: Graduate (Nursing).

NURS 7181 - Special Topics (1)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

NURS 7191 - Independent Study (1)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

NURS 7281 - Special Topics (2)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

NURS 7290 - Independent Study (2)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

NURS 7308 - Field-Based Internship (3)

Doctoral students complete a required doctoral internship (EDAD/NURS 7308) in the third year. In preparing the doctoral internship proposal, students select an intern setting that provides the greatest opportunity for development as a scholar-practitioner leader. The internship experience may be completed within the student's current employing organization or in another setting. If a student chooses to complete a second internship, it must be completed in a different setting.

Distribution: Graduate-Nursing.

NURS 7330 - Advanced Curriculum Development and Interprofessional Education in Nursing Education (3)

Designed to provide students with an in-depth study of the principles, social, cultural, and economic factors and inter-professional issues that impact curriculum and program development in baccalaureate and higher degree nursing education. The process of accreditation is also reviewed.

Distribution: Graduate-Nursing.

NURS 7331 - Theories and Concepts in Nursing Leadership (3)

Leadership and management theories and concepts are presented with applications made to the nursing faculty and administrative leadership roles. Building upon professional education and experience of learners, essential skills, core competencies, and best practices in leadership are explored.

Distribution: Graduate-Nursing.

NURS 7332 - Evidence-Based Practice in Classroom and Clinical Instruction (3)

Prepares nurse educators to identify and apply evidence based practice teaching methods to student learning and evaluation, and teacher and program effectiveness. Teaching pedagogy as it relates to nursing education, fairness in evaluation, and integration of new and emerging technologies, assessment, and reporting is presented.

Distribution: Graduate-Nursing.

NURS 7333 - Innovation in Classroom Clinical, and Simulation Teaching and Evaluation in Nursing (3)

A focus on innovation in classroom, clinical and simulated learning is presented as a framework for building upon the students' professional experience as educators, objective assessment and evaluation of students is explored. Legal and ethical implications of teaching, learning and the evaluative process are included.

Distribution: Graduate-Nursing.

NURS 7381 - Special Topics (3)

A course designed to permit the offering of topics of current interest. Topics and projects are selected on the basis of student interest and need. May be repeated for credit when content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

NURS 7390 - Independent Study (3)

An independent study directed by a full-time graduate faculty member in the College of Education. May be repeated for credit when the content varies. Prerequisite: permission of the Director of Doctoral Program.

Distribution: Graduate-Nursing.

READ - Reading

READ 5351 - Advanced Children's Literature & Literacy (3)

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.

Distribution: Graduate (Education).

READ 5352 - Advanced Diagnostic & Corrective Reading (3)

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. A fee of \$75 is required.

Distribution: Graduate (Education).

READ 5354 - Assessment & Pedagogy for Teachers of ELL (3)

This course addresses planning and implementing effective, developmentally-appropriate English as a second language (ESL) instruction. Foundations of ESL education and factors that contribute to an effective multicultural and multilingual environment are presented. Research-based methods, as well as formal and informal assessment procedures and instruments are taught.

Distribution: Graduate (Education).

READ 5355 - Advanced Content Area Reading (3)

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.

Distribution: Graduate (Education).

READ 6090 - Comprehensive Examination (0)

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.

Distribution: Graduate (Education).

READ 6181 - Special Topics (1)

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.

Distribution: Graduate (Education).

READ 6190 - Independent Study (1)

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.

Distribution: Graduate (Education).

READ 6191 - Seminar (1)

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

Distribution: Graduate (Education).

READ 6192 - Independent Research (1)

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.

Distribution: Graduate (Education).

READ 6281 - Special Topics (2)

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.

Distribution: Graduate (Education).

READ 6290 - Independent Study (2)

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.

Distribution: Graduate (Education).

READ 6291 - Seminar (2)

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

Distribution: Graduate (Education).

READ 6292 - Independent Research (2)

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.

Distribution: Graduate (Education).

READ 6301 - Problems in Teaching Reading EC-12 (3)

This course addresses special problems that occur in reading programs and how administrators and specialists can identify and provide remediation so that all students are successful readers.

Distribution: Graduate (Education).

READ 6353 - Reading: A Linguistic Perspective (3)

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.

Distribution: Graduate (Education).

READ 6354 - Clinical Practice/Reading Education (3)

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.

Distribution: Graduate (Education).

READ 6356 - Organization & Leadership/Reading Programs (3)

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.

Distribution: Graduate (Education).

READ 6358 - Advanced Assessment in Reading (3)

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: A course in diagnostic and prescriptive reading. A fee of \$75 is required.

Distribution: Graduate (Education).

READ 6381 - Special Topics (3)

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.

Distribution: Graduate (Education).

READ 6390 - Independent Study (3)

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.

Distribution: Graduate (Education).

READ 6391 - Seminar (3)

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

Distribution: Graduate (Education).

READ 6392 - Independent Research (3)

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.

Distribution: Graduate (Education).

READ 6481 - Special Topics (4)

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.

Distribution: Graduate (Education).

READ 6490 - Independent Study (4)

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.

Distribution: Graduate (Education).

READ 6491 - Seminar (4)

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

Distribution: Graduate (Education).

READ 6492 - Independent Research (4)

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.

Distribution: Graduate (Education).

READ 6581 - Special Topics (5)

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.

Distribution: Graduate (Education).

READ 6590 - Independent Study (5)

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.

Distribution: Graduate (Education).

READ 6591 - Seminar (5)

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

Distribution: Graduate (Education).

READ 6592 - Independent Research (5)

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.

Distribution: Graduate (Education).

READ 6681 - Special Topics (6)

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.

Distribution: Graduate (Education).

READ 6690 - Independent Study (6)

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.

Distribution: Graduate (Education).

READ 6691 - Seminar (6)

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

Distribution: Graduate (Education).

READ 6692 - Independent Research (6)

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.

Distribution: Graduate (Education).

UMHB - Chapel, Fine Arts Experience, Freshman Seminar

UMHB 5301 - Success for Graduate Study (3)

This course is designed to help graduate students with the transition to academic life. Topics covered include an introduction to the resources and technology available on campus; improving pronunciation and presentation skills; expanding vocabulary; improving logic and problem-solving skills; and improving writing through understanding format expectations, proper citation, etc.

Distribution: Graduate.

UMHB 5310 - Cultural Educational Perspectives (3)

This course will focus on the study of cultural differences within American educational environments. Topics covered include engagement and expectations within the classroom, writing and presentation skills, research and analysis methods, as well as tools and tips for successful navigation through specific graduate programs.

Distribution: Graduate.

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 serves in conjunction with the Dean of the Graduate School.

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Ms. Elizabeth Tanaka, Director, International Student Services

Dr. Marlene Zipperlen, Dean, Director, Doctor of Education Program

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Chemistry Lab Coordinator, College of Sciences

Carpenter, Stacy

Office Manager and Nursing Advisor, College of Nursing

Carter, Steven

Police Officer, Campus Police

Chamness, Vickie

Records Clerk, Registrar's Office

Chapman, Bethany

Institutional Research Coordinator

Cohagan, James

Head Coach, Tennis

Cohagan, Susan

Secretary, Student Development

Cooke, Tammy

Secretary, Spiritual Life

Cooper, Paul

HVAC Technician II, Facilities Services

Cottrell, Debbie

Manager, Bookstore

Coulson, Jena

Assistant Director, Baptist Student Ministry

Cox, Heath

Construction Technician II, Physical Plant

Crosby, Dani Beth

Assistant Director, Alumni Relations

Crothers, Teresa

Administrative Assistant, Development

Cummings, Pamela

Administrative Assistant, Provost's Office

Damron, Caleb

Manager, Mayborn Operations

Daniel, Glenn

Special Events Coordinator, University Host

Daniels, Quincy
Admissions Counselor, Admissions and Recruiting

Daugherty, Kay
Cataloging Manager, Library

Davison, Brent
Vice President for Development, Development

Day, Yvette
Project Coordinator, Campus Planning

Deorsam, J. David
Construction Services Supervisor, Physical Plant

DeWeese, Kenneth
Head Coach, Men's Basketball

Dixon, Frances
Serials Manager, Library

Dodd, Scott
Director, Campus Construction

Drake, Shaun
Maintenance Technician II, Physical Plant

Duffield, Patricia Ann
Patrol Operations Lieutenant, Campus Police

Dugger, William
Landscape Services Supervisor, Physical Plant

Duong, Khang
Admissions and Electronic Communications Counselor,
Admissions and Recruiting

Elkins, Barry
Head Coach, Women's Soccer

Ellison, John
Police Officer, Campus Police

Ellison, Missy
Information Technology Assistant

Everett, Mark
Clerk, Mail Services

Fincher, Sherri
Records Coordinator, Registrar's Office

Fitzgerald, Carlton
Courier and Warehouse Clerk, Physical Plant

Fitzwater, Wendi
Resident Director and Summer Housing Coordinator,
Residence Life

Fleming, Doak
Manager, Athletic Events

Flores, Basilia
Certification Coordinator, Registrar's Office

Ford, Melissa
Director, Graduate Admissions

Fralicks, Kevin
Senior Director, Development

Frazier, Mike
Director, Procurement Services

Fredenburg, Cody
Assistant Coach, Football

Fredenburg, Gary D. "Pete"
Head Coach, Football

Fredenburg, Lindsay
Assistant Director, Relationship Management,
Development

Freerksen, Chris
Gardener II, Landscape Services, Physical Plant

Frost, Rob
Head Coach, Volleyball

Fuessel, Linda S.
Secretary to the Dean, College of Christian Studies

Fulton, Shiloh
Acquisitions and Interlibrary Loans Manager, Library

Garcia, James
Manager, Maintenance and Construction Services,
Physical Plant

Gary, Jonathan
Director, UMHB Conservatory of Music

Garza, Cheryl
Secretary, Alumni Relations

Garza, Joe "Bear"
Resident Director, Residence Life

Garza, Landra
Admissions Counselor, Admissions and Recruiting

Gentry, Maria
Accounting Specialist, Controller's Office

George, Joseph
Assistant Coach, Football

Gill, Megan
Secretary, International Student Services

Glaske, Tucker
Assistant Director, Development

Glorioso, Stephanie
Assistant Director, Development

Goff, Karen
Recruiting Coordinator, Football

Green, Chris
Assistant Resident Director and Quality Coordinator,
Residence Life

Green, Heather

Student Success Specialist, Center for Academic Excellence

Greeson, Shannon

Financial Aid Counselor, Financial Aid

Grigg, Danny

Manager, Stadium Graphics and A/V Operations, Mayborn Campus Center and Event Services

Guerra, Jesse

Maintenance Technician II, Physical Plant

Hammond, Sarah

Resident Director, Residence Life

Hammonds, Christian

Resident Director, Residence Life

Hampton, Christopher

Manager, Electro-Mechanical Services, Physical Plant

Hansen, Heather

Secretary, Counseling, Testing, and Health Services

Hardin, Joey

Maintenance Technician II, Physical Plant

Harmon, Larry

Defensive Coordinator, Football

Harris, Brent

Associate Vice President for Information Technology

Hausam, Daryl

Head Athletic Trainer, Athletics

Hawkins, Philip

Wireless Network Engineer, Information Technology

Hearne, Shannon

Administrative Assistant, Campus Planning and Support Services

Heller, Sandy

Circulation Manager, Library

Hennig, Larry

Head Coach, Women's Softball

Hernandez Jr., Charles

Maintenance Technician II, Physical Plant

Hickman, David

Sportsplex Groundskeeper, Physical Plant

Holmes, Jackie

Police Officer, Campus Police

Holt, Victor

Plumber II, Physical Plant

Huffman, Ellen

Secretary, Graduate Counseling

Hugo, Chris

Network Engineer II, Information Technology

Humphrey, Guy

Gardener II, Landscape Services, Physical Plant

Hutcheson, Lucy

Webmaster, Information Technology

Irvine, Matthew

Manager, Web Services

Isbell, Cody

Special Events Coordinator II, University Host

Ivy, Carolyn

Public Services Officer, Campus Police

Jennings, Suzy

Help Desk Coordinator, Information Technology

Johnson, Steve

Maintenance Technician II, Physical Plant

Johnston, Zane

Assistant Coach, Men's Basketball

Jones, Jennifer A.

Editor and Senior Writer, Communications and Special Projects

Jones, Jennifer K.

Information Systems Analyst, Information Technology

Jones, Michael

HVAC Technician I, Physical Plant

Jones, Nicholas

Assistant Director, Admissions and Recruiting

Jones, Phillip

Resident Director, Residence Life

Kahlig, Charla

Controller, Controller's Office

Kemp, Timothy

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Kung, Shawn

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Lamm, Gary

Associate Vice President for Enrollment Management

Ligon, Cornell

Grounds Custodian, Physical Plant

Lin, Daniel

Systems Administrator, Library

Loutherback, Dr. George

University Chaplain

Lovall, Whisper

Records Assistant, Admissions and Recruiting

Low, Sylvia

Academic Technology Support Specialist, Instructional Technology

Lusby, D'Andra

Secretary, Career Services

Mann, Randall

Vice President for Athletics

Marek, David

Administrative Support and Work Control Services Manager, Physical Plant

Martin, Edward

Senior Vice President for Campus Planning and Support Services

Martin, Rayford

Dean of Students

Martin, Tracy

Application Engineer, Information Technology

Martinez, Rick

Director, Physical Plant

Mathis, Keyetta

Clerk, Mail Services

Mayes, Michael

HVAC Technican III, Physical Plant

McCarthy, Anthony

Maintenance Technician II, Physical Plant

McCarthy, Mike

Director, Campus Activities

McCauley, Peggy

Human Resources Assistant

McClure, Jared

Simulation Lab Technology Coordinator, College of Nursing

McCoy, Yvette

Records Clerk, Registrar's Office

McDowell, Tamara

Secretary to the Dean, College of Humanities

McGilvray, Amy

Registrar

McKay, Teri

Clerk, Bookstore

McLaughlin, T.R.

Supervisor, Maintenance Services, Physical Plant

McMillan, Latricia

Manager, Mail Services

McPeak, Patricia

Student Accounts Manager, Controller's Office

Mertz, Kevin

Police Officer

Mihatsch, Chelsi

Student Accounts Representative, Controller's Office

Mills, Sonia

Secretary, Physical Plant

Minton, Sarah

Assistant Director, Sports Information

Moore, Tommy

Data Center Engineer, Information Technology

Morin, Henry

Assistant Director, Admissions and Recruiting

Morton, Stephen

Director, Mayborn Campus Center

Moya, Cindy

Assistant Coordinator, Development Services

Mraz, Susan

Event Services Manager

Muller, Joy

Associate Director, Student Counseling, Testing and Health Services

Munoz, Patrick

Admissions Counselor, Admissions and Recruiting

Nelson, Fred

HVAC Automation Control System Technician III, Physical Plant

Newman, Kimberly

Assistant Cashier, Controller's Office

Norris, Julie

Assistant Coach, Women's Softball

Norvell, Will

Assistant Resident Director, Residence Life

Nunez, Claudia

Administrative Assistant, Athletics

O'Banion, Rebecca

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Olchesky, Jeffrey

Construction Technician II, Physical Plant

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Invoice Coordinator, Physical Plant

Owens, Don

Director, Student Career Services

Owens, Susan

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Pate, Jerry

Associate Athletic Trainer, Athletics Department

Patin, Ken

HVAC Supervisor, Physical Plant

Pattee, Robert

Associate Vice President for Campus Planning

Payne, Robin

Bookstore Clerk

Pearson, Karol

Loan Specialist, Financial Aid

Peters, Aaron

Gardener II, Landscape Services, Physical Plant

Petty, Candace

Biology Lab Coordinator, Biology Department, College of Sciences

Piedra, Ramon

Irrigation Technician, Physical Plant

Plank, Donna

Associate Dean of Students & Director, Residence Life

Plumlee, David

Media Support Technologist, Information Technology

Pointer, Larry

Director, Safety

Ralston, Jackie

Head Coach, Women's Golf

Ramirez, Edna

Employee Benefits Manager, Human Resources

Ramm, Jennifer

Vice President for Business and Finance & Chief Financial Officer

Ratliff, John

Locksmith, Physical Plant

Reeves, Larry

Director, Event Services & SUB/Stadium Operations

Renfro, Penny

Administrative Assistant, Business and Finance

Retta, Rebeka

Resident Director and Coordinator, Training and Publications, Residence Life

Riggs, Chase

Media Support Technologist (Academic Support), Information Technology

Riley, Amanda

Assistant Athletic Trainer

Robinson, Carol

Administrative Receptionist, Sanderford Administrative Complex

Roby, Jane

Secretary to the Dean, College of Education

Rodeffer, Aaron

Head Coach, Men's Golf

Rodriguez, Renauld

HVAC Technician II, Physical Plant

Rodriguez, Sandra

Secretary to the Department Chairs, College of Humanities

Rogers, Phyllis

Executive Assistant, Executive Offices

Rosenberger, Deborah, R.N.

Health Services Coordinator, Student Counseling, Testing and Health Services

Roush, Janey

Secretary, Alumni Development & Planned Giving

Roush, Jessica

Manager, Digital Media and Cru Card Services, Information Technology

Russell, Lisa

Secretary, College of Sciences

Russell, Roger

Construction Technician II, Physical Plant

Sallee, Jake

System Engineer, Information Technology

Sargent, Gary

Director, Campus Police

Sauders, Tiffany

Event Services Specialist, Event Services

Schilling, Robin

Manager, IT Applications, Information Technology

Selman, Lucinda

Certification Coordinator, College of Education

Shackleford, Yvette

Administrative Assistant, Student Life

Shinn, Jeff

Offensive Coordinator, Football

Shipp, Ben

Head Coach, Baseball

Shipp, Kyle

Assistant Coach, Baseball

Siler, Arlo

Network Engineer, Information Technology

Sims, Cheryl

Administrative Assistant, Communications and Special Projects

Smith, Mark

Police Officer, Campus Police

Sortman, Jason

HVAC Automation Control Systems Technician II, Physical Plant

Spradlin, Cathleen

Payroll Specialist, Controller's Office

Squarcette, Traci

Secretary, UMHB Conservatory of Music

Stafford, James

Director, Marketing and Public Relations

Stephens, Caprice

Assistant Coach, Women's Basketball

Stinson, Shae

Administrative Assistant, Executive Offices

Styne, Jacqueline

Admissions Counselor, Admissions and Recruiting

Sutton, Jeffrey

Assistant Director, Campus Activities

Tanaka, Elizabeth

Director, International Student Services

Tanner, Dr. Paula

Vice President for Communications and Special Projects

Taylor, Lisa Curliss

Head Coach, Women's Basketball

Theodore, Dr. Steve

Senior Vice President for Administration & Chief Operating Officer

Thielepape, Alisha

Special Assistant to the President, Executive Offices

Tryon, Cynthia

Graduation Coordinator, Registrar's Office

Turner, Danyelle

Assistant Controller, Controller's Office

Twilleager, David

Athletics Videographer

Urbina, Stacie

Coordinator, Human Performance Laboratory

Vannatta, Tory

Electrician III, Physical Plant

Walker, Julia

Resident Director, Residence Life

Wallin, Jon

Director, Sports Information

Watts, John

Police Officer, Campus Police

Weathersbee, Dr. Byron

Vice President for Student Life

Weaver, Susan

Director, Campus Recreation

Webb, Elizabeth

Assistant Registrar, Registrar's Office

Wendler, Heather

Secretary, Exercise Science

White, Jacob

Hardware Engineer I, Information Technology

Wible, Suzie

Records Manager, Human Resources

Widmer, Chad

Inventory Supply Manager, Athletics

Wiggins, David

Maintenance Technician II, Physical Plant

Williams, Alyssa

Digital Media Services Assistant

Williams, Nathan

Director, Student Counseling, Testing and Health Services

Wofford, Melisa

Network Manager, Information Technology

Wurdemann, Tiffany

Director, Student Organizations

Yandell, Randy

Director, Graphic Services

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MAP OF CAMPUS



CLERY ACT REPORT

Crime Statistics required by the Clery Act may be accessed on the University's Internet site at <http://police.umhb.edu/policies/clery-act>. A printed copy of the Clery Act Report can be obtained by contacting the University of Mary Hardin-Baylor Campus Police Department at (254) 295-5555. A copy of UMHB's Annual Campus Fire and Safety Report is available for review at <http://police.umhb.edu/policies/clery-act>.

This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus; in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security.

SEX OFFENDER REGISTRATION

In compliance with the "Campus Sex Crimes Prevention Act" (section 1601 of *Public Law 106-386*) and the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, all persons required to register as part of the State of Texas's Sex Offender Registration Program are required to provide notice of their presence on campus, to the UMHB Campus Police Department. Notice should be forwarded by the registering jurisdiction. UMHB reserves the right to publish the names of all registered sex offenders on campus.

Information on registered sex offenders may be obtained from the Texas Department of Public Safety at <http://records.txdps.state.tx.us/soSearch/default.cfm>. For more information, please contact the UMHB Campus Police Department at 254-295-5555.

DRUGS AND ALCOHOL POLICY

UMHB seeks to maintain a chemical-free environment in which students can grow mentally and spiritually to their full potential.

The possession, use, purchase, distribution, or being under the influence of alcoholic beverages, narcotics, hallucinogenics, or other such substances on campus is strictly prohibited. The penalty for using or processing any of these substances may include suspension or expulsion from the university and/or criminal prosecution

